LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Regular Meeting
of the

Board of Education

June 28, 2016

AGENDA

ADMINISTRATION
Sherine Smith, Ed.D., Superintendent of Schools
Darlene Messinger, Assistant Superintendent, Instructional Services
Dean West, Assistant Superintendent, Business Services
Leisa Winston, Assistant Superintendent, Human Resources and Public Communications

BOARD OF EDUCATION
William Landsiedel, President
Jan Vickers, Clerk
Ketta Brown, Member
Carol Normandin, Member
Dee Perry, Member

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

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

June 28, 2016 **Open Session 6:00 P.M.**

AGENDA

RECORDING OF SCHOOL BOARD MEETINGS

All Open Session School Board Meetings will be audio and video recorded.

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

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

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

8. **PUBLIC HEARING**

   Energy Conservation Project Award to Schneider Electric
   – Dean West, Assistant Superintendent, Business Services
   – Jeff Dixon, Director, Facilities
   The Board of Education will conduct a Public Hearing to hear an overview of the proposed energy conservation project with Schneider Electric.

9. CONSENT CALENDAR

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

a. Approval of Minutes – June 14, 2016 (Regular Meeting)

b. Approval/Ratification of Personnel Report

c. Approval of Conference/Workshop Attendance

d. Approval of Interdistrict Attendance Agreements–Resident Students from Other Districts

e. Approval/Acceptance of Gifts – Checks Totaling $6,200.00

f. Approval of Agreements for Contracted Services – Special Education

g. Approval of Agreements for Contracted Services – Technology

h. Approval/Ratification of Warrants #387057 through #387242 in the amount of $630,406.07 Dates: 06/09/2016 through 06/20/2016

i. Ratification of Certificated Payroll 11A in the Amount of $2,023,056.22
Ratification of Classified Payroll 11B in the Amount of $751,885.48
Ratification of Certificated Payroll 11C in the Amount of $122,063.39

j. Approval of Mandated Block Grant Funding

k. Approval of Continuance of Current Meal Prices for the Nutrition Services Program for 2016-17

l. Approval of Resolution #16-07: Authorization for Signatures – Wells Fargo Bank Revolving Cash Account #0495351769 Cafeteria Account #0495351736 Miscellaneous Clearing Account #0495351751

m. Approval of Resolution #16-08: Authorization of Signatures

n. Approval of Addendum Two to Durham School Services for Bus Transportation Agreement for 2016/2017 with a Not-To-Exceed Amount of $1,350,000

o. Approval of Annual Increase to Bus Pass Rates for Home to School Transportation Program based on the Regional Consumer Price Index (CPI) of 2.0%

p. Award of Agreement for Contracted Services on a Three-Year Annually Renewable Term with Vavrinek, Trine, Day & Co., LLP for District Annual Auditing Services for Fiscal the Years 2016-2017 with a Not-to-Exceed Amount of $36,000; 2017-2018 with a Not-to-Exceed Amount of $37,000; 2018-2019 with a Not-to-Exceed Amount of $38,000

q. Authorization to Renew Agreement with BrightView Landscape Maintenance for Landscape, Horticultural and Athletic Field Management Services in the Amount of $199,740

r. Approval of 2016-2017 Designation of CIF Representatives to League

INFORMATION ITEMS

10. TECHNOLOGY UPDATE

– Mike Morrison, Chief Technology Officer

Staff will present an update to the Board of Education regarding the status of technology initiatives in LBUSD. These initiatives have assured progress toward instructional and infrastructure/support. Future plans to promote staff efficiency and student learning will be presented.

11. PRESENTATION OF ROCKET READY PILOT – TEACHER PROFESSIONAL DEVELOPMENT

– Mike Morrison, Chief Technology Officer

Staff will present details regarding the 2016-17 professional development pilot program for certificated employees.

12. PRESENTATION OF 2016-2017 PROFESSIONAL DEVELOPMENT PILOT PROGRAM FOR CLASSIFIED EMPLOYEES

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

Staff will present details regarding the 2016-17 professional development pilot program for classified employees.

13. LBUSD FOREIGN LANGUAGE TEXTBOOK ADOPTION

– Darlene Messinger, Assistant Superintendent, Instructional Services

Staff will present an update to the Board of Education regarding the LBUSD Foreign Language Department Textbook Adoption for Spanish Courses and AP French Language and Culture Course.

14. DEVELOPER FEE JUSTIFCATION STUDY

– Dean West, Assistant Superintendent, Business Services

– Jeff Dixon, Director, Facilities

Staff will present information about the Developer Fee Justification Study and subsequent changes to the previous version, which was presented at the May 10, 2016 Board meeting.

ACTION ITEMS

15. APPROVAL OF THE LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

– Darlene Messinger, Assistant Superintendent, Instructional Services

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

Staff proposes the Board of Education approve the Local Control and Accountability Plan.

16. APPROVAL OF THE FINAL 2016 - 2017 ALL FUNDS BUDGET

– Dean West, Assistant Superintendent, Business Services

Staff proposes the Board of Education approve the final 2016-17 All Funds Budget.

17. APPROVAL OF AMENDMENT OF THE JOINT POWERS AGREEMENT OF THE SOUTH COAST REGIONAL OCCUPATION PROGRAM: NAME CHANGE TO COLLEGE AND CAREER ADVANTAGE

– Darlene Messinger, Assistant Superintendent, Instructional Services

Staff proposes the Board of Education approve a name change for the South Coast Regional Occupational Program to College and Career Advantage.

18. APPROVAL OF REVISED JOB DESCRIPTION AND RE-CLASSIFICATION OF CSEA POSITION

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

Staff proposes the Board of Education approve revisions to the job description, title, and re-classification of the Activities Accounting Specialist, a CSEA position.

19. APPROVAL OF REVISED JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT, BUSINESS SERVICES

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

Staff proposes the Board of Education approve revisions to the job description of Administrative Assistant, Business Services.

20. AWARD OF SERVICES AGREEMENT WITH LEADER SERVICES FOR THE PROVISION OF MEDI-CAL LEA BILLING CLAIMS

– Darlene Messinger, Assistant Superintendent, Instructional Services

– Irene White, Director, Special Education

Staff proposes the Board of Education approve the services agreement between Leader Services and Laguna Beach Unified School District for the provision of LEA Billing services.

21. APPROVAL OF REVISION TO SOUTH ORANGE COUNTY SELPA LOCAL PLAN

– Darlene Messinger, Assistant Superintendent, Instructional Services

– Irene White, Director, Special Education

Staff proposes the Board of Education approve the revised South Orange County SELPA Local Plan.

22. APPROVAL CURRICULUM COMMITTEE RECOMMENDATION FOR FOLLETT DESTINY SOLUTION SUITE: LIBRARY MANAGEMENT SYSTEM FOR ALL LBUSD LIBRARIES

– Darlene Messinger, Assistant Superintendent, Instructional Services

Staff proposes the Board of Education approve the purchase of Follett Destiny Solution Suite, a web-based educational resource management system for all four libraries in the Laguna Beach Unified School District.

23. APPROVAL OF CURRICULUM COMMITTEE RECOMMENDATION FOR NEW LBHS COURSES: PEER TUTOR AND LAB ASSISTANT

– Darlene Messinger, Assistant Superintendent, Instructional Services

Staff proposes the Board of Education approve of two new courses at Laguna Beach High School as follows: Peer Tutor and Lab Assistant.

24. APPROVAL OF CURRICULUM COMMITTEE RECOMMENDATION FOR NEW LBHS COURSE: MUSICAL THEATER AND TECH THEATER

Staff proposes the Board of Education approve two new Performing Arts courses at Laguna Beach High School as follows: Musical Theater Workshop and Technical Theater.

25. AWARD OF SERVICES AGREEMENT TO AMI – THE PAPERLESS COMPANY, FOR 2016 DOCUMENT SCANNING/IMAGING SERVICES

– Dean West, Assistant Superintendent, Business Services

– Shannon Soto, Director, Fiscal

Staff proposes the Board of Education approve the AMI – The Paperless Company, for the 2016 Document Scanning/Imagining Services Professional Services Agreement. The timeframe for this proposal is June 29, 2016, through June 29, 2019.

26. APPROVAL OF RESOLUTION #16-09 FOR CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) EXEMPTION FOR ENERGY CONSERVATION FACILITIES PROJECT

– Dean West, Assistant Superintendent, Business Services

– Jeff Dixon, Director, Facilities

Staff proposes the Board of Education approve Resolution #16-09 for a California Environmental Quality Act (CEQA) Exemption for Energy Conservation Facilities Project.

27. APPROVAL OF RESOLUTION #16-10 FOR AGREEMENT FOR ENERGY CONSERVATION SERVICES WITH SCHNEIDER ELECTRIC BUILDINGS AMERICAS, INC. PURSUANT TO GOVERNMENT CODE SECTION 4217.10-18, FOR A FIXED FEE OF $6,409,518

– Dean West, Assistant Superintendent, Business Services

– Jeff Dixon, Director, Facilities

Staff proposes the Board of Education approve Resolution #16-10 for energy conservation services with Schneider Electric Buildings Americas, Inc., pursuant to Government Code Section 4217.10-18, for a fixed fee of $6,409,518.

28. APPROVAL OF RESOLUTION #16-11: 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 2016/17

– Dean West, Assistant Superintendent, Business Services

Staff proposes the Board of Education approve Resolution #16-11: 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 2016/17.

29. APPROVAL OF DISPOSAL OF DISTRICT SURPLUS PROPERTY

– Dean West, Assistant Superintendent, Business Services

– Jeff Dixon, Director, Facilities

Staff proposes the Board of Education authorize the Director of Facilities to coordinate and manage the disposal of surplus properties by sale, donation, trade, and/or disposal, as per Education Code Sections 17545 and 17546.

30. AWARD OF CONTRACT FOR THE PURCHASE OF HARDWARE AND INSTALLATION SERVICES FROM PTI SOLUTIONS, FORMERLY PINNACLE TELECOMMUNICATIONS, INC., BASED ON CONTRACT NUMBER 3-12-70-2172B OF THE STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)

– Dean West, Assistant Superintendent, Business Services

– Jeff Dixon, Director, Facilities

Staff proposes the Board of Education approve award of a contract for the purchase of hardware and installation services from PTI Solutions, formerly Pinnacle Tele-communications, Inc., based on contract number 3-12-70-2172B of the State of California Multiple Award Schedule (CMAS).

31. AWARD OF CONTRACTS TO XVR SOFTWARE, LLC., AND PTI SOLUTIONS, INC., FOR THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS DISTRICTWIDE, IN AN AMOUNT NOT-TO-EXCEED $100,000

– Dean West, Assistant Superintendent, Business Services

– Jeff Dixon, Director, Facilities

Staff recommends the Board of Education award of contracts to XVR Software, LLC., and PTI Solutions, Inc., for the purchase and installation of security cameras Districtwide, in an amount not-to-exceed $100,000.

32. ADJOURNMENT

– William Landsiedel, 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 are asked to complete and submit a public comment card, available on the information table.

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

REASONABLE ACCOMMODATION

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

8. **PUBLIC HEARING** **June 28, 2016**

Energy Conservation Project Award to Schneider Electric

Proposal

The Board of Education will conduct a Public Hearing to hear an overview of the proposed energy conservation project with Schneider Electric.

Background

Staff presented information about the Investment Grade Audit (IGA) findings performed by Schneider Electric at the May 10, 2016 Board meeting. The IGA recommended a total of $8,844,681 in mechanical and lighting improvements throughout the District. The improvements included:

- Replacing all lights throughout our district with LED's
- Replacing all mechanical units older than 2002
- Adding cooling at the Artists' Theatre and Dugger Gym
- Re-commissioning the solar system at Top of the World so that it operates at full capacity
- Modifying and repairing mechanical distribution and condensate systems at Thurston and LBHS

Staff has worked with Schneider Electric to develop a comprehensive scope of improvements that remain within the current budget of approximately $6,500,000 as identified in the Facilities Master Plan. The scope of work contained within the Energy Services Contract, which is attached to a later item in this meeting for approval, includes:

- Replacing all lights throughout our district with LED's
- Mechanical improvements at Thurston and LBHS
- Adding cooling at the Artists' Theatre and Dugger Gym
- Re-commissioning the solar system at Top of the World so that it operates at full capacity
- Modifying and repairing mechanical distribution and condensate systems at Thurston and LBHS

The proposed scope excludes the mechanical replacements at Top of the World, El Morro, and the District Offices. These replacements will be postponed until funding becomes available.
After the Public Hearing and any public input, staff will seek approval in agenda item 27.
If approved, staff will execute the contract with Schneider Electric and work with them to complete the project within 540 days, or sooner, depending on the pace at which work can be scheduled and completed, while minimizing the impact and potential disruptions at the sites.

Budget Impact

There is no fiscal impact for this item. However, the fiscal impact for awarding of this project as presented in action item 27 will be $6,409,518 and will be paid primarily from the Facility Repair and Replacement Fund, with some costs offset by available grants and rebates.

Recommended Action

Staff recommends the Board of Education hold the requisite public hearing to allow the public to comment on the proposed energy conservation project with Schneider Electric. Subsequently, it is recommended the Board of Education close the public hearing and acknowledge public comments.

Prepared by:

Jeff Dixon
Director of Facilities

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

ENERGY SERVICES CONTRACT

This is an Energy Services Contract (this "Contract") by and between Schneider Electric Buildings Americas, Inc. ("ESCO") and Laguna Beach Unified School District ("Customer"), dated June 29, 2016 (the "Date of Commencement") whereby ESCO agrees to provide and perform the energy conservation measures ("ECMs") set forth in the attached schedules and exhibit(s) which are listed below and incorporated fully herein, subject to the terms and conditions set forth herein:

Schedule A: Scope of Work
Schedule B: Performance Guarantee
Schedule C: Measurement & Verification ("M&V") Plan
Schedule D: Project Costs
Schedule E: Preliminary Schedule
Schedule F: Billing Forecast

	Customer Legal Name Here		**Schneider Electric Buildings Americas, Inc.**
By	_____ (Signature)	By	_____ (Signature)
Print Name	_____	Print Name	_____
Title	_____	Title	_____

DEFINITIONS

1. "Actual Savings" is defined as the sum of the total savings realized using the procedures defined in Schedule D plus all adjustments and non-measured savings.

2. "Annual Savings Guarantee" is the amount of energy savings guaranteed by ESCO for a twelve (12) month period beginning on the Savings Guarantee Commencement Date and each subsequent twelve (12) month anniversary thereafter during the term of the Performance Guarantee, as set forth in Schedule C.

3. "Change Order" is defined as a written change in the Project executed by both parties.

4. "Contract Documents" consist of this Contract with the terms and conditions set forth herein, the Schedules identified above, other documents listed in the Contract and any mutually agreed upon written modification issued after execution of this Contract. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by ESCO. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by ESCO. The Contract Documents are correlative and complimentary, and ESCO'S performance shall be required only to the extent consistent with the Contract Documents.

5. "Date of Commencement" is the date provided above.

6. "Day" as used herein shall mean calendar day unless otherwise specifically designated.

7. "Excess Savings" is the amount of Actual Savings in excess of the Performance Guarantee for the twelve (12) month period beginning on the Savings Guarantee Commencement Date, including any savings achieved during construction, and each subsequent twelve (12) month anniversary thereafter during the term of the Performance Guarantee, as set forth in Schedule C.

8. "Financing Agreement" means the financing arrangement that Customer will utilize to provide the funds to pay the Contract Sum. (See Article 2)

9. "Guarantee Year" is the twelve (12) month period beginning on the Savings Guarantee Commencement Date and each subsequent twelve (12) month anniversary thereafter during the term of the Performance Guarantee, as set forth in Schedule C.

10. "Implementation Contract" means those portions of this Contract that refer to the Project.

11. "Performance Guarantee" is the sum of the Annual Savings Guarantee for each year of the guarantee term as set forth in Schedule C or unless terminated earlier in accordance with the Contract Documents.

12. "Performance Period" is defined as the period beginning on the Savings Guarantee Commencement Date and extending through the term of the Performance Guarantee, as set forth in Schedule C.

13. "Project" refers to scope of work, as set forth in Schedule A: Scope of Work, made to facilities of Customer.

14. "Savings Guarantee Commencement Date" means the first day of the first utility billing period following the month in which ESCO delivers to Customer the project warranty letter.

15. "Substantial Completion" refers to and shall mean the date the individual scopes of work are sufficiently implemented in accordance with the Contract Documents that Customer may utilize the Project for the use for which it is intended, and is fully complete except for minor items, adjustments and/or corrections.

16. "Warranty Period" is as defined in Article 4.3. The Warranty Period is separate and distinct from the term of the Performance Guarantee.

17. "Work" means the services required by the Contract Documents, whether completed or partially completed and, includes all labor, materials, equipment and services provided or to be provided by ESCO to fulfill ESCO'S obligations. "Work", as used herein, may refer to the whole or a part of the Project.

TERMS AND CONDITIONS OF IMPLEMENTATION PORTION OF CONTRACT

ARTICLE 1 – DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

1.1 ESCO projects it will achieve Substantial Completion of the Work within Five Hundred Forty (540) days from Date of Commencement (the "Contract Time"), subject to adjustments of this Contract Time as provided in the Contract Documents.

ARTICLE 2 – CONTRACT SUM AND PAYMENTS

2.1 The total of all implementation contract payments shall be SIX MILLION FOUR HUNDRED NINE THOUSAND FIVE HUNDRED EIGHTEEN DOLLARS $6,409,518 (the "Contract Sum"). Construction progress payments shall be made to ESCO monthly based on the percentage completion of items delineated on a "Schedule of Values" completed during the prior month, indicating ESCO's estimate of the value of the Work performed and the value of equipment and material integrated into the Project, delivered to the Customer's property, or stored subject to or under the control of the Customer, up to the last day of the previous month, which shall be presented to Customer with a Progress Payment Application on the current AIA form before the fifth (5) Day of the month during which payment is to be made, along with the Certified Payroll Records for the same month. The Customer shall pay to ESCO a sum ("Progress Payment") equal to ninety-five percent (95%) of value reflected in the Schedule of Values, less the aggregate of all previous Schedules of Values. The remaining five percent (5%) of such amounts shall be held as the Retention Amount and shall be released in accordance with Public Contract Code section 7107.

2.2 Customer shall approve the Progress Payment request as soon as practicable after receipt for the purpose of determining that the payment request is a proper payment request, and shall notify ESCO if the Progress Payment request is improper within seven (7) days of receipt thereof, or affirm the Progress Payment request is proper within ten (10) days after Customer's receipt thereof. Customer shall pay such Progress Payment within thirty (30) days of Customer's receipt of a proper Progress Payment request. Payment and any withholding shall be made in accordance with Public Contract Code section 20104.50, and no further or other interest or penalties shall accrue on sums not paid within thirty (30) days after the last date of services in the Schedules of Values for that progress payment.

2.3 Each Progress Payment shall be conditioned upon ESCO providing to Customer with the corresponding Progress Payment Application a conditional waiver and release of claims for payment upon payment from the ESCO and each of its Subcontractors in the form required by Civil Code Section 8132, covering all sums requested in such Progress Payment Application, and an unconditional waiver and release of claims for payment from each party, in the form required by Civil Code Section 8132, covering sums disbursed pursuant to each prior Progress Payment Applications. Failure to provide either a conditional waiver and release, or unconditional waiver and release shall result in the subject sums being in dispute, and thus withheld from payment.

2.4 Title to Delivered Materials: Title to new materials and/or equipment for the Work of this Agreement, on a continuous basis while the Project is being completed, shall vest in the Customer, upon payment therefor. However, responsibility for such new material and/or Work of this Agreement shall remain with ESCO until incorporated into the Work and accepted by Customer pursuant to this Agreement; no part of said materials and/or equipment shall be removed from its place of storage except for immediate installation in the Work of this Agreement; and ESCO shall keep an accurate inventory of all said materials and/or equipment in a manner satisfactory to the Customer or his authorized representative. ESCO shall maintain all insurance as necessary to protect said equipment and Work. The Customer shall not become responsible for risk of loss or other insurable risk until Substantial Completion of each phase of the Project.

2.5 The payments shall be taken from an escrow account set up in accordance with Customer's project financing agreement and the requirements of Public Contract Code section 22300.

2.6 For the initial one (1) year beginning at the Savings Guarantee Commencement Date, Customer shall receive the services as described in the Performance Assurance Support Services Agreement ("PASS Agreement") at no additional cost. Thereafter, the PASS Agreement shall automatically renew for a period of one (1) year, whereby Customer can maintain the current service or upgrade the level of service as provided for in Schedule B.

2.7 Payments may be withheld on account of (1) Defective Work not remedied, (2) claims filed by third parties, (3) failure of ESCO to make payments properly to the Subcontractor(s), (4) pursuant to any Stop Payment Notice served on Customer and appearing valid, (5) repeated failure to carry out the Work in accordance with the Contract Documents, or (6) on the basis of any other amount disputed in good faith by Customer. Such withholding shall in addition to the 5% retention described above, and may be in a sum up to one hundred fifty percent (150%) of the estimated value of the amount in dispute between Customer and ESCO. The Customer shall not unreasonably withhold payment and once the condition for the withholding has been resolved, Customer shall promptly pay to ESCO the payments previously withheld.

2.8 Final payment shall be made in accordance with Public Contract Code section 7107, but shall not become due until ESCO has delivered to Customer a conditional waiver and release of claims for final payment from the ESCO and each of its Subcontractors in the form required by Civil Code Section 8134, and a complete release of all liens arising out of this Contract covering all labor, materials, and equipment for which a lien could be filed, or a bond satisfactory to Customer to indemnify Customer against such lien. Pending provision of the conditional waiver and release of claims in the form required by Civil Code Section 8134, and a complete release of all liens, all related sums shall be deemed in dispute and Customer shall withhold up to 150% of the related sums.

2.9 The making of final payment shall constitute a waiver of claims by Customer except those arising from (1) liens, claims, security interests or encumbrances arising out of the Contract and which are unsettled, (2) failure of the Work to comply with the requirements of the Contract Documents, or (3) terms of special warranties required by the Contract Documents.

ARTICLE 3 – CUSTOMER

3.1 Except for permits and fees, which are the responsibility of ESCO under the Contract Documents, Customer shall secure and pay for necessary approvals, easements, assessments and charges required for the use or occupancy of permanent structures or permanent changes in facilities.

3.2 If within the Warranty Period, ESCO fails to correct Work that is not in material accordance with the requirements of the Contract Documents ("Defective Work") or fails to carry out the Work in accordance with the Contract Documents, Customer, upon seven (7) days prior written notice to ESCO, and if ESCO does not correct or diligently commence to correct such failure within such notice period, may order ESCO to stop the Work, or any portion thereof, until the Defective Work has been cured by ESCO. However, the right of Customer to stop the Work shall not give rise to a duty on the part of Customer to exercise this right for the benefit of ESCO or any other person or entity.

3.3 Customer agrees to repair or replace as necessary any defective existing equipment that is intended to be reused.

3.4 Information under Customer's reasonable control shall be furnished by Customer with reasonable promptness as and when requested by ESCO.

3.5 Customer shall notify ESCO in writing of any or all uses or restrictions in usage imposed by

Customer in relation to any areas of Customer's facility.

3.6 The foregoing are in addition to any other duties and responsibilities of Customer set forth herein or in any other Contract Documents, including but not limited to those duties and responsibilities set forth in Schedule E.

ARTICLE 4 – ESCO

4.1 ESCO shall supervise and direct the Work, using the level of skill and attention standard in the design and construction professions, within the public education market, in the State of California. ESCO shall be solely responsible for and have control over means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless Contract Documents give other specific instructions concerning these matters.

4.2 Unless otherwise provided in the Contract Documents, ESCO shall provide and pay for all labor, materials, tools, equipment and machinery necessary for the proper execution and completion of the Work.

4.3 ESCO warrants to Customer for a period of one (1) year from the date of Substantial Completion that the materials and equipment manufactured by ESCO will be of good quality and new unless the Contract Documents require or permit otherwise, and further warrants that the Work will conform to the requirements of the Contract Documents and will be free from substantial defects, . Work, materials, or equipment not substantially conforming to the requirements of the Contract Documents and the level of skill and care standard in the design and construction professions, within the public education market, in the State of California, may be considered defective. ESCO'S warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by or for ESCO, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage by the Customer, or at its direction. ESCO shall repair or replace defective material or equipment and re-perform Work to correct any defect within the Warranty Period. ESCO does not warrant products not manufactured by ESCO, but it will assign, in full, to Customer all manufacturer's warranties to the extent permitted, and shall make claims as directed by Customer on such manufacturer's warranties as are obtained by ESCO in relation to the Project which are non-assignable. THE FOREGOING WARRANTIES AND REMEDIES, ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES AND REMEDIES WHETHER STATUTORY, EXPRESS OR IMPLIED (INCLUDING ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE AND ALL WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OR TRADE).. NOTHING HEREIN SHALL OPERATE TO LIMIT OR RELIEVE ESCO OF ANY OBLIGATION OR LIABILITY ARISING UNDER OR RELATED TO ANY OTHER WRITTEN AGREEMENT, INCUDING, WITHOUT LIMITATION, THE PERFORMANCE GUARANTY, OR RESULT IN MERGER OF THIS AGREEMENT THEREWITH.

4.4 Unless otherwise provided in the Contract Documents, ESCO shall be solely responsible for payment of all sales, consumer, use, excise, possessory and other similar taxes applicable to this Contract, and shall secure and pay for the building permit and other permits, licenses and inspections, with the exception of DSA inspection and other fees, necessary for proper execution and completion of the Work.

4.5 ESCO shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Work.

4.6 ESCO shall keep the premises and surrounding areas free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, ESCO shall remove from and about Project waste materials, rubbish, ESCO'S tools, equipment, machinery and surplus material. ESCO shall take all necessary, reasonable and legally required preventive measures to eliminate objectionable dust, noise, or other disturbances, sufficient to ensure the provision of educational services customarily provided by Customer at its facilities.

4.7 ESCO shall provide Customer access to the Work in preparation and progress wherever located.

4.8 ESCO shall pay all royalties and license fees, shall defend suits or claims for infringement or patent rights, and shall hold Customer harmless from loss on account thereof.

4.9 Except to the extent of the negligence or willful misconduct of Customer, or its agents, representatives, employees, officers, directors or assigns, ESCO shall defend, indemnify and hold harmless Customer, and agents and employees thereof from and against all third party claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees, arising out of or resulting from performance of the Work provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused in whole or in part by negligent acts or omissions of ESCO, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Defense shall be provided promptly upon tender thereof by Customer, its agent(s) or insurer(s), provided ESCO is given authority, information, and assistance from Customer, at ESCO's expense, for the defense of the same.

4.10 EXCEPT FOR THE OBLIGATIONS OF INDEMNIFICATION SET FORTH HEREIN AND LIABILITIES ARISING FROM OR RELATED TO ESCO'S, ITS EMPLOYEES, CONTRACTORS OR AGENTS' WILLFUL MISCONDUCT, IN NO EVENT SHALL ESCO BE LIABLE IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER. The remedies of Customer set forth herein are exclusive where so stated and the total cumulative liability of ESCO with respect to this Contract or anything done in connection therewith, such as the use of any product covered by or furnished under the Contract, whether in contract, in tort (including negligence or strict liability) or otherwise, shall not exceed the higher of (a) the contract price for the specific product, equipment, material or service work performed that gives rise to the claim, or (b) the amount of coverage that ESCO is required to carry under any applicable insurance policy that ESCO is required to maintain pursuant to Section 11.2 of this agreement regardless of whether such limits have been reduced or exhausted, excluding the obligations of indemnification set forth herein, or as may be required by law or claims to the extent of ESCO's gross negligence or willful misconduct.

Article 5 – Dispute resolution

5.1 To the extent allowed by applicable law, any controversy or claim arising out of or relating to this Contract, or Contract Documents, or any breach thereof, shall be settled by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

5.2 In the event the parties engage in arbitration, the arbitrator(s) shall be bound by, and shall enter into an agreement with the parties requiring the arbitrator(s), decision shall comply with substantive California law applicable to the claims and defenses asserted by the parties, or either of them, exclusive of its choice of law provisions.

5.3 The arbitration proceeding location shall be in the county in which the Project is located.

ARTICLE 6 – SUBCONTRACTS

6.1 A Subcontractor is a person or entity who has a contract to perform all or any portion of the Work for or on behalf of ESCO, and shall include suppliers of materials or equipment.

6.2 Unless otherwise stated in the Contract Documents or the bidding requirements ESCO shall furnish in writing to Customer the names of the Subcontractors to whom ESCO plans to award Work. Contracts between ESCO and its direct Subcontractors shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to ESCO by the terms of the Contract Documents,

and to assume all the obligations and responsibilities which ESCO, by the Contract Documents, assumes toward Customer.

ARTICLE 7 – CHANGES IN THE WORK

7.1 Customer may request order changes in Work consisting of additions, deletions or modifications, whereby, the Contract Sum and Contract Time shall be adjusted accordingly. Such changes in the Work shall be authorized by written Change Order that shall be mutually agreed to and signed by Customer and ESCO. The parties shall negotiate in good faith and use commercially reasonable efforts to execute any Change Order, and any Change Order must be fully executed in writing by Customer and ESCO prior to any actual changes being implemented.

7.2 Notwithstanding anything to the contrary contained in the Contract Documents, changes to the Contract Sum and Contract Time shall be changed only by Change Order.

7.3 The cost or credit to Customer from a change in the Work shall be determined by mutual agreement and, in the absence of a mutual agreement being reached within a reasonable amount of time after the request for such Change Order was made, the cost or credit to Customer shall be decided by the dispute resolution process as provided in the Contract Documents.

7.4 In the event of any suspension or delay due to the acts or omissions of Customer or Customer directives to stop Work for any reason, through no fault of ESCO, the Contract Time for Substantial Completion shall be extended to reflect such period of interruption and the Contract Sum shall be equitably adjusted to recover ESCO'S costs of demobilization, delay and remobilization related to such suspension or delay. ESCO agrees it will cooperate with Customer and mitigate such costs to the extent and efforts commercially reasonable. If such suspension or delay continues for more than ninety (90) consecutive days, through no act or fault of ESCO, ESCO may terminate this Contract and recover from Customer payment for Work executed, including reasonable overhead and profit, costs incurred by reason of such termination and damages.

7.5 In the event that ESCO proceeds with a change in the Work without a written Change Order, approved by the Customer's governing Board, ESCO shall have waived all claims for changes to the Contract Sum, the Contract Time, or any other right(s) or obligation(s) under this Contract.

ARTICLE 8 – TIME

8.1 The date of Substantial Completion is the date certified by ESCO in accordance with Article 9.3.

8.2 If ESCO is delayed at any time in progress of the Work by labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties or any other causes which are not caused by any conduct of ESCO, or are beyond the control of ESCO, then the parties hereto agree to execute a Change Order allowing for a mutually agreeable extension of time for performance of ESCO'S Work to cover such delay.

ARTICLE 9 – PAYMENTS AND COMPLETION

9.1 Payments shall be made as provided in Article 2 of the Contract.

9.2 Upon Substantial Completion, ESCO will issue a certificate of Substantial Completion to Customer.

ARTICLE 10 – PROTECTION OF PERSONS AND PROPERTY

10.1 ESCO shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. ESCO shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to (1) employees

on the Work and other persons who may be affected thereby, (2) the Work and materials and equipment to be incorporated therein, and (3) other property at the site or adjacent thereto.

10.2 ESCO shall give notices and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury or loss.

10.3 The scope of work or service to be performed by ESCO pursuant to this Contract, and the compensation to be paid to ESCO hereunder for Work or services performed, expressly exclude any Work or service of any nature associated or connected with the identification, abatement, cleanup, control or removal of environmentally hazardous materials beyond what is specifically defined and identified in Schedule A of this Contract. "Hazardous Materials" to include, but not be limited to, asbestos and PCBs discovered in or on the premises. Customer agrees that all duties and obligations in connection with any hazardous materials located in or on the premises, other than those defined in Schedule A, are strictly the responsibility of Customer. Customer warrants and represents to the best of Customer's knowledge there are no hazardous materials in or on the premises which will affect, be affected by, come in contact with, or otherwise impact upon or interfere with the Work to be performed by ESCO pursuant to this Contract.

10.4 Should ESCO become aware or suspect the presence of hazardous materials beyond those to be addressed in Schedule A during performance of its Work under this Contract, ESCO will be authorized to cease Work in the affected area immediately, and will promptly notify Customer of the conditions discovered. Should ESCO stop Work because of the discovery or suspicion of hazardous materials, the time for performance of ESCO'S Work or service will be extended to cover the period required for abatement, cleanup, or removal of the hazardous materials. ESCO will not be held responsible for any claims, damages, costs, or expenses of any kind associated with the period during which ESCO has stopped Work as a result of hazardous materials. If appropriate, ESCO will be entitled to an equitable adjustment of the Contract Sum for any increased costs or other charges incurred by ESCO in connection with the existence of its rights under this paragraph.

10.5 Customer will be responsible for taking all necessary steps to correct, abate, clean up, or control hazardous materials not addressed by ESCO in Schedule A in accordance with all applicable statutes and regulations. Customer specifically agrees, to the extent allowed by state law, to indemnify and to hold ESCO, its officers, agents and employees harmless from and against any and all claims, demands, damages, or causes of action in any way arising out of the release of hazardous materials into the air, soil, or any water system or water course, or any actions taken in connection with same, or any failure to act.

10.6 In any event that Asbestos Containing Material or other Hazardous Material, defined below, is introduced onto Customer's property by ESCO, its agents, employees or subcontractors:

10.6.1 Decontamination and removal of work found to contain asbestos or work installed with asbestos containing equipment shall be done only under the supervision of a qualified consultant, knowledgeable in the field of asbestos abatement, and accredited by the Environmental Protection Agency ("EPA").

10.6.2 The asbestos removal ESCO shall be an EPA accredited ESCO qualified in the removal of asbestos and shall be chosen and approved by the asbestos consultant who shall have sole discretion and final determination in this matter.

10.6.3 The asbestos consultant shall be chosen and approved by the Customer which shall have sole discretion and final determination in this matter.

10.6.4 The work will not be accepted until asbestos contamination is reduced to levels deemed acceptable by the asbestos consultant.

10.6.5 The costs of such asbestos removal, including but not necessarily limited to, the cost of the

asbestos removal sustained by ESCO, the costs of the asbestos consultant, analytical and laboratory fees, time delays, and additional costs that may be incurred by the Customer shall be borne entirely by ESCO.

10.6.6 ESCO acknowledges the above and agrees to the fullest extent permitted by law to hold harmless the Customer, its Governing Board, employees, agents, representatives, including its assigns, for all asbestos liability which may be associated with this work. ESCO further agrees to instruct its employees with respect to the above-mentioned standards, hazards, risks, and liabilities.

10.6.7 For the avoidance of doubt, Sections 10.6.5 and 10.6.6 shall solely be applicable to the extent that such asbestos was introduced onto Customer's property by ESCO. Under no circumstances shall ESCO be liable for any costs associated with the assessment, decontamination, or removal of any pre-existing asbestos on Customer's property.

ARTICLE 11 – INSURANCE AND BONDS

11.1 ESCO shall maintain adequate levels and types of insurance coverage appropriate to its business and profession and as may be required by applicable law and the Contract Documents. Such insurance shall be in companies authorized to do business in the jurisdiction in which the Project is located with an A.M. Best's rating of at least A- VII. Except with respect to the Professional Liability policy, "claims made" or modified "occurrence" policy shall not satisfy these requirements without prior written approval of the Customer.

11.2 ESCO shall maintain the following insurance coverages, and shall require its direct Subcontractors to take out and maintain similar insurance required under this Article in like amounts.

11.2.1 Professional liability insurance, of two million dollars ($2,000,000) aggregate, for the duration of the Agreement

11.2.2 Commercial General Liability Insurance with a combined single limit per occurrence of not less than $2,000,000.00 or Commercial General Liability Insurance which provides limits of not less than:

11.2.2.1 Per occurrence (combined single limit): $1,000,000.00

11.2.2.2 Project Specific Aggregate (for this project only): $1,000,000.00

11.2.2.3 Products and Completed Operations: $1,000,000.00

11.2.2.4 Personal and Advertising Injury Limit: $1,000,000.00

11.2.3 Commercial Automobile Liability Insurance of not less than $1,000,00.00.

11.2.4 Excess Liability Insurance coverage in the amount of Two Million Dollars ($2,000,000.00)

11.2.5 All other insurance required to be maintained under applicable laws, ordinances, rules, and regulations.

11.3 The Customer, its representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds under the Commercial General Liability and Automobile Liability policies as respects liability arising out of activities performed by or on behalf of ESCO; instruments of Service and completed operations of the ESCO; premises owned, occupied or used by ESCO; or automobiles owned, leased, hired or borrowed by ESCO. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. Prior to

commencement of the Work, ESCO shall provide additional insured endorsement, using an ISO CG 20 10 (04/13) and ISO CG 20 37 (04/13).

11.4 Prior to commencement of the Work, ESCO shall provide payment and performance bonds for 100% of the Contract Sum to secure the faithful performance of the Work, compliance with the terms of this Contract and to insure ESCO'S payment obligations to its Subcontractors related to the Work. Notwithstanding any provision to the contrary herein, any payment and performance bonds associated with this Contract guarantee only the performance of the installation portion of the Contract, and shall not be construed to guarantee the performance of: (1) any efficiency or energy savings guarantees, (2) any support or maintenance service agreement, or (3) any other guarantees or warranties with terms beyond one (1) year in duration from the completion of the installation portion of the Contract. The performance and payment bonds shall be on forms provided by the Customer.

ARTICLE 12 – TERMINATION OF THE CONTRACT

12.1 If Customer fails to make payments to ESCO as required in this Contract, exclusive of Retention, as defined in Section 2.1, and Withholding, as defined in Section 2.1.1, through no fault of ESCO, ESCO may, upon seven (7) days written notice to Customer, terminate the Contract and recover from Customer payment for all Work executed and for proven loss with respect to materials, equipment, tools, and machinery, including reasonable overhead, actually incurred by ESCO at the time of termination, including profits thereon and any damages caused by Customer's default.. ESCO may not terminate the Contract for lack of payment based upon Customer's holding of Retention, as defined in Section 2.1, and Withholding, comprising deduction from any payment of a sum up to one hundred fifty percent (150%) of the estimated value of any amount in dispute between Customer and ESCO in accordance with Public Contract Code 7107. The failure by Customer to deduct any of these sums from a progress payment shall not constitute a waiver of the Customer's right to hold such sums.

12.2 If Customer (1) fails or neglects to maintain Customer responsibilities as set forth in Schedule E, or (2) fails to fulfill any of its other obligations or responsibilities under the Contract Documents, ESCO may, after delivery of written notice and providing Customer seven (7) days to cure, terminate the Contract, including, but not limited to the termination of any obligation of ESCO to provide the Performance Guarantee.

12.3 If ESCO breaches a material provision of this Contract, Customer, after delivery of written notice and providing ESCO seven (7) days to cure such breach, may make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due ESCO.

12.4 Any remedies provided for in this Article 12, shall not be exclusive of any additional remedies available to a party pursuant to this Contract, in equity or in the law.

ARTICLE 13 – OTHER CONDITIONS OR PROVISIONS

13.1 If any provision of this Contract shall be held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.

13.2 ESCO is an independent contractor and nothing herein shall be deemed to establish a relationship of principal and agent between ESCO and Customer, or any of their respective agents or employees, and this Contract and the Contract Documents may not be construed as creating any form of legal association or arrangement that would impose liability upon one party for the act or failure to act of the other party.

13.3 This Contract shall be governed by the laws of the state where the Project is located.

13.4 This Contract sets forth the entire understanding between the parties and supersedes all prior oral or written understandings relating to the subject matter herein. This Contract may not be altered or modified except by a written instrument signed by a duly authorized representative of each party.

13.5 Successors and Assigns. This Agreement and the rights and obligations under the Agreement shall be binding upon and shall inure to the benefit of ESCO and Customer and their respective successors and permitted assigns.

13.6 Counterparts. This Agreement may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument.

13.7 Attorneys' Fees. In every instance, other than as required under the express provisions of Article 16 of this Agreement, the Parties shall bear their own attorneys' fees, other expenses and costs incurred in any dispute relating in any way or degree to this Contract, the Work or the Project.

13.8 ESCO shall submit, under penalty of perjury, on the form provided, the affidavit of non-collusion required by Public Contract Code section 7106.

13.9 LIQUIDATED DAMAGES

IF THE PROJECT IS NOT COMPLETED WITHIN THE CONTRACT TIME AND ANY EXTENSIONS TO THE CONTRACT TIME PURSUANT TO THIS AGREEMENT, IT IS UNDERSTOOD THAT THE CUSTOMER WILL SUFFER DAMAGE. IT BEING IMPRACTICAL AND UNFEASIBLE TO DETERMINE THE AMOUNT OF ACTUAL DAMAGE, IT IS AGREED THAT ESCO SHALL PAY TO CUSTOMER, AS FIXED AND LIQUIDATED DAMAGES, AND NOT AS A PENALTY, _____ DOLLARS ($_____.00) FOR EACH CALENDAR DAY OF DELAY IN COMPLETION OF THE PROJECT. PROVIDED, HOWEVER, THAT (I) SUCH DAMAGES SHALL NOT ACCRUE DURING ANY PERIOD DURING WHICH THE CUSTOMER HAS PROHIBITED ESCO'S PROSECUTION OF THE WORK AT THE SITE OR DURING A FORCE MAJEURE EVENT, AND (II) ESCO'S LIABILITY FOR DELAY LIQUIDATED DAMAGES SHALL NOT EXCEED_____. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, ESCO SHALL NOT BE HELD RESPONSIBLE FOR ANY DELAY OR LIQUIDATED DAMAGES WHERE SUCH DAMAGE IS OCCASIONED BY FORCE MAJEURE AND WITHOUT FAULT OR NEGLECT OF ESCO AND SHALL BE CUSTOMER'S SOLE REMEDY FOR ESCO'S DELAY OF COMPLETION. ANY LIQUIDATED OR OTHER DAMAGES ASSESSED AGAINST ESCO SHALL NOT EXCEED THE ESCO'S PROPORTIONATE SHARE OF THE RESPONSIBILITY FOR SUCH DAMAGE.

This "Liquidated Damages" Article is expressly understood and agreed to by the parties hereto:

____ ESCO's Initials

____ Customer's Initials

In the event that the performance and/or completion of the Project is delayed at any time by any act or omission of Customer or by any employee or agent of Customer, or by any cause set forth in Section 8.2 hereof, (1) the Contract Time shall be extended for a reasonable period as a consequence of such delay and (2) ESCO shall have no liability for Liquidated Damages or any other damages hereunder.

13.10 Payments by ESCO. ESCO shall make all payments to Subcontractors as expeditiously and timely as possible, consistent with any applicable law so as to prevent any stop notices, liens, or claims from being filed against the Customer or any Customer real property. Subject to the receipt of payments from Customer to ESCO as provided hereunder, ESCO shall indemnify, defend, and hold Customer harmless from any claims or actions which allege that ESCO failed to pay any Subcontractor with respect to the Work.

13.11 Supervision. ESCO shall supervise and direct the Work using ESCO's best skill and attention. ESCO shall be solely responsible for and have control over construction means, methods, techniques, sequences, procedures, quality control, and quality assurance, and for coordinating all portions of the Project. Specific duties of ESCO shall be in accordance all applicable Sections of Title 24 of the California Code of Regulations which relate to the duties of a contractor. ESCO shall construct the

Project in accordance with the Contract Documents and all requirements which are applicable with respect to the following: DSA, local grading, and special local requirements, all utility companies, California Building Code, Title 24, and the Field Act. ESCO shall correct any deficiencies which are caused by ESCO or its Subcontractors' work noted by the Inspector of Record, DSA, or other applicable agencies before or during construction.

ESCO shall be responsible to the Customer for acts and omissions of ESCO's employees, Subcontractors and their agents, employees, invitees, and other persons performing or completing portions of the Project under direct or indirect contract with ESCO or any of them.

ESCO shall not be relieved of obligations to complete the Project in accordance with the Contract Documents by tests, inspections, or approvals required or performed by persons other than ESCO.

ESCO shall provide competent superintendents reasonably acceptable to Customer that shall be in attendance at the Project site during construction of the Project.

ESCO and each Subcontractor shall furnish a competent and adequate staff as necessary for the proper administration, coordination, supervision, and superintendence of its portion of the Project, organize the procurement of all materials and equipment so that they will be available at the time they are needed for the Project, and keep an adequate force of skilled and fit workers on the job to complete the Project in accordance with all requirements of the Contract Documents.

13.12 Student Safety. ESCO shall at all times enforce strict discipline and good order among ESCO's employees, Subcontractors and all other invitees to the Project site and shall not employ or allow the employment on the work of any unfit person or anyone not skilled in work assigned to ESCO.

13.12.1 ESCO shall remove from the work site any person in the employ of ESCO or any Subcontractor whom Customer may deem incompetent or unfit and such worker shall not again participate in the work and shall not again be employed on it except with written consent of Customer.

13.12.2 ESCO shall take all reasonable steps necessary to ensure that any employees of ESCO or any of its Subcontractors report for work in a manner fit to do their job. Such employees: (i) shall not utilize tobacco on the site, and (ii) shall not be under the influence of or in possession of any alcoholic beverage or of any controlled substance (except a controlled substance as prescribed by a physician so long as the performance or safety at the Project site is not affected thereby). ESCO shall advise its employees of these requirements before they enter on the site and shall immediately remove from the site any person in violation of these requirements as determined by ESCO or by the Customer. ESCO shall impose these requirements on its Subcontractors and other invitees.

13.12.3 All ESCO's employees are to have completed live scans and criminal background checks through the California Department of Justice, prior to accessing school sites should they be in contact with the Customer's pupils, in accordance with the applicable requirements of Education Code sections 45125.1 and 45125.2 with respect to fingerprinting of all employees who may have contact with the Customer's pupils. ESCO shall ensure that its Subcontractors on the Project also comply with the requirements of Education Code sections 45125.1 and 45125.2.

13.13 CESCO Name or Entity Change. Should a change occur in the name or nature of ESCO's legal entity, ESCO shall promptly notify Customer in order that proper steps may be taken to have the change reflected in all corresponding legal documents.

13.14 Audits. In the event that Customer is audited by any third party with the authority to do so, ESCO also shall cooperate fully, completely, and timely with the person or entity designated by Customer, to include any outside auditor or accountant with whom Customer is cooperating, and shall produce any documentation reasonably required by such persons for their work.

13.15 Trench Excavation. In any event that the Work includes excavation of any trench or trenches four (4) feet or more in depth, this Article shall pertain to all Work comprising such excavation.

13.15.1 Contractor shall submit to the Customer, in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of any trench or trenches four (4) feet or more in depth. Contractor's plan shall be prepared by a registered civil or structural engineer. As a part of the plan, a note shall be included stating that Contractor's registered civil or structural engineer certifies that the plan complies with the current and applicable CAL-OSHA Construction Safety Orders, or stating that Contractor's registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping, or other provisions of the Safety Orders.

13.15.2 All shoring submittals shall include surcharge loads from adjacent embankments, construction loads, and spoil bank. Submittals shall indicate minimum horizontal distance from top of trench to edge of all surcharge loads for all cases of shoring and side slopes.

13.15.3 Nothing in this Article shall relieve Contractor of the full responsibility for providing shoring, bracing, sloping, or other provisions adequate for worker protection. Pursuant to Labor Code § 6705, nothing in this Article shall impose tort liability upon Customer, its Board, or any of its employees.

13.15.4 In relation to digging trenches or other excavations that extend deeper than four (4) feet below the surface of the ground, Contractor shall comply with the following requirements, and include similar provisions in any contract for the System, which involves digging trenches or other excavations:

13.15.4.1 That the contractor shall promptly, and before the following conditions are disturbed, notify the public entity, in writing, of any:

13.15.4.2 Material that the contractor believes may be material that is hazardous waste, as defined in § 25117 of the Health and Safety Code that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

13.15.4.3 Subsurface or latent physical conditions at the site differing from those indicated.

13.15.4.4 Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

13.15.5 That the public entity shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the contractor's cost of, or the time required for, performance of any part of the work shall issue a change order under the procedures described in the contract.

13.15.6 That, in the event a dispute arises between the public entity and the contractor, whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the contractor's cost of, or time required for, performance of any part of the work, the contractor shall not be excused from any scheduled completion date provided for by the contract, but shall proceed with all work to be performed under the contract. The contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

13.16 Regional Notification Center. Contractor, except in an emergency, shall contact the appropriate regional notification center at least two (2) working days prior to commencing any excavation if the excavation will be conducted in an area or in a private easement which is known, or reasonably should be

known, to contain subsurface installations other than the underground facilities owned or operated by the Customer, and obtain an inquiry identification number from that notification center. No excavation shall be commenced and carried out by Contractor unless such an inquiry identification number has been assigned to Contractor or any subcontractor of Contractor and the Customer has been given the identification number by Contractor.

Emergency shall be defined as a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. Emergency includes such occurrences as fire, flood, earthquake, or other soil or geologic movements, as well as such occurrences as riot, accident, or sabotage (Government Code § 4216)

Notice And Service. Any notice from one party to the other under this Agreement shall be in writing, dated and signed by party giving such notice. Notice shall be effective if served, by personal delivery thereof or by depositing same in the United States mail, addressed to the receiving party, postage prepaid and registered or deposited with an established overnight delivery service..

14 Workers. ESCO shall at all times enforce strict discipline and good order among ESCO's employees, Subcontractors, Consultants, and all other invitees to the Site and shall not employ or allow the employment on the work of any unfit person or anyone not skilled in work assigned to ESCO.

14.1 ESCO shall remove from the Site any person in the employ of ESCO or any Subcontractor or Consultant whom Customer may deem incompetent or unfit and such worker shall not again participate in the work and shall not again be employed on it except with written consent of Customer.

14.2 ESCO shall take all reasonable steps necessary to ensure that any employees of ESCO or any of its Subcontractors or Consultants report for work in a manner fit to do their job. Such employees: (i) shall not utilize tobacco on the Site, and (ii) shall not be under the influence of or in possession of any alcoholic beverage or any controlled substance (except a controlled substance as prescribed by a physician so long as the performance or safety at the Site is not affected thereby). ESCO shall advise its employees, Subcontractors, suppliers, and invitees of these requirements before they enter on the Site and shall immediately remove from the Site any person in violation of these requirements as determined by ESCO or by the Customer. ESCO shall impose these requirements on its Subcontractors, suppliers, and other invitees. ESCO shall execute, under penalty of perjury, the certification of a drug-free workplace and certification of a tobacco-free workplace on the forms provided herewith provided herewith.

15 Registration With Department Of Industrial Relations. Strict compliance with all Department of Industrial Relations ("DIR") registration requirements in accordance with Labor Code sections 1725.5 and 1771.1 is a material obligation of the ESCO and all of its subcontractors (of any tier) under the Contract Documents. The foregoing includes, without limitation, compliance with DIR registration requirements at all times during performance of the Work by the ESCO and all of its subcontractors of any tier. The failure of the ESCO and all subcontractors of any tier to be properly registered with DIR at all times during performance of the Work is a material breach of the Contract Documents and subject to termination for cause.

15.1 An affirmative and ongoing obligation of the ESCO under the Contract Documents is the verification that all subcontractors of any tier are at all times during performance of the

Work are in full and strict compliance with the DIR registration requirements. The ESCO shall not permit or allow any subESCO of any tier to perform any Work without the ESCO's verification that all subcontractors are in full and strict compliance with the DIR registration requirements. Any subcontractors of any tier not properly registered with DIR shall be substituted in accordance with Labor Code section 1771.1. ESCO or its subcontractors of any tier shall not be entitled to any additional costs or time arising from or in any way related to compliance with the DIR registration requirements.

15.2 The ESCO and all subcontractors shall furnish certified payroll records as required pursuant Labor Code section 1776 directly to the Labor Commissioner in accordance with Labor Code section 1771.4 on at least on a monthly basis (or more frequently if required by the Customer or the Labor Commissioner) and in a format prescribed by the Labor Commissioner. The Customer reserves the right to withhold Progress Payments or Retention Payment if the Customer is notified, or determines as the result of its own investigation, that ESCO is in violation of any of the requirements set forth in Labor Code section 1720 et seq. at no penalty or cost to the Customer. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

15.3 The Labor Commissioner and the Division of Labor Standards Enforcement (DLSE) may conduct various compliance monitoring and enforcement activities including, but not limited to, confirming the accuracy of payroll records, conducting worker interviews, conducting audits, requiring submission of itemized statements prepared in accordance with Labor Code section 226, and conducting random in-person inspections of the Project site ("On-Site Visits"). On-Site Visits may include inspections of records, inspections of the Work site and observation of work activities, interviews of workers and others involved with the Project, and any other activities deemed necessary by the Labor Commissioner/DLSE to ensure compliance with prevailing wage requirements. The Labor Commissioner/DLSE shall have free access to any construction site or other place of labor and may obtain any information or statistics pertaining to the lawful duties of the Labor Commissioner/DLSE.

15.4 Any lawful activities conducted or any requests made by the Labor Commissioner/DLSE shall not be the basis for any delays, claims, costs, damages or liability of any kind against the Customer by the ESCO. ESCO and all Subcontractors shall cooperate and comply with any lawful requests by the Labor Commissioner's office. The failure of the Labor Commissioner, DLSE, or any other part of the Department of Industrial Relations to comply with any requirement imposed by the California Code of Regulations, Title 8, Chapter 8 shall not of itself constitute a defense to the failure to pay prevailing wages or to comply with any other obligation imposed by Division 2, Part 7, Chapter 1 of the Labor Code.

15.5 Prior to commencing any Work on the Project, the ESCO shall post the notice/poster required under the California Code of Regulations and Labor Code section 1771.4 in both English and Spanish at a conspicuous, weatherproof area at the Project site. The required notice/poster is available on the Labor Commissioner's website.

16 Wages. Pursuant to the provisions of Article 2 (commencing at Section 1770), Chapter 1, Part 7, Division 2 of the Labor Code of California, the governing body of Customer has ascertained the general prevailing rate of per diem wages in the locality in which this public work is to be performed for each craft, classification, or type of workmen needed to execute the contract.

16.1 Per Diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, travel time and subsistence pay as provided in Labor Code § 1773.1 apprenticeship or other training programs authorized by Labor Code § 3093, and similar purposes when the term "per diem wages" is used herein.

16.2 Each worker needed to execute the work must be paid travel and subsistence payments as defined in the applicable collective bargaining agreements in accordance with Labor Code § 1773.1.

16.3 Holiday and overtime work when permitted by law shall be paid for at a rate of at least one and one-half times the above specified rate of per diem wages, unless otherwise specified.

16.4 Each worker of ESCO and any of its Subcontractors engaged in work on the System(s) shall be paid not less than the prevailing wage rate, regardless of any contractual relationship which may be alleged to exist between ESCO or any Subcontractors and such workers.

16.5 ESCO shall, as a penalty to the Customer, forfeit an amount as determined by the Labor Commissioner pursuant to Labor Code § 1775 for each calendar day, or portion thereof, for each worker paid less than the prevailing rate as determined by the director for such work or craft in which such worker is employed for any public work done under the contract by him or by any Subcontractor under him. The difference between such prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof, for which each worker was paid less than the prevailing wage rate, shall be paid to each worker by ESCO.

16.6 Copies of the determined prevailing wage rates are on file and available upon request at the Customer's office. Customer shall provide ESCO with current prevailing wage rates, in writing. ESCO shall post, at an appropriate conspicuous point on the Site, a schedule showing all determined general prevailing wage rates.

16.7 Any worker employed to perform work on the System(s) which is not covered by any classification available in the Customer office, shall be paid not less than the minimum rate of wages specified for the classification which most nearly corresponds with work to be performed by him, and that minimum wage rate shall be retroactive to the time of initial employment of the person in the classification.

17 Record Of Wages Paid and Inspection. Pursuant to Labor Code § 1776, ESCO stipulates to the following:

17.1 ESCO and each Subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work under the Facilities Lease and Construction Provisions. Such records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information of such forms. The payroll records may consist of payroll data that are maintained as computer records, if printouts contain the same information as the forms provided by the division and the printouts are verified as specified in subdivision (a) of Labor Code § 1776.

17.2 The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours at the principal office of ESCO on the following basis:

17.2.1 A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or his or her authorized representative.

17.2.2 A certified copy of all payroll records enumerated in subdivision (a) shall be made available for inspection or furnished to a representative of the Customer, and to the Division of Labor Standards Enforcement, and Division of Apprenticeship Standards of the Department of Industrial Relations.

17.2.3 A certified copy of all payroll records enumerated in subdivision (a) shall be made available to the public for inspection or copies thereof. However, a request by the public shall be made through either the Customer, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to paragraph (2), the requesting party shall, prior to being provided the records, reimburse the costs of preparation by ESCO, Subcontractors, and the entity through which the request was made. The public shall not be given access to such records at the principal office of ESCO.

17.2.4 ESCO shall file a certified copy of the records enumerated in subdivision (a) with the entity that requested such records within ten (10) days after receipt of the written request.

17.2.5 Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency, by the Customer, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address and social security number. The name and address of ESCO awarded the contract or performing the contract shall not be marked or obliterated.

17.2.6 ESCO shall inform the Customer of the location of the records enumerated under subdivision (a), including the street address, city, and county, and shall, within five (5) working days, provide a notice of a change of location and address.

17.2.7 In the event of noncompliance with the requirements of this Article, ESCO shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects ESCO must comply with this Article. Should noncompliance still be evident after such 10-day period, ESCO shall pay a penalty of FIFTY DOLLARS ($50.00) to the Customer for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, such penalties shall be withheld from the progress payment then due.

17.2.8 The responsibility for compliance with this Article shall rest upon ESCO.

18 Hours Of Work. As provided in Article 3 (commencing at Section 1810), Chapter 1, Part 7, Division 2 of the Labor Code, ESCO stipulates that eight (8) hours of labor shall constitute a legal day's work. The time of service of any worker employed at any time by ESCO or by the work or upon any part of the work contemplated by this contract is limited and restricted to eight (8) hours during any one calendar day and forty (40) hours during any one calendar week, except as hereinafter provided. Notwithstanding the provisions

hereinabove set forth, work performed by employees of ESCOs in excess of eight (8) hours per day and forty (40) hours during any one week upon this public work shall be permitted compensation of all hours worked in excess of eight (8) hours per day at not less than one and one-half times the basic rate of pay.

18.1 ESCO shall pay to the Customer a penalty of TWENTY-FIVE DOLLARS ($25.00) for each worker employed in the execution of these Construction Provisions by ESCO or by any Subcontractor for each calendar day during which such workman is required or permitted to work more than eight (8) hours in any calendar day and forty (40) hours in any one calendar week in violation of the provisions of Article 3 (commencing at Section 1810), Chapter 1, Part 7, Division 2 of the Labor Code, unless compensation to the worker so employed by ESCO is not less than one and one-half (1-1/2) times the basic rate of pay for all hours worked in excess of eight (8) hours per day.

18.2 Any work necessary to be performed after regular working hours, or on Sundays or other holidays shall be performed without additional expense to Customer, unless otherwise agreed to by the parties.

18.3 Construction work under the Construction Provisions shall be accomplished on a schedule consistent with the normal and reasonable practices of ESCO and in compliance with applicable ordinances.

19 Apprentices. All apprentices employed by ESCO to perform services under these Construction Provisions shall be paid the standard wage paid to apprentices under the regulation of the craft or trade at which that apprentice is employed, and shall be employed only at the work of the craft or trade in which that apprentice is registered. Only apprentices, as defined in Labor Code § 3077, who are in training under apprenticeship standards and written apprenticeship agreements under Chapter 4 (commencing at Section 3070), Division 3 of the Labor Code, are eligible to be employed under these Construction Provisions. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and apprenticeship agreements under which that apprentice is training.

19.1 When ESCO to whom the work under these Construction Provisions is awarded by the Customer or any Subcontractor under ESCO, in performing any of the work under the Construction Provisions, employs workers in any apprenticeable craft or trade, ESCO and Subcontractor shall apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the Site of the public work, for a certificate approving ESCO or Subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected. However, approval as established by the joint apprenticeship committee or committees shall be subject to the approval of the Administrator of Apprenticeship. ESCO or Subcontractors shall not be required to submit individual applications for approval to local joint apprenticeship committees provided they are already covered by the local apprenticeship standards. The ratio of work performed by apprentices to journeymen, who shall be employed in the craft or trade on the public work, may be the ratio stipulated in the apprenticeship standards under which the joint apprenticeship committee operates, but in no case shall the ratio be less than one hour of apprentice work for each five (5) hours of labor performed by a journeyman, except as otherwise provided in Section 1777.5 of the Labor Code. However, the minimum ratio for the land surveyor classification shall not be less than one apprentice for each five journeymen.

19.2 "Apprenticeable craft or trade" as used in Labor Code § 1777.5 and this Article, means a craft or trade determined as an apprenticeable occupation in accordance with rules and regulations prescribed by the Apprenticeship Council.

19.3 ESCO, or any Subcontractor which, in performing any of the work under this contract, employs journeymen or apprentices in any apprenticeable craft or trade and which is not contributing to a fund or funds to administer and conduct the apprenticeship programming of any craft or trade in the area of the Site of the public work, to which fund or funds other ESCOs in the area of the Site of the public work are contributing, shall contribute to the fund or funds in each craft or trade in which that ESCO employs journeymen or apprentices on the public work in the same amount or upon the same basis and in the same manner as other ESCOs do, but where the trust fund administrators are unable to accept the funds, ESCOs not signatory to the trust agreement shall pay like amount to the California Apprenticeship Council. ESCO or Subcontractor may add the amount of such contributions in computing their bid for the contract. The Division of Labor Standards Enforcement is authorized to enforce the payment of the contributions to the fund or funds as set forth in Labor Code § 227.

19.4 The responsibility of compliance with Labor Code § 1777.5 and this Article for all apprenticeable occupations is with ESCO.

19.5 The interpretation and enforcement of Sections 1777.5 and 1777.7 of the Labor Code shall be in accordance with the rules and procedures of the California Apprenticeship Council.

20 ESCO Supervision. ESCO shall provide competent supervision of personnel employed on the job Site, use of equipment, and quality of workmanship.

21 Provisions Required By Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein.

22 Ownership of Work Product. In accordance with Education Code Sections 17316 and 17317, and subject to the provisions thereof, ESCO agrees that any and all intellectual Site(s), including, but not limited to, all ideas, concepts, themes, computer programs or parts thereof, documentation or other literature, or illustrations, or any components thereof, conceived, developed, written, or contributed by ESCO, either individually or in collaboration with others, pursuant to this Agreement, shall belong to and be the sole property of Customer.

22.1 ESCO agrees that all rights in all works prepared or performed by ESCO pursuant to this Agreement, including patent rights and copyrights applicable to any of the intellectual Site(s) described in Subsection (a) above, shall belong exclusively to Customer and shall constitute "works made for hire."

22.2 The provisions of this Section shall not apply to any of ESCO's rights in any invention for which no equipment, supplies, facilities, or trade secret information of Customer was used, which was developed entirely on ESCO's own time, and which:

22.2.1 Does not relate, at the time of conception or reduction to practice of the invention, to Customer's business or to Customer's actual or demonstrably anticipated research or development; or

22.2.2 Does not result from any work performed by ESCO for Customer.

SCHEDULE A: SCOPE OF WORK

ECM 1.0 District-wide Lighting Conversion to LED

Interior: All interior spaces will be retrofit with new LED lamps. The typical application of a 2X4 troffer fixture will be the Phillips EVO kit, which replaces the reflector, lamps, and lens with an LED insert and no longer uses the existing ballast. Pendant fixtures will be retrofitted with the Cree UR kit or similar Tier 1 manufacturer, which reuses the existing housing and lens, but replaces the existing lamps and ballasts. Any other fixtures will be replaced with a variety of LED technologies ranging from complete fixture replacement to relamping with LEDs. The majority of spaces have occupancy sensors that will be reused. With the proposed project, no other controls are required under Title 24. For additional details of each site's lighting scope, see the Lighting Schedules.

Exterior: The majority of the fixtures are architectural and will receive lamp replacements, but standard wall packs and pole lights will be replaced with new LED fixtures or retrofitted with new LED lamps as appropriate to the fixture type. Control of fixtures will not be altered. For additional details of each site's lighting scope, see the Lighting Schedules.

Stadium Lighting: Includes replacing one set of lights with LEDs (all lamps on a single pole) as a mock-up. If the mock-up is approved, then the rest of the lighting can be replaced as a change order to the project scope or as a separate project. If the mock-up is not approved, the original fixtures will be re-installed as part of this scope.

Schneider Electric will provide the following as needed for this scope of work:

Scope	Comprehensive Lighting Scope
Mechanical Engineering	
Electrical Engineering	x
Structural Engineering	
DSA Fees	x
Safety	x
Mobilizaton	x
General Conditions	x
Structural Work	
Roofing	
Equipment	x
Electrical Labor	x
Mechanical Labor	
Control Labor	
Test and Balance	x
Closeout Documentation	x

Laguna Beach High School Exterior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
SITE	LBHS	EXTERIOR	FULL DOME WALL PACK CFL 2L	13	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	13
SITE	LBHS	EXTERIOR	8" DOWNLIGHT CFL 1L	10	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	10
SITE	LBHS	EXTERIOR	STEP LIGHT CFL 1L	41	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	41
SITE	LBHS	EXTERIOR	SQUARE STEP LIGHT CFL 1L	2	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	2
SITE	LBHS	EXTERIOR	EXIT SIGN WP	8	Lithonia LV S W 1 R 120/277 Water Proof Exit Sign 4X rated	8
SITE	LBHS	EXTERIOR	HALF DOME WALL PACK CFL 2L	67	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	67
SITE	LBHS	EXTERIOR	WP CANOPY FULL DOME CFL 2L	32	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	32
SITE	LBHS	EXTERIOR	JELLY JAR A BASE	1	TCP A19 (10W) LED10A19DOD41K	1
SITE	LBHS	EXTERIOR	ARCHITECTURAL TEAR DROP	2	Lunera Susan Lamp SN-V-E39-250W-175W-4000-G2	2
SITE	LBHS	EXTERIOR	6" CAN CFL 1L	5	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	5
SITE	LBHS	EXTERIOR	RECTANGULAR HALF CUTOFF WALL PACK CFL 1L	40	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	40
SITE	LBHS	EXTERIOR	SQUARE HALF CUTOFF WALL PACK CFL 1L	24	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	24
SITE	LBHS	EXTERIOR	CANOPY SQUARE MH 1L	2	E-CF 11 L50-LH-AC-U	2
SITE	LBHS	EXTERIOR	AREA LIGHT	8	LED13PAR30LN/DIM/830/NFL25 13Watt	8
SITE	LBHS	EXTERIOR	SMALL FLOOD	2	LED13PAR30LN/DIM/830/NFL25 13Watt	2
SITE	LBHS	EXTERIOR	MEDIUM WALL PACK	2	Eaton Cooper XTOR3A 26W	2
SITE	LBHS	EXTERIOR	SMALL RECTANGLE CANOPY	12	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	12
SITE	LBHS	EXTERIOR	LARGE FLOOD	2	LED13PAR30LN/DIM/830/NFL25 13Watt	2
SITE	LBHS	EXTERIOR	SMALL FLOOD - POLE	1	LED13PAR30LN/DIM/830/NFL25 13Watt	1
SITE	LBHS	EXTERIOR	CIRCULAR DRUM CANOPY CFL 1L	2	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	2
SITE	LBHS	EXTERIOR	ARCHITECTURAL TEAR DROP - POLE	13	Lunera Susan Lamp SN-V-E39-250W-175W-4000-G2	13
SITE	LBHS	EXTERIOR	ARCHITECTURAL TEAR DROP - SIGN LIGHT	2	GSS50248 4000K MED BASE	2
POOL	LBHS	EXTERIOR	SHOE BOX	4	VISIONAIRE BSX-3-XX-48LC-7-5K-UNV-KM/BOA6-STD-DIM-WSC-20 - 110W	4
POOL	LBHS	EXTERIOR	SMALL WALL PACK	5	Eaton Cooper XTOR2A 18W	5
POOL	LBHS	EXTERIOR	PARKING LOT SHOE BOX	4	VISIONAIRE BSX-3-XX-48LC-7-5K-UNV-KM/BOA6-STD-DIM-WSC-20 - 110W	4
SITE	LBHS	EXTERIOR	1X8 LINEAR T8 4L	2	(2) UR2-48-45L-40K-10V-FD	2
SITE	LBHS	EXTERIOR	4' PENDANT T8 2L	126	UR2-48-45L-40K-10V-FD	126
SITE	LBHS	EXTERIOR	4' COVE LIGHT	16	UR2-48-45L-40K-10V-FD	16

Laguna Beach High School Interior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
ENTRY	LBHS	POOL	1X4 T8 STRIP 1L	38	Evio LED RXL-4H/840	38
OFFICE	LBHS	POOL	1X4 T12 STRIP 2L	2	Evio LED RXL-4H/840	2
OFFICE	LBHS	POOL	1X8 T12 STRIP 2L	2	Evio LED RXL-8L/840	2
OFFICE	LBHS	POOL	2X4 T8 TROFFER 3L	15	2x4 Evo Kit P 42L 36W 840 507038	15
91	LBHS	POOL	2X4 T8 TROFFER 2L	24	2x4 Evo Kit P 42L 36W 840 507038	24
91	LBHS	POOL	2X4 T8 TROFFER 2L	24	2x4 Evo Kit P 42L 36W 840 507038	24
20	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	20	UR2-48-45L-40K-10V-FD	20
Boys Bathroom	LBHS	20 CLASSROOM AREA	2X4 T8 TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
Girls Bathroom	LBHS	20 CLASSROOM AREA	2X4 T8 TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
21	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	24	UR2-48-45L-40K-10V-FD	24
22	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	24	UR2-48-45L-40K-10V-FD	24
22	LBHS	CLASSROOM	1x4 WRAP T12 4L	3	Lithonia LBL4 30L EZ1 LP840	3
22A	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	2	UR2-48-45L-40K-10V-FD	2
23	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	24	UR2-48-45L-40K-10V-FD	24
HALLWAY	LBHS	20 CLASSROOM AREA	1x4 WRAP T12 4L	16	Lithonia LBL4 30L EZ1 LP840	16
HALLWAY	LBHS	20 CLASSROOM AREA	6" CAN CFL 1L	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
24	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	24	UR2-48-45L-40K-10V-FD	24
25	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	25	UR2-48-45L-40K-10V-FD	25
26	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	26	UR2-48-45L-40K-10V-FD	26
27	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	27	UR2-48-45L-40K-10V-FD	27
30	LBHS	COACH ROOM	1x4 WRAP T12 2L	6	Lithonia LBL4 30L EZ1 LP840	6
41	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	45	UR2-48-45L-40K-10V-FD	45
41	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
41A	LBHS	CLASSROOM	6" CAN CFL 1L	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
41B	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	2	UR2-48-45L-40K-10V-FD	2
42	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	36	UR2-48-45L-40K-10V-FD	36
42	LBHS	CLASSROOM	1x4 WRAP T12 2L	8	Lithonia LBL4 30L EZ1 LP840	8
42	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
43	LBHS	CLASSROOM	EXIT SIGN	3	LEDBUGGW LED BugEye Combo Green Letters with White Housing	3
43	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	36	UR2-48-45L-40K-10V-FD	36
43A	LBHS	CLASSROOM	1x4 WRAP T12 2L	4	Lithonia LBL4 30L EZ1 LP840	4
44	LBHS	CLASSROOM	EXIT SIGN	3	LEDBUGGW LED BugEye Combo Green Letters with White Housing	3
44	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	36	UR2-48-45L-40K-10V-FD	36
44	LBHS	CLASSROOM	1x4 WRAP T12 2L	5	Lithonia LBL4 30L EZ1 LP840	5
45	LBHS	CLASSROOM	EXIT SIGN	3	LEDBUGGW LED BugEye Combo Green Letters with White Housing	3
45	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	36	UR2-48-45L-40K-10V-FD	36
45	LBHS	CLASSROOM	1x4 WRAP T12 2L	1	Lithonia LBL4 30L EZ1 LP840	1
Boys Bathroom	LBHS	40 CLASSROOM AREA	1X4 T12 STRIP 2L	2	Evio LED RXL-4H/840	2
Girls Bathroom	LBHS	40 CLASSROOM AREA	1X4 T12 STRIP 2L	2	Evio LED RXL-4H/840	2
51	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	16	UR2-48-45L-40K-10V-FD	16
51	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
51A	LBHS	CLASSROOM	1x4 WRAP T12 2L	2	Lithonia LBL4 30L EZ1 LP840	2
52	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	16	UR2-48-45L-40K-10V-FD	16
52	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
52A	LBHS	CLASSROOM	1x4 WRAP T12 2L	2	Lithonia LBL4 30L EZ1 LP840	2
53	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	16	UR2-48-45L-40K-10V-FD	16
53	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
53A	LBHS	CLASSROOM	1x4 WRAP T12 2L	2	Lithonia LBL4 30L EZ1 LP840	2
54	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	18	UR2-48-45L-40K-10V-FD	18
54	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
55	LBHS	CLASSROOM	HIGHBAY CFL 8L	8	CXBAHCH40K8-ULMLL715P -CXBA16N (includes ML sensor onfixture)	8
55	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
55	LBHS	CLASSROOM	1x4 WRAP T12 2L	1	Lithonia LBL4 30L EZ1 LP840	1

55	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	6	UR2-48-45L-40K-10V-FD	6
HALLWAY	LBHS	55 CLASSROOM AREA	LINEAR PENDANT- 4' SECTIONS T8 2L	6	UR2-48-45L-40K-10V-FD	6
61	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	5	2x4 Evo Kit P 42L 36W 840 507038	5
61	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
61A	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	8	2x4 Evo Kit P 42L 36W 840 507038	8
62	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	5	2x4 Evo Kit P 42L 36W 840 507038	5
62	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
62A	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
62A	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	1	2x2 Evo Kit P 32L 28W 840 506766	1
63	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	18	UR2-48-45L-40K-10V-FD	18
64	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	18	UR2-48-45L-40K-10V-FD	18
65	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	24	UR2-48-45L-40K-10V-FD	24
65	LBHS	CLASSROOM	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
65A	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	10	2x4 Evo Kit P 42L 36W 840 507038	10
70	LBHS	CLASSROOM	2X4 T8 TROFFER 2L	16	2x4 Evo Kit P 42L 36W 840 507038	16
71	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
72 DATA CLOSET	LBHS	CLASSROOM	2X4 T12 TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
72	LBHS	CLASSROOM	2X4 T12 TROFFER 3L	16	2x4 Evo Kit P 42L 36W 840 507038	16
72	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
73	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	6	2x4 Evo Kit P 42L 36W 840 507038	6
74	LBHS	CLASSROOM	2X4 T8 TROFFER 2L	20	2x4 Evo Kit P 42L 36W 840 507038	20
74	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
75	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	18	UR2-48-45L-40K-10V-FD	18
75	LBHS	CLASSROOM	6" CAN CFL 1L	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
76	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	18	UR2-48-45L-40K-10V-FD	18
76	LBHS	CLASSROOM	6" CAN CFL 1L	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
77	LBHS	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 2L	18	UR2-48-45L-40K-10V-FD	18
77	LBHS	CLASSROOM	6" CAN CFL 1L	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
80	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
80	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
80	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
81	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
81	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
81	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
82	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
82	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
82	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
83	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
83	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
83	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
84	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
84	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
84	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
85	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
85	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
85	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
86	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
86	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
86	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
87	LBHS	CLASSROOM	EXIT SIGN	1	LEDBUGGW LED BugEye Combo Green Letters with White Housing	1
87	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
87	LBHS	CLASSROOM	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
88	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12
88	LBHS	BATHROOM	4' VAPOR TIGHT 2L	1	CREE WS4-47L-40K-10V-FD 4700	1
89	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	12	2x4 Evo Kit P 42L 36W 840 507038	12

111	LBHS	DANCE	EXIT SIGN	2	LEDBUGGW LED BugEye Combo Green Letters with White Housing	2
111	LBHS	DANCE	2X4 T8 TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
111	LBHS	DANCE	HIGHBAY CFL 8L	12	CXBAHCH40K8-ULMLL715P -CXBA16N (Includes ML sensor onfixture)	12
111	LBHS	DANCE	TRACK LIGHT	8	TCP A19 (10W) LED10A19DOD41K	8
112	LBHS	OFFICE	2X4 T8 TROFFER 3L	1	2x4 Evo Kit P 42L 36W 840 507038	1
113	LBHS	COSTUME ROOM	1x4 WRAP T12 2L	3	Lithonia LBL4 30L EZ1 LP840	3
114	LBHS	OFFICE	4' VAPOR TIGHT 3L	1	CREE WS4-47L-40K-10V-FD 4700	1
115	LBHS	CLASSROOM	6" CAN CFL 1L	37	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	37
115	LBHS	CLASSROOM	1X4 T12 STRIP 2L	12	Evio LED RXL-4H/840	12
116	LBHS	CLASSROOM	2X4 T8 TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
116A	LBHS	CLASSROOM	1X4 T12 STRIP 2L	2	Evio LED RXL-4H/840	2
116A	LBHS	CLASSROOM	6" CAN CFL 1L	5	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	5
123	LBHS	PAC STORAGE	2X4 T12 TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
129	LBHS	PAC OFFICE	2X4 T12 TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
129	LBHS	PAC OFFICE	TRACK LIGHT	4	TCP A19 (10W) LED10A19DOD41K	4
131	LBHS	PAC OPEN AREA	1x4 WRAP T12 2L	10	Lithonia LBL4 30L EZ1 LP840	10
131	LBHS	BATHROOM	1X4 T12 STRIP 2L	1	Evio LED RXL-4H/840	1
133	LBHS	PAC OPEN AREA	2X4 T12 TROFFER 3L	7	2x4 Evo Kit P 42L 36W 840 507038	7
135	LBHS	PAC OPEN AREA	1X4 T12 STRIP 2L	7	Evio LED RXL-4H/840	7
GYM	LBHS	NORTH GYM	HIGHBAY HPS 1L	16	CXBAHCH40K8-ULMLL715P -CXBA16N (Includes ML sensor onfixture)	16
GYM	LBHS	NORTH GYM	EXIT SIGN	10	LEDBUGGW LED BugEye Combo Green Letters with White Housing	10
ENTRANCE	LBHS	NORTH GYM	1x4 WRAP T12 4L	6	Lithonia LBL4 30L EZ1 LP840	6
STANDS	LBHS	NORTH GYM	(2) 100W A BASE	12	10w	12
OFFICE	LBHS	NORTH GYM	100W A BASE	4	TCP A19 (10W) LED10A19DOD41K	4
STORAGE	LBHS	NORTH GYM	1x4 WRAP T12 4L	2	Lithonia LBL4 30L EZ1 LP840	2
GIRLS LOCKERROOM	LBHS	NORTH GYM	6" CAN CFL 1L	36	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	36
GIRLS	LBHS	NORTH GYM	1X4 T12 STRIP 2L	6	Evio LED RXL-4H/840	6
GIRLS	LBHS	NORTH GYM	2X4 T8 TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
HALLWAY	LBHS	NORTH GYM	10X10 LOW PROFILE CANOPY	1	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	1
CLASSROOM	LBHS	NORTH GYM	1x4 WRAP T12 2L	4	Lithonia LBL4 30L EZ1 LP840	4
SUPPLY CLOSET	LBHS	NORTH GYM	100W A BASE	4	TCP A19 (10W) LED10A19DOD41K	4
GIRLS	LBHS	NORTH GYM	4' VAPOR TIGHT 2L	1	CREE WS4-47L-40K-10V-FD 4700	1
HALLWAY	LBHS	NORTH GYM	10X10 LOW PROFILE CANOPY	1	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	1
HALLWAY	LBHS	NORTH GYM	1x4 WRAP T12 2L	1	Lithonia LBL4 30L EZ1 LP840	1
ENTRANCE	LBHS	DUGGER GYM	1x4 WRAP T12 4L	2	Lithonia LBL4 30L EZ1 LP840	2
GYM	LBHS	DUGGER GYM	HIGHBAY HPS 1L	30	CXBAHCH40K8-ULMLL715P -CXBA16N (Includes ML sensor onfixture)	30
221	LBHS	DUGGER GYM	1x4 WRAP T12 4L	2	Lithonia LBL4 30L EZ1 LP840	2
221A	LBHS	DUGGER GYM	1x4 WRAP T12 4L	1	Lithonia LBL4 30L EZ1 LP840	1
225 STORAGE	LBHS	DUGGER GYM	1x4 WRAP T12 4L	3	Lithonia LBL4 30L EZ1 LP840	3
STAIRWELL	LBHS	DUGGER GYM	10X10 LOW PROFILE CANOPY	1	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	1
226 STORAGE	LBHS	DUGGER GYM	1x4 WRAP T12 4L	3	Lithonia LBL4 30L EZ1 LP840	3
223 EQUIPMENT	LBHS	DUGGER GYM	100W A BASE	1	TCP A19 (10W) LED10A19DOD41K	1
GYM	LBHS	DUGGER GYM	EXIT SIGN	14	LEDBUGGW LED BugEye Combo Green Letters with White Housing	14
TRAINER HALLWAY	LBHS	DUGGER GYM	6" CAN CFL 1L	5	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	5
TRAINER'S	LBHS	DUGGER GYM	2X4 T12 TROFFER 3L	6	2x4 Evo Kit P 42L 36W 840 507038	6
LOCKER ROOM	LBHS	DUGGER GYM	4' VAPOR TIGHT 3L	6	CREE WS4-47L-40K-10V-FD 4700	6
209A SHOWER	LBHS	DUGGER GYM	6" CAN CFL 1L	2	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	2
209A	LBHS	DUGGER GYM	1X4 T12 STRIP 2L	1	Evio LED RXL-4H/840	1
211A	LBHS	DUGGER GYM	2X4 T12 TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
211 OFFICE	LBHS	DUGGER GYM	2X4 T12 TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
211	LBHS	DUGGER GYM	1x4 WRAP T12 4L	1	Lithonia LBL4 30L EZ1 LP840	1
211 LOCKER ROOM HALLWAY	LBHS	DUGGER GYM	6" CAN CFL 1L	2	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	2
212	LBHS	DUGGER GYM	1X4 T12 STRIP 2L	1	Evio LED RXL-4H/840	1
214 JV LOCKER	LBHS	DUGGER GYM	4' VAPOR TIGHT 2L	22	CREE WS4-47L-40K-10V-FD 4700	22
214 LOCKER	LBHS	DUGGER GYM	1X4 T12 STRIP 2L	4	Evio LED RXL-4H/840	4
214 LOCKER ROOM	LBHS	DUGGER GYM	6" CAN CFL 1L	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3

219	LBHS	DUGGER GYM	4' VAPOR TIGHT 2L	4	CREE WS4-47L-40K-10V-FD 4700	4
WEIGHT ROOM	LBHS	DUGGER GYM	4' VAPOR TIGHT 2L	22	CREE WS4-47L-40K-10V-FD 4700	22
200 TRAINING	LBHS	DUGGER GYM	4' VAPOR TIGHT 2L	8	CREE WS4-47L-40K-10V-FD 4700	8
202A OFFICE	LBHS	DUGGER GYM	1x4 WRAP T12 4L	2	Lithonia LBL4 30L EZ1 LP840	2
202A OFFICE	LBHS	DUGGER GYM	2X4 T12 TROFFER 4L	2	2x4 Evo Kit P 42L 36W 840 507038	2
MAIN OFFICE	LBHS	ADMIN	6" CAN CFL 1L	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
MAIN OFFICE	LBHS	ADMIN	2X4 T8 TROFFER 3L	24	2x4 Evo Kit P 42L 36W 840 507038	24
COUNSELOR 1	LBHS	ADMIN	LINEAR PENDANT- 4' SECTIONS T8 2L	4	UR2-48-45L-40K-10V-FD	4
COUNSELOR 2	LBHS	ADMIN	LINEAR PENDANT- 4' SECTIONS T8 2L	4	UR2-48-45L-40K-10V-FD	4
COUNSELOR 3	LBHS	ADMIN	1X4 BOX T8 2L	2	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	2
COUNSELOR 4	LBHS	ADMIN	1X4 BOX T8 2L	2	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	2
ASSISTANT PRINCIPAL	LBHS	ADMIN	1X4 BOX T8 2L	3	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	3
STAFFROOM	LBHS	ADMIN	1X4 BOX T8 2L	4	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	4
DR. SAMIA	LBHS	ADMIN	1X4 BOX T8 2L	2	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	2
EXTRA OFFICE	LBHS	ADMIN	1X4 BOX T8 2L	2	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	2
PRINCIPAL OFFICE	LBHS	ADMIN	1X4 BOX T8 2L	4	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	4
ASSISTANT PRINCIPAL	LBHS	ADMIN	1X4 BOX T8 2L	4	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	4
HEALTH OFFICE	LBHS	ADMIN	1X4 BOX T8 2L	4	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	4
HEALTH	LBHS	ADMIN	2X4 T12 TROFFER 2L	4	2x4 Evo Kit P 42L 36W 840 507038	4
ATTENDANCE	LBHS	ADMIN	1X4 BOX T8 2L	8	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	8
ELECTRIC ROOM	LBHS	ADMIN	1X4 T12 STRIP 2L	3	Evio LED RXL-4H/840	3
MECHANICAL	LBHS	ADMIN	1X4 T12 STRIP 2L	8	Evio LED RXL-4H/840	8
FACULTY ROOM	LBHS	ADMIN	12" ROUND LED	4		4
FACULTY ROOM	LBHS	ADMIN	1X4 T12 STRIP 2L	6	Evio LED RXL-4H/840	6
FACULTY	LBHS	ADMIN	1X4 T12 STRIP 2L	2	Evio LED RXL-4H/840	2
CLEANING	LBHS	ADMIN	1X4 T12 STRIP 2L	6	Evio LED RXL-4H/840	6
STORAGE	LBHS	ADMIN	100W A BASE	2	TCP A19 (10W) LED10A19DOD41K	2
STORAGE	LBHS	ADMIN	1X4 T12 STRIP 2L	1	Evio LED RXL-4H/840	1
ACTIVITIES	LBHS	LIBRARY BUILDING	2X4 T12 TROFFER 2L	10	2x4 Evo Kit P 42L 36W 840 507038	10
LIBRARY	LBHS	LIBRARY BUILDING	2X2 T8 TROFFER 2L	26	2x2 Evo Kit P 32L 28W 840 506766	26
LIBRARY	LBHS	LIBRARY BUILDING	2X4 T8 TROFFER 3L	54	2x4 Evo Kit P 42L 36W 840 507038	54
LIBRARY OFFICE	LBHS	LIBRARY BUILDING	2X4 T8 TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
LIBRARY	LBHS	LIBRARY BUILDING	4" MR16	8	LED6MR16/DIM/830/FL36	8
CAREER CENTER	LBHS	LIBRARY BUILDING	12" ROUND CFL 2L	2	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	2
WRITING LAB	LBHS	LIBRARY BUILDING	2X4 T8 TROFFER 3L	1	2x4 Evo Kit P 42L 36W 840 507038	1
DATA ROOM	LBHS	LIBRARY BUILDING	2X2 T8 TROFFER 2L	8	2x2 Evo Kit P 32L 28W 840 506766	8
STAFF	LBHS	LIBRARY BUILDING	2X2 T8 TROFFER 2L	1	2x2 Evo Kit P 32L 28W 840 506766	1
STAFF	LBHS	LIBRARY BUILDING	2X4 T8 TROFFER 3L	14	2x4 Evo Kit P 42L 36W 840 507038	14
STAFF WORKROOM	LBHS	LIBRARY BUILDING	1X4 RECESSED T8 2L	18	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	18
STAFF	LBHS	LIBRARY BUILDING	1X4 T12 STRIP 2L	1	Evio LED RXL-4H/840	1
BAND ROOM	LBHS	50 CLASSROOM AREA	LINEAR PENDANT- 4' SECTIONS T8 2L	30	UR2-48-45L-40K-10V-FD	30
CONCESSIONS	LBHS	STANDS	1x4 WRAP T12 4L	4	Lithonia LBL4 30L EZ1 LP840	4
GIRLS	LBHS	STANDS	1x4 WRAP T12 4L	5	Lithonia LBL4 30L EZ1 LP840	5
BOYS	LBHS	STANDS	1x4 WRAP T12 4L	3	Lithonia LBL4 30L EZ1 LP840	3
234	LBHS	STANDS	100W A BASE	1	TCP A19 (10W) LED10A19DOD41K	1
231	LBHS	STANDS	100W A BASE	2	TCP A19 (10W) LED10A19DOD41K	2
236	LBHS	STANDS	1x4 WRAP T12 4L	2	Lithonia LBL4 30L EZ1 LP840	2
237	LBHS	STANDS	1x4 WRAP T12 4L	1	Lithonia LBL4 30L EZ1 LP840	1
ANNOUNCER	LBHS	STANDS	4' VAPOR TIGHT 2L	3	CREE WS4-47L-40K-10V-FD 4700	3
ELEVATOR	LBHS	80 CLASSROOM AREA	100W A BASE	1	TCP A19 (10W) LED10A19DOD41K	1
ELEVATOR	LBHS	80 CLASSROOM AREA	1x4 WRAP T12 4L	2	Lithonia LBL4 30L EZ1 LP840	2
MAIN OFFICE	LBHS	ADMIN	EXIT SIGN	4	LEDBUGGW LED BugEye Combo Green Letters with White Housing	4
240	LBHS		2X4 T8 TROFFER 3L	1	2x4 Evo Kit P 42L 36W 840 507038	1
242	LBHS		2X4 T8 TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
CAFETERIA	LBHS	80 CLASSROOM AREA	2X2 T8 TROFFER 2L	24	2x2 Evo Kit P 32L 28W 840 506766	24

KITCHEN	LBHS	80 CLASSROOM AREA	1x4 WRAP T8 3L	18	Lithonia LBL4 30L EZ1 LP840	18
KITCHEN	LBHS	80 CLASSROOM AREA	JELLY JAR A BASE	9	TCP A19 (10W) LED10A19DOD41K	9
KITCHEN	LBHS	80 CLASSROOM AREA	4' VAPOR TIGHT 2L	3	CREE WS4-47L-40K-10V-FD 4700	3
KITCHEN	LBHS	80 CLASSROOM AREA	1X4 T12 STRIP 2L	1	Evio LED RXL-4H/840	1
STAIRWELL	LBHS	NORTH GYM	4' VAPOR TIGHT 2L	2	CREE WS4-47L-40K-10V-FD 4700	2
GIRLS	LBHS	80 CLASSROOM AREA	4' VAPOR TIGHT 2L	7	CREE WS4-47L-40K-10V-FD 4700	7
BOYS	LBHS	80 CLASSROOM AREA	4' VAPOR TIGHT 2L	6	CREE WS4-47L-40K-10V-FD 4700	6
STAFF	LBHS	80 CLASSROOM AREA	4' VAPOR TIGHT 2L	2	CREE WS4-47L-40K-10V-FD 4700	2
STAFF HALLWAY	LBHS	80 CLASSROOM AREA	2X2 T8 TROFFER 2L	5	2x2 Evo Kit P 32L 28W 840 506766	5
JANITOR CLOSET	LBHS	80 CLASSROOM AREA	1X4 T12 STRIP 2L	1	Evio LED RXL-4H/840	1
ELECTRIC ROOM	LBHS	80 CLASSROOM AREA	1X4 T12 STRIP 2L	1	Evio LED RXL-4H/840	1
THEATER LOBBY	LBHS	PAC	10" DOWNLIGHT	9	TCP A19 (10W) LED10A19DOD41K	9
MAIN THEATER	LBHS	PAC	1x4 WRAP T12 1L	19	Lithonia LBL4 30L EZ1 LP840	19
THEATER STAGE	LBHS	PAC	HALOGEN FLOOD	6	LED13PAR30LN/DIM/830/NFL25 13Watt	6
THEATER EXITS	LBHS	PAC	EXIT SIGN	18	LEDBUGGW LED BugEye Combo Green Letters with White Housing	18
CONTROL	LBHS	PAC	10" ROUND DIMMABLE	4	TCP A19 (10W) LED10A19DOD41K	4
CONTROL	LBHS	PAC	TRACK LIGHT	8	TCP A19 (10W) LED10A19DOD41K	8
UPSTAIRS	LBHS	PAC	10" ROUND	4	TCP A19 (10W) LED10A19DOD41K	4
MECHANICAL	LBHS	PAC	2X2 T8 TROFFER 2L	4	2x2 Evo Kit P 32L 28W 840 506766	4
MECHANICAL	LBHS	PAC	100W A BASE	1	TCP A19 (10W) LED10A19DOD41K	1
HALLWAY	LBHS	PAC	100W A BASE	1	TCP A19 (10W) LED10A19DOD41K	1
SOUND ROOM	LBHS	PAC	12" ROUND LED	4		4
SEATING LIGHTS	LBHS	PAC	DIMMABLE DOWNLIGHT	16	TCP A19 (10W) LED10A19DOD41K	16
CORRIDOR	LBHS	CAMPUS	4' VAPOR TIGHT 2L	25	CREE WS4-47L-40K-10V-FD 4700	25

Thurston Middle School Exterior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
PARKING	TMS	EXTERIOR	AREA LIGHT	5	LED13PAR30LN/DIM/830/NFL25 13Watt	5
SITE	TMS	EXTERIOR	SMALL FLOOD	2	LED13PAR30LN/DIM/830/NFL25 13Watt	2

Thurston Middle School Interior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
KITCHEN	TMS		2X4 T8 TROFFER 2L	18	2x4 Evo Kit P 42L 36W 840 507038	18
KITCHEN	TMS		2X2 T8 U-BEND TROFFER 2L	13	2x2 Evo Kit P 32L 28W 840 506766	13
KITCHEN	TMS		1X4 T8 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
KITCHEN	TMS		1X4 T8 RECESSED TROFFER 2L	1	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	1
BASKETBALL COURT	TMS	GYM	1000W MH HIGHBAY	30	CXBAHCH40K8-ULMLL715P -CXBA16N (Includes ML sensor onfixture)	30
JANITOR CLOSET	TMS	GYM	1X4 T8 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
OPEN AREA	TMS	GYM	6IN 32W CFL DOWNLIGHT	2	TCP LED14P38D41KNFL	2
LOCKER ROOM	TMS	GYM	6IN 32W CFL DOWNLIGHT	27	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	27
LOCKER ROOM	TMS	GYM	6IN 32W CFL DOWNLIGHT	32	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	32
LOCKER ROOM	TMS	GYM	2X4 T8 TROFFER 3L	10	2x4 Evo Kit P 42L 36W 840 507038	10
THEATRE	TMS	THEATRE	6IN 32W CFL DOWNLIGHT	6	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	6
THEATRE	TMS	THEATRE	1X4 T8 WRAP 2L	34	Lithonia LBL4 30L EZ1 LP840	34
THEATRE	TMS	THEATRE	2X4 T8 TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
BATHROOM	TMS		1X4 T8 RECESSED TROFFER 2L	8	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	8
ELECTRICAL	TMS		1X4 T8 WRAP 2L	7	Lithonia LBL4 30L EZ1 LP840	7
BAND ROOM	TMS		6IN 32W CFL DOWNLIGHT	1	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	1
BAND ROOM	TMS		2X4 T8 RECESSED TROFFER 3L	7	2x4 Evo Kit P 42L 36W 840 507038	7
BAND ROOM	TMS		1X4 T8 ARCH LINEAR PENDANT 2L	40	UR2-48-45L-40K-10V-FD	40
LIBRARY	TMS		1X4 T8 ARCH LINEAR PENDANT 2L	55	UR2-48-45L-40K-10V-FD	55
LIBRARY	TMS		2X2 T8 U-BEND TROFFER 2L	6	2x2 Evo Kit P 32L 28W 840 506766	6
LIBRARY	TMS		2X4 T8 RECESSED TROFFER 3L	5	2x4 Evo Kit P 42L 36W 840 507038	5
COMPUTER LAB	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	18	UR2-48-45L-40K-10V-FD	18
1101	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	21	UR2-48-45L-40K-10V-FD	21
1102	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	18	UR2-48-45L-40K-10V-FD	18
1105	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	32	UR2-48-45L-40K-10V-FD	32
215	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	10	UR2-48-45L-40K-10V-FD	10
214	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	12	UR2-48-45L-40K-10V-FD	12
213	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	16	UR2-48-45L-40K-10V-FD	16
212	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	16	UR2-48-45L-40K-10V-FD	16
211	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	16	UR2-48-45L-40K-10V-FD	16
217	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	16	UR2-48-45L-40K-10V-FD	16
218	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	15	UR2-48-45L-40K-10V-FD	15
210	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	12	UR2-48-45L-40K-10V-FD	12
209	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	15	UR2-48-45L-40K-10V-FD	15
201	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	18	UR2-48-45L-40K-10V-FD	18
207	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	18	UR2-48-45L-40K-10V-FD	18
206	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	14	UR2-48-45L-40K-10V-FD	14
205	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	18	UR2-48-45L-40K-10V-FD	18
204	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	18	UR2-48-45L-40K-10V-FD	18
203	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	18	UR2-48-45L-40K-10V-FD	18
202	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	16	UR2-48-45L-40K-10V-FD	16
208	TMS	CLASSROOM	1X4 T8 ARCH LINEAR PENDANT 2L	18	UR2-48-45L-40K-10V-FD	18
1101	TMS	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
DATA	TMS		1X4 T8 WRAP 2L	2	Lithonia LBL4 30L EZ1 LP840	2
1102	TMS	CLASSROOM	1X4 T8 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
JANITOR CLOSET	TMS		1X4 T8 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
BATHROOM	TMS		1X4 T8 WRAP 2L	6	Lithonia LBL4 30L EZ1 LP840	6
ELECTRICAL	TMS		1X4 T8 STRIP 2L	1	Evio LED RXL-4H/840	1
BATHROOM	TMS		1X8 T8 RECESSED 2L TANDEM	1	(2) UR2-48-45L-40K-10V-FD	1
215	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
214	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
213	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
212	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
211	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2

217	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
218	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
210	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
209	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
208	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
201	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
207	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
206	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
205	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
204	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
203	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
202	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	2	2x4 Evo Kit P 42L 36W 840 507038	2
BATHROOM	TMS		1X4 T8 RECESSED STRIP 1L	8	Evio LED RXL-4H/840	8
JANITOR CLOSET	TMS		1X4 T8 STRIP 2L	2	Evio LED RXL-4H/840	2
ELECTRICAL	TMS		1X4 T8 STRIP 1L	3	Evio LED RXL-4H/840	3
ADMIN OFFICES	TMS	ADMINSTRATION	2X4 T8 RECESSED TROFFER 3L	33	2x4 Evo Kit P 42L 36W 840 507038	33
ADMIN OFFICES	TMS	ADMINSTRATION	6IN 32W CFL DOWNLIGHT	20	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	20
BATHROOM	TMS	NURSE	1X4 T8 RECESSED TROFFER 2L	1	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	1
OPEN AREA	TMS	ALL	DOUBE FACE INCANDESCENT EXITS	5	LEDBUGGW LED BugEye Combo Green Letters with White Housing	5
HOME ECONOMICS	TMS	CLASSROOM	6IN 32W CFL DOWNLIGHT	25	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	25
HOME	TMS	CLASSROOM	1X4 T8 STRIP 2L	1	Evio LED RXL-4H/840	1
5108	TMS	CLASSROOM	1X4 T5 ARCH PENDANT DIRECT/INDIRECT 3L	24	UR2-48-45L-40K-10V-FD	24
BATHROOM	TMS		1X4 T8 RECESSED TROFFER 2L	2	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	2
5108	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	6	2x4 Evo Kit P 42L 36W 840 507038	6
5102	TMS	CLASSROOM	1X4 T5 ARCH PENDANT DIRECT/INDIRECT 3L	25	UR2-48-45L-40K-10V-FD	25
5101	TMS	CLASSROOM	1X4 T5 ARCH PENDANT DIRECT/INDIRECT 3L	24	UR2-48-45L-40K-10V-FD	24
5103	TMS	CLASSROOM	1X4 T5 ARCH PENDANT DIRECT/INDIRECT 3L	24	UR2-48-45L-40K-10V-FD	24
5104	TMS	CLASSROOM	1X4 T5 ARCH PENDANT DIRECT/INDIRECT 3L	22	UR2-48-45L-40K-10V-FD	22
5102	TMS	CLASSROOM	6IN 32W CFL DOWNLIGHT	24	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	24
5107	TMS	CLASSROOM	2X4 T8 RECESSED TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
5106	TMS	CLASSROOM	2X4 T8 RECSSED TROFFER 2L	2	2x4 Evo Kit P 42L 36W 840 507038	2
51112	TMS	CLASSROOM	1X4 T8 RECESSED TROFFER 2L	1	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	1
5104	TMS	CLASSROOM	6IN 32W CFL DOWNLIGHT	26	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	26
5102	TMS	CLASSROOM	6IN 32W CFL DOWNLIGHT	24	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	24
5101	TMS	CLASSROOM	6IN 32W CFL DOWNLIGHT	26	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	26
5104	TMS	CLASSROOM	1X4 T8 RECESSED TROFFER 2L	1	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	1
SITE	TMS		POST TOP FULL CUTOFF	20	VISIONAIRE PRE-2-L-T5W-48LC-5-5K-UNV-PT-STD-DIM-WSC-20	20
SITE	TMS		ROUND WALL PACK	23	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	23
SITE	TMS		CANOPY ROUND FULL CIRCLE	2	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	2
SITE	TMS		SMALL CYLINDER WALL PACK	2	Lithonia OLWP 11	2
SITE	TMS		4' VAPOR TIGHT 2L	4	CREE WS4-47L-40K-10V-FD 4700	4

Top of the World Elementary School Exterior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
SITE	TOW	EXTERIOR	LINEAR FLUORESCENT	2	UR2-48-45L-40K-10V-FD	2
SITE	TOW	EXTERIOR	SHOE BOX	7	VISIONAIRE BSX-3-XX-48LC-7-5K-UNV-KM/BOA6-STD-DIM-WSC-20 - 110W	7
SITE	TOW	EXTERIOR	8" CAN A BASE	46	TCP LED14P38D41KNFL	46
SITE	TOW	EXTERIOR	CIRCULAR DRUM CANOPY CFL 2L	2	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	2
SITE	TOW	EXTERIOR	SMALL FLOOD	5	LED13PAR30LN/DIM/830/NFL25 13Watt	5
SITE	TOW	EXTERIOR	POST TOP FULL CUTOFF	3	VISIONAIRE PRE-2-L-T5W-48LC-5-5K-UNV-PT-STD-DIM-WSC-20	3
SITE	TOW	EXTERIOR	MEDIUM WALL PACK	1	Eaton Cooper XTOR3A 26W	1
SITE	TOW	EXTERIOR	6" CAN CFL 1L	32	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	32
SITE	TOW	EXTERIOR	SMALL FLOOD	4	LED13PAR30LN/DIM/830/NFL25 13Watt	4
SITE	TOW	EXTERIOR	SQUARE HALF CUTOFF WALL PACK	1	Maxlite SEC12U50BPC12	1

Top of the World Elementary School Interior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
CAFÉ	TOW	CAFÉ	1X4 T12 RECESSED DAMP LOCATION TROFFER 2L	20	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	20
CAFÉ	TOW	CAFÉ	JELLY JAR A BASE	1	TCP A19 (10W) LED10A19DOD41K	1
MPR	TOW	MPR	1X4 T12 RECESSED TROFFER 2L	109	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	109
STAGE	TOW	MPR	1X4 T12 RECESSED TROFFER 2L	7	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	7
STAGE	TOW	MPR	6IN PAR38 150W GIMBLE DOWNLIGHT	10	TCP LED14P38D41KNFL	10
OPEN AREA	TOW	MPR	1X4 T12 WRAP 2L	6	Lithonia LBL4 30L EZ1 LP840	6
BATHROOM	TOW	MPR	DRUM FIXTURE 3X A19 72W	5	10w	5
BATHROOM	TOW	MPR	1X4 T12 WRAP 2L	2	Lithonia LBL4 30L EZ1 LP840	2
HALLWYAYS	TOW	ADMINSTRATION	2X4 T12 RECESSED TROFFER 3L	23	2x4 Evo Kit P 42L 36W 840 507038	23
HALLWYAYS	TOW	ADMINSTRATION	6IN 13W 2 PIN DOWNLIGHT CFL	6	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	6
LIBRARY	TOW	MPR	6IN X 4' LINEAR PENDANT T12 2L	8	UR2-48-45L-40K-10V-FD	8
LIBRARY	TOW	MPR	6IN X 4' LINEAR RECESSED T12 2L	38	UR2-48-45L-40K-10V-FD	38
LIBRARY	TOW	MPR	DRUM FIXTURE 2X A19 65W	2	10w	2
STAFF	TOW	ADMINSTRATION	2X4 T12 RECESSED TROFFER 4L	19	2x4 Evo Kit P 42L 36W 840 507038	19
STAFF	TOW	ADMINSTRATION	1X4 T12 WRAP 2L	3	Lithonia LBL4 30L EZ1 LP840	3
STAFF CLOSET	TOW	ADMINSTRATION	A19 PENDANT 2X	1	10w	1
1110	TOW	CLASSROOM	1X4 T12 WRAP 2L	4	Lithonia LBL4 30L EZ1 LP840	4
4112	TOW	CLASSROOM	1X4 T12 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
4113	TOW	CLASSROOM	1X4 T12 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
4101	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	18	UR2-48-45L-40K-10V-FD	18
4102	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	18	UR2-48-45L-40K-10V-FD	18
4103	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	18	UR2-48-45L-40K-10V-FD	18
3111	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	12	UR2-48-45L-40K-10V-FD	12
3109	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	18	UR2-48-45L-40K-10V-FD	18
3110	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	18	UR2-48-45L-40K-10V-FD	18
2109	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	18	UR2-48-45L-40K-10V-FD	18
2110	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	18	UR2-48-45L-40K-10V-FD	18
PLC	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
3108	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	11	UR2-48-45L-40K-10V-FD	11
3107	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
3106	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
3105	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
3104	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
3103	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
3102	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
3101	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
2101	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
2102	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
2103	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
2104	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
2105	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
2106	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
2107	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
2108	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	14	UR2-48-45L-40K-10V-FD	14
6101	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	15	UR2-48-45L-40K-10V-FD	15
6102	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	15	UR2-48-45L-40K-10V-FD	15
6103	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	15	UR2-48-45L-40K-10V-FD	15
6104	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	15	UR2-48-45L-40K-10V-FD	15
6105	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	15	UR2-48-45L-40K-10V-FD	15
6106	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	15	UR2-48-45L-40K-10V-FD	15
6107	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	15	UR2-48-45L-40K-10V-FD	15
6108	TOW	CLASSROOM	1X4 T5HO ARCH PENDANT 1L	15	UR2-48-45L-40K-10V-FD	15
BATHROOM	TOW		1X4 T8 STRIP 2L	2	Evio LED RXL-4H/840	2

BREAKROOM	TOW		1X4 T5 RECESSED TANDEM 2L	2	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	2
4103	TOW	CLASSROOM	1X4 T5 RECESSED TROFFER BASKET 2L	4	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	4
BATHROOM	TOW		1X4 T8 RECESSED TROFFER 2L	3	1X4 ESI RETROFIT KIT K-14LX-P4H-40-CM-PA 32 WATTS	3
4103	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
ELECTRICAL	TOW		1X4 T8 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
3108	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	6	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	6
3106	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
3105	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
3104	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
3103	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
3102	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
3101	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
2101	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
2102	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
2103	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
2104	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
2105	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
2106	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
2107	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
2108	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
6101	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
6102	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
6103	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
6104	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
6105	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
6106	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
6107	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
6108	TOW	CLASSROOM	6IN 32W CFL DOWNLIGHT	4	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	4
3121	TOW	CLASSROOM	1X4 T8 STRIP 2L	1	Evio LED RXL-4H/840	1
3120	TOW	CLASSROOM	1X4 T8 STRIP 2L	1	Evio LED RXL-4H/840	1
BATHROOM	TOW		1X4 T8 WRAP 2L	2	Lithonia LBL4 30L EZ1 LP840	2
STORAGE	TOW		1X4 T12 STRIP 2L	12	Evio LED RXL-4H/840	12
JANITOR CLOSET	TOW		1X4 T12 STRIP 2L	6	Evio LED RXL-4H/840	6
STORAGE	TOW		6IN BR40 DOWNLIGHT 75W	1	TCP LED14P38D41KNFL	1
BATHROOM	TOW		1X4 T12 STRIP 2L	4	Evio LED RXL-4H/840	4
6110A	TOW	CLASSROOM	1X4 T8 WRAP 2L	3	Lithonia LBL4 30L EZ1 LP840	3
BATHROOM	TOW		1X4 T8 RECESSED 2L STRIP	11	Evio LED RXL-4H/840	11
6111	TOW	CLASSROOM	1X4 T8 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
6112	TOW	CLASSROOM	1X4 T8 WRAP 2L	1	Lithonia LBL4 30L EZ1 LP840	1
6109	TOW	CLASSROOM	1X4 T8 WRAP 2L	3	Lithonia LBL4 30L EZ1 LP840	3
7102	TOW	PORTABLE	2X4 T12 RECESSED TROFFER 4L	12	2x4 Evo Kit P 42L 36W 840 507038	12
7101	TOW	PORTABLE	2X4 T12 RECESSED TROFFER 4L	10	2x4 Evo Kit P 42L 36W 840 507038	10
7103	TOW	PORTABLE	2X4 T12 RECESSED TROFFER 4L	12	2x4 Evo Kit P 42L 36W 840 507038	12
OFFICE	TOW	ADMINSTRATION	2X4 T12 RECESSED TROFFER 3L	1	2x4 Evo Kit P 42L 36W 840 507038	1
1113	TOW	CLASSROOM	CFL SCREW IN SPIRAL 26W MED BASE	5	TCP A19 (10W) LED10A19DOD41K	5

El Morro Elementary School Exterior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Count	Proposed Fixture	Proposed Quantity
SITE	EL MORRO	EXTERIOR	BARN LIGHT	2	Caretaker LED CTKRV1A - 50W	2
SITE	EL MORRO	EXTERIOR	SHOE BOX	1	VISIONAIRE BSX-3-XX-48LC-7-5K-UNV-KM/BOA6-STD-DIM-WSC-20 - 110W	1
SITE	EL MORRO	EXTERIOR	CANOPY SQUARE CFL 1L	45	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	45
SITE	EL MORRO	EXTERIOR	6" CAN CFL 2L	48	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	48
SITE	EL MORRO	EXTERIOR	ROUND NAUTICAL WALL PACK	8	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	8
SITE	EL MORRO	EXTERIOR	STEP LIGHT CFL 1L	17	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	17
SITE	EL MORRO	EXTERIOR	RECTANGULAR HALF CUTOFF WALL PACK CFL 1L	2	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	2
SITE	EL MORRO	EXTERIOR	MEDIUM WALL PACK	1	Eaton Cooper XTOR3A 26W	1

El Morro Elementary School Interior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
LIBRARY	EL MORRO	LIBRARY	LINEAR PENDANT- 4' SECTIONS T8 3L	40	UR2-48-45L-40K-10V-FD	40
LIBRARY	EL MORRO	LIBRARY	6" CAN CFL 1L	9	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	9
WORKROOM	EL MORRO	LIBRARY	2X4 T8 TROFFER 3L	3	2x4 Evo Kit P 42L 36W 840 507038	3
CLASSROOM	EL MORRO	LIBRARY	2X4 T8 TROFFER 3L	18	2x4 Evo Kit P 42L 36W 840 507038	18
COMM CLOSET	EL MORRO	LIBRARY	1X4 T12 STRIP 2L	12	Evio LED RXL-4H/840	12
OFFICE	EL MORRO	ADMIN	2X4 T8 TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
CUSTODIAN	EL MORRO	ADMIN	4' VAPOR TIGHT 3L	3	CREE WS4-47L-40K-10V-FD 4700	3
OFFICE	EL MORRO	ADMIN	2X4 T8 TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
STORAGE	EL MORRO	ADMIN	1X4 T12 STRIP 2L	4	Evio LED RXL-4H/840	4
ELECTRIC ROOM	EL MORRO	ADMIN	1X4 T12 STRIP 2L	2	Evio LED RXL-4H/840	2
COMMON AREA	EL MORRO	ADMIN	6" CAN CFL 1L	18	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	18
WOMENS	EL MORRO	ADMIN	4' VAPOR TIGHT 3L	4	CREE WS4-47L-40K-10V-FD 4700	4
MENS	EL MORRO	ADMIN	4' VAPOR TIGHT 3L	2	CREE WS4-47L-40K-10V-FD 4700	2
COPY ROOM	EL MORRO	ADMIN	LINEAR PENDANT- 4' SECTIONS T8 3L	16	UR2-48-45L-40K-10V-FD	16
LOUNGE	EL MORRO	ADMIN	4' VAPOR TIGHT 3L	2	CREE WS4-47L-40K-10V-FD 4700	2
STAFF LOUNGE	EL MORRO	ADMIN	LINEAR PENDANT- 4' SECTIONS T8 3L	16	UR2-48-45L-40K-10V-FD	16
PRINCIPAL	EL MORRO	ADMIN	LINEAR PENDANT- 4' SECTIONS T8 3L	12	UR2-48-45L-40K-10V-FD	12
PRINCIPAL OFFICE	EL MORRO	ADMIN	6" CAN CFL 1L	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
NURSE	EL MORRO	ADMIN	2X4 T8 TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
NURSE	EL MORRO	ADMIN	4' VAPOR TIGHT 3L	1	CREE WS4-47L-40K-10V-FD 4700	1
CONFERENCE	EL MORRO	ADMIN	LINEAR PENDANT- 4' SECTIONS T8 3L	12	UR2-48-45L-40K-10V-FD	12
51	EL MORRO	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
52	EL MORRO	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
53	EL MORRO	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
54	EL MORRO	CLASSROOM	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
55	EL MORRO	CLASSROOM	2X4 T12 TROFFER 4L	7	2x4 Evo Kit P 42L 36W 840 507038	7
BOYS	EL MORRO	MPR BUILDING	4' VAPOR TIGHT 2L	2	CREE WS4-47L-40K-10V-FD 4700	2
GIRLS	EL MORRO	MPR BUILDING	4' VAPOR TIGHT 2L	2	CREE WS4-47L-40K-10V-FD 4700	2
ELECTRIC ROOM	EL MORRO	MPR BUILDING	4' VAPOR TIGHT 2L	1	CREE WS4-47L-40K-10V-FD 4700	1
STORAGE	EL MORRO	MPR BUILDING	4' VAPOR TIGHT 2L	1	CREE WS4-47L-40K-10V-FD 4700	1
CAFETERIA	EL MORRO	MPR BUILDING	1x4 WRAP T12 2L	4	Lithonia LBL4 30L EZ1 LP840	4
CAFETERIA	EL MORRO	MPR BUILDING	1x4 WRAP T12 2L	1	Lithonia LBL4 30L EZ1 LP840	1
CAFETERIA	EL MORRO	MPR BUILDING	2X4 T8 TROFFER 3L	1	2x4 Evo Kit P 42L 36W 840 507038	1
MPR	EL MORRO	MPR BUILDING	1x4 WRAP T8 2L	4	Lithonia LBL4 30L EZ1 LP840	4
MPR	EL MORRO	MPR BUILDING	6X8 WALL PACK	4	Eaton Cooper XTOR3A 26W	4
MPR	EL MORRO	MPR BUILDING	TRACK LIGHT PAR 38	12	TCP LED14P38D41KNFL	12
MPR	EL MORRO	MPR BUILDING	HIGHBAY HPS 1L	16	CXBAHCH40K8-ULMLL715P -CXBA16N (Includes ML sensor onfixture)	16
ELECTRIC	EL MORRO	MPR BUILDING	1x4 WRAP T12 2L	3	Lithonia LBL4 30L EZ1 LP840	3
ELECTRIC	EL MORRO	MPR BUILDING	1x4 WRAP T12 2L	2	Lithonia LBL4 30L EZ1 LP840	2
STAGE	EL MORRO	MPR BUILDING	2X4 BOX T8 2L	10	2x4 Evo Kit P 42L 36W 840 507038	10
CAFETERIA	EL MORRO	MPR BUILDING	JELLY JAR A BASE	3	TCP A19 (10W) LED10A19DOD41K	3
CAFETERIA	EL MORRO	MPR BUILDING	4' VAPOR TIGHT 2L	2	CREE WS4-47L-40K-10V-FD 4700	2
PE OFFICE	EL MORRO	ADMIN	2X4 T8 TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
PE OFFICE	EL MORRO	ADMIN	4' VAPOR TIGHT 2L	2	CREE WS4-47L-40K-10V-FD 4700	2
21	EL MORRO	21 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
22	EL MORRO	21 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
23	EL MORRO	21 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
24	EL MORRO	21 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
25	EL MORRO	21 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
26	EL MORRO	21 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
BOYS	EL MORRO	21 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	5	CREE WS4-47L-40K-10V-FD 4700	5
GIRLS	EL MORRO	21 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	5	CREE WS4-47L-40K-10V-FD 4700	5
JANITORS	EL MORRO	21 CLASSROOM BUILDING	1x4 WRAP T8 2L	1	Lithonia LBL4 30L EZ1 LP840	1

ELECTRIC ROOM	EL MORRO	21 CLASSROOM BUILDING	1X4 T12 STRIP 2L	4	Evio LED RXL-4H/840	4
31	EL MORRO	31 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
32	EL MORRO	31 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
33	EL MORRO	31 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
34	EL MORRO	31 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
35	EL MORRO	31 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
36	EL MORRO	31 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
BOYS	EL MORRO	31 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	5	CREE WS4-47L-40K-10V-FD 4700	5
GIRLS	EL MORRO	31 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	5	CREE WS4-47L-40K-10V-FD 4700	5
JANITORS	EL MORRO	31 CLASSROOM BUILDING	1x4 WRAP T8 2L	1	Lithonia LBL4 30L EZ1 LP840	1
ELECTRIC ROOM	EL MORRO	16 CLASSROOM BUILDING	1X4 T12 STRIP 2L	4	Evio LED RXL-4H/840	4
16	EL MORRO	16 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	4	CREE WS4-47L-40K-10V-FD 4700	4
17	EL MORRO	16 CLASSROOM BUILDING	10X10 LOW PROFILE CANOPY	1	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	1
17	EL MORRO	16 CLASSROOM BUILDING	6" CAN CFL 1L	3	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	3
17	EL MORRO	16 CLASSROOM BUILDING	2X4 T8 TROFFER 3L	4	2x4 Evo Kit P 42L 36W 840 507038	4
17	EL MORRO	16 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	25	UR2-48-45L-40K-10V-FD	25
STAFF ROOM	EL MORRO	16 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	2	CREE WS4-47L-40K-10V-FD 4700	2
18	EL MORRO	16 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
18 RESTROOM	EL MORRO	16 CLASSROOM BUILDING	10X10 LOW PROFILE CANOPY	2	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	2
18 KILN CLOSET	EL MORRO	16 CLASSROOM BUILDING	10X10 LOW PROFILE CANOPY	1	(2) Lunera Helena 4-pin HN-H-G24Q-26W-4000-G3	1
19	EL MORRO	16 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
20	EL MORRO	16 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	24	UR2-48-45L-40K-10V-FD	24
20	EL MORRO	16 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	3	CREE WS4-47L-40K-10V-FD 4700	3
BOYS	EL MORRO	40 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	6	CREE WS4-47L-40K-10V-FD 4700	6
GIRLS	EL MORRO	40 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	6	CREE WS4-47L-40K-10V-FD 4700	6
CUSTODIAN	EL MORRO	40 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	1	CREE WS4-47L-40K-10V-FD 4700	1
41	EL MORRO	40 CLASSROOM BUILDING	2X4 T8 TROFFER 3L	16	2x4 Evo Kit P 42L 36W 840 507038	16
42	EL MORRO	40 CLASSROOM BUILDING	2X4 T8 TROFFER 3L	16	2x4 Evo Kit P 42L 36W 840 507038	16
43	EL MORRO	40 CLASSROOM BUILDING	2X4 T8 TROFFER 3L	16	2x4 Evo Kit P 42L 36W 840 507038	16
44	EL MORRO	40 CLASSROOM BUILDING	2X4 T8 TROFFER 3L	16	2x4 Evo Kit P 42L 36W 840 507038	16
45	EL MORRO	40 CLASSROOM BUILDING	2X4 T8 TROFFER 3L	16	2x4 Evo Kit P 42L 36W 840 507038	16
WORKROOM	EL MORRO	40 CLASSROOM BUILDING	2X4 T8 TROFFER 3L	5	2x4 Evo Kit P 42L 36W 840 507038	5
RESTROOM	EL MORRO	40 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	1	CREE WS4-47L-40K-10V-FD 4700	1
COMM ROOM	EL MORRO	40 CLASSROOM BUILDING	1X4 T12 STRIP 2L	2	Evio LED RXL-4H/840	2
46	EL MORRO	40 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	28	UR2-48-45L-40K-10V-FD	28
47	EL MORRO	40 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	28	UR2-48-45L-40K-10V-FD	28
48	EL MORRO	40 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	28	UR2-48-45L-40K-10V-FD	28
49	EL MORRO	40 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	28	UR2-48-45L-40K-10V-FD	28
50	EL MORRO	40 CLASSROOM BUILDING	LINEAR PENDANT- 4' SECTIONS T8 3L	28	UR2-48-45L-40K-10V-FD	28
WORKROOM	EL MORRO	40 CLASSROOM BUILDING	2X4 T8 TROFFER 3L	7	2x4 Evo Kit P 42L 36W 840 507038	7
RESTROOM	EL MORRO	40 CLASSROOM BUILDING	4' VAPOR TIGHT 2L	1	CREE WS4-47L-40K-10V-FD 4700	1

District Office, Business Office, SchoolPower Exterior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
PARKING	DISTRICT OFFICE	EXTERIOR	SHOE BOX	4	VISIONAIRE BSX-3-XX-48LC-7-5K-UNV-KM/BOA6-STD-DIM-WSC-20 - 110W	4
ENTRY	DISTRICT OFFICE	EXTERIOR	HALF DOME POST TOP	2	VISIONAIRE PRE-2-L-T5W-48LC-5-5K-UNV-PT-STD-DIM-WSC-20	2
ENTRY	DISTRICT OFFICE	EXTERIOR	4' VAPOR TIGHT 2L	1	CREE WS4-47L-40K-10V-FD 4700	1
PERIMETER	DISTRICT OFFICE	EXTERIOR	SMALL FLOOD	10	LED13PAR30LN/DIM/830/NFL25 13Watt	10

District Office, Business Office, SchoolPower Interior Lighting Schedule

Location	Building	School	Existing Fixture Type	Fixture Quantity	Proposed Fixture	Proposed Quantity
CONFERENCE	DISTRICT OFFICE	A	4x4 T12 8L SURFACE MOUNT	5	(2) UR2-48-45L-40K-10V-FD	5
CONFERENCE	DISTRICT OFFICE	A	1X4 T12 2L STRIP	7	Evio LED RXL-4H/840	7
CONFERENCE	DISTRICT OFFICE	A	6 INCH RECESSED DOWN LIGHT 65W BR40	17	TCP LED14P38D41KNFL	17
OFFICE	DISTRICT OFFICE	A	2X4 T8 SURFACE MOUNT TROFFER	13	2x4 Evo Kit P 42L 36W 840 507038	13
OPEN AREA	DISTRICT OFFICE	A	A19 TRACK 65W	10	TCP A19 (10W) LED10A19DOD41K	10
OPEN AREA	DISTRICT OFFICE	A	1X4 T8 WRAP 2L	3	Lithonia LBL4 30L EZ1 LP840	3
OPEN AREA	DISTRICT OFFICE	A	6IN 32W CFL DOWNLIGHT	5	Lunera Helena Vertical 4-pin HN-V-G24Q-26W-4000-G3	5
OPEN AREA	DISTRICT OFFICE	A	2X4 T8 RECESSED TROFFER 3L	14	2x4 Evo Kit P 42L 36W 840 507038	14
OPEN AREA	DISTRICT OFFICE	A	1X4 T5 STRIP 2L	5	Evio LED RXL-4H/840	5
OPEN AREA	DISTRICT OFFICE	B	1X8 T8 PENDANT 6L	8	(2) UR2-48-45L-40K-10V-FD	8
OPEN AREA	DISTRICT OFFICE	B	1X8 T8 PENDANT 4L	4	(2) UR2-48-45L-40K-10V-FD	4
OPEN AREA	DISTRICT OFFICE	B	1X4 T8 WRAP 2L	2	Lithonia LBL4 30L EZ1 LP840	2
OPEN AREA	DISTRICT OFFICE	B	1X4 T8 STRIP 2L	1	Evio LED RXL-4H/840	4

ECM 2.0 Upgrade Mechanical Systems

Schneider Electric will provide the following services as needed to support the scope of work:

Scope	High School Mechanical	Thurston Mechanical	El Morro Mechanical	Top of the World Mechanical	District Office, Business Office, SchoolPower
Mechanical Engineering	x	x	x	x	x
Electrical Engineering	x	x	x	x	x
Structural Engineering	x		x	x	
DSA Fees	x	x	x	x	x
Safety	x	x	x	x	x
Mobilizaton	x	x	x	x	x
General Conditions	x	x	x	x	x
Structural Work	x		x		
Roofing	x			x	
Equipment	x	x	x	x	x
Electrical Labor	x	x	x	x	x
Mechanical Labor	x	x	x	x	x
Control Labor	x	x	x	x	x
Test and Balance	x	x	x	x	x
Closeout Documentation	x	x	x	x	x

High School:

- Replace (two units) with new higher efficiency models
- Add destratification fans to both Gymnasiums
- Replace heating hot water system in the 80s building by replacing units with new units having gas fired furnaces (5 units). Remove existing boiler and pumps
- Add cooling to the Duggar Gymnasuim via new dx air handlers
- Add cooling to the Theater
- Replace ductless splits at the Theater
- Add cooling to Weight Room
- Refurbish heater in Boys Locker Room
- Replace electrical panel in North Gym and Theater
- Test and repair condensate lines in the 20, 30, and 80s buildings

High School Mechanical Equipment Schedule:

Location	Size	Quantity	Type	Make	Efficiency	Electrical	Controls
AC N-4	10 ton	1	Gas/DX Package	York	11 EER	New disconnect	New programmable stat
Building D	4 ton	1	Gas/DX Package	York	12 EER	New disconnect	New programmable stat
North Gym	12'	2	Fan	Big Ass Fan	n/a	New circuit	Factory controls
Dugger Gym	12'	2	Fan	Big Ass Fan	n/a	New circuit	Factory controls
80s Building	4 ton	5	Gas/DX split	York	12 EER	New disconnect	New programmable stat
Dugger Gym	15 ton	4	DX only	York	12.2 EER	New disconnect	New programmable stat
Theater	30 ton	1	Gas/DX	York	11 EER	New circuit	New programmable stat
Theater	2 ton	5	Ductless split	Mitsubishi	19.2 SEER	New disconnect	Factory controls
Weight Room	2 ton	2	DX coils	n/a	n/a	New circuit	New programmable stat

Thurston:

- Replace (26 units) with new higher efficiency models
- Add destratification fans to Gymnasium
- Modify controls and/or ductwork to better serve rooms 5100 and 5103
- Test condensate lines and service as needed

Thurston Mechanical Equipment Schedule:

Location	Size	Quantity	Type			Electrical	Controls
Classroom	4 ton	15	Gas/DX split	York	14.5 SEER	New disconnect	New programmable stat
Classroom	3 ton	1	Gas/DX split	York	14.5 SEER	New disconnect	New programmable stat
Classroom	2.5 ton	1	Gas/DX split	York	14.5 SEER	New disconnect	New programmable stat
Classroom	4 ton	2	Gas/DX Package	York	15.4 SEER	New disconnect	New programmable stat
Classroom	6 ton	2	Gas/DX Package	York	11 EER	New disconnect	New programmable stat
Classroom	7.5 ton	3	Gas/DX Package	York	11 EER	New disconnect	New programmable stat
Classroom	12.5 ton	1	Gas/DX Package	York	10.8 EER	New disconnect	New programmable stat
Classroom	1.5 ton	1	Ductless split	Mitsubishi	19.2 SEER	New disconnect	Factory controls
Gym	12'	2	Fan	Big Ass Fan	n/a	New circuit	Factory controls

Top of the World:

- Replace ventilation fan at Lift Station
- Replace inverters at the existing PV array and recommission system

Top of the World Mechanical Equipment Schedule:

Location	Size	Quantity	Type			Electrical	Controls
Lift Station	.25 HP	1	Exhaust fan	n/a	n/a	New disconnect	Factory controls

Exclusions and Clarifications:

- It is not the intent of the scope to submit the entire project to DSA. DSA requirements will be reviewed on a case-by-case basis and necessary submissions to DSA are included
- Scope assumes that the existing electrical wiring conductors, conduit, raceways, electrical grounding, circuit breakers, lighting luminaires, controls, and HVAC equipment are in operable condition and in compliance with existing codes.
- Schneider Electric will document and submit to the Customer any major components, ductwork, or wiring discovered to be in need of repair during installation. Any such repairs will be the responsibility of the Customer to remedy in a timely manner.
- Schneider Electric is not responsible for existing damage to affected areas. Both pre and post conditions will be documented.
- Identification, testing, and abatement of hazardous material is not included
- Customer will be responsible for DSA inspection fees

SCHEDULE B: PERFORMANCE GUARANTEE

The Performance Guarantee provided by ESCO will be as follows:

Year	Measured Savings	Non-Measured Savings	Annual Guaranteed Savings	Cumulative Guaranteed Savings
0	$0	$0	$0	
1	$0	$115,191	$115,191	$115,191
2	$0	$115,191	$115,191	$230,382
3	$0	$115,191	$115,191	$345,573
4	$0	$115,191	$115,191	$460,764
5	$0	$115,191	$115,191	$575,955
6	$0	$115,191	$115,191	$691,146
7	$0	$115,191	$115,191	$806,337
8	$0	$115,191	$115,191	$921,528
9	$0	$115,191	$115,191	$1,036,719
10	$0	$115,191	$115,191	$1,151,910
11	$0	$115,191	$115,191	$1,267,101
12	$0	$115,191	$115,191	$1,382,292
13	$0	$115,191	$115,191	$1,497,483
14	$0	$115,191	$115,191	$1,612,674
15	$0	$115,191	$115,191	$1,727,865
Total	$0	$1,727,865	$1,727,865	

The procedure used to calculate savings is described in Schedule C.

SCHEDULE C: MEASUREMENT & VERIFICATION PLAN

NON-MEASURED SAVINGS

A. Overview of M&V Plan, and Savings Calculation
B. Annual Non-Measured Savings
C. Performance Period Validation Activities

A. Overview of M&V Plan, and Savings Calculation

The Actual Savings associated with this methodology will be agreed upon as outlined herein and will not be verified by measurements after implementation has occurred. Customer and ESCO agree to accept the annual savings values included in Section B with no additional verification. In the event that verification steps are performed by Customer or ESCO, the annual savings values included in Section B will still be the reported savings and values used for reconciling the guarantee in Schedule B. Section B details the agreed upon savings by measure and by category.

B. Annual Non-Measured Savings

Utility Cost Savings

Once the construction of each of the measures below has reached Substantial Completion, the annual savings in the table below will be prorated monthly for each measure until the Savings Guarantee Commencement Date. The annual savings in the table below for each measure will be claimed for each Guarantee Year after the Savings Guarantee Commencement Date.

Utility Cost Savings Measure	Cost Savings
District Office	
Interior Lighting Upgrades	$3,131
Exterior Lighting Upgrades	$485
El Morro ES	
Interior Lighting Upgrades	$19,574
Exterior Lighting Upgrades	$1,173
Top of the World ES	
Interior Lighting Upgrades	$13,324
Exterior Lighting Upgrades	$2,243
Solar PV Upgrade	$7,889
Thurston MS	
Interior Lighting Upgrades	$23,601
Exterior Lighting Upgrades	$216
Laguna Beach HS	
Interior Lighting Upgrades	$36,658
Exterior Lighting Upgrades	$6,896

Any savings accrued prior to the Savings Guarantee Commencement Date will be considered Excess Savings.

C. Performance Period Validation Activities

Although no measurements will be performed to determine the magnitude of the achieved savings, ESCO will perform the validation exercises required by the Proposition 39 guidelines and will notify Customer of the effectiveness of Customer's utilization of the Utility Cost Savings measures in Paragraph B.

SCHEDULE D: PROJECT COSTS

Phase 1	Fee in Dollars
IGA Fee	$ 60,000
Complete Lighting Scope	**$ 3,145,384**
Laguna Beach High School Mechanical Work	**$ 2,029,911**
Thurston Middle School Mechanical Work	**$ 1,126,230**
Solar at Top of the World	**$ 47,993**
Total for Phase 1	**$ 6,409,518**

Phase 1		Cost or Fee in Dollars	% of Project Price*
IGA Fee	$	60,000	
Complete Lighting Scope	**$**	**3,145,384**	
El Morro Interior Lighting	**$**	**642,559**	
Profit	$	44,979	7.0%
Overhead	$	89,958	14.0%
Bonds and Insurance	$	7,711	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	28,915	4.5%
B. Estimating and Preconstruction Services	$	6,426	1.0%
C. Project Management and Construction Administration	$	28,915	4.5%
D. Validation and Commissioning	$	9,638	1.5%
E. Utility rebate management	$	1,606	0.3%
F. Proposition 39 Monitoring & Verification	$	2,570	0.4%
G. Training	$	643	0.1%
Labor and Materials			
A. Labor	$	221,613	34.5%
B. Materials and Equipment	$	199,584	31.1%
El Morro Exterior Lighting	**$**	**22,465**	
Profit	$	1,573	7.0%
Overhead	$	3,145	14.0%
Bonds and Insurance	$	270	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	1,011	4.5%
B. Estimating and Preconstruction Services	$	225	1.0%
C. Project Management and Construction Administration	$	1,011	4.5%
D. Validation and Commissioning	$	337	1.5%
E. Utility rebate management	$	56	0.3%
F. Proposition 39 Monitoring & Verification	$	90	0.4%
G. Training	$	22	0.1%
Labor and Materials			
A. Labor	$	7,768	34.6%
B. Materials and Equipment	$	6,958	31.0%

Thurston Interior Lighting	**$**	**598,250**	
Profit	$	41,877	7.0%
Overhead	$	83,755	14.0%
Bonds and Insurance	$	7,179	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	26,921	4.5%
B. Estimating and Preconstruction Services	$	5,982	1.0%
C. Project Management and Construction Administration	$	26,921	4.5%
D. Validation and Commissioning	$	8,974	1.5%
E. Utility rebate management	$	1,496	0.3%
F. Proposition 39 Monitoring & Verification	$	2,393	0.4%
G. Training	$	598	0.1%
Labor and Materials			
A. Labor	$	203,499	34.0%
B. Materials and Equipment	$	188,654	31.5%
Thurston Exterior Lighting	**$**	**1,540**	
Profit	$	108	7.0%
Overhead	$	216	14.0%
Bonds and Insurance	$	18	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	69	4.5%
B. Estimating and Preconstruction Services	$	15	1.0%
C. Project Management and Construction Administration	$	69	4.5%
D. Validation and Commissioning	$	23	1.5%
E. Utility rebate management	$	4	0.3%
F. Proposition 39 Monitoring & Verification	$	6	0.4%
G. Training	$	2	0.1%
Labor and Materials			
A. Labor	$	515	33.4%
B. Materials and Equipment	$	495	32.1%

Top of the World Interior Lighting	**$**	**488,567**	
Profit	$	34,200	7.0%
Overhead	$	68,399	14.0%
Bonds and Insurance	$	5,863	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	21,985	4.5%
B. Estimating and Preconstruction Services	$	4,886	1.0%
C. Project Management and Construction Administration	$	21,985	4.5%
D. Validation and Commissioning	$	7,328	1.5%
E. Utility rebate management	$	1,221	0.3%
F. Proposition 39 Monitoring & Verification	$	1,954	0.4%
G. Training	$	489	0.1%
Labor and Materials			
A. Labor	$	165,501	33.9%
B. Materials and Equipment	$	154,755	31.7%
Top of the World Exterior Lighting	**$**	**31,642**	
Profit	$	2,215	7.0%
Overhead	$	4,430	14.0%
Bonds and Insurance	$	380	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	1,424	4.5%
B. Estimating and Preconstruction Services	$	316	1.0%
C. Project Management and Construction Administration	$	1,424	4.5%
D. Validation and Commissioning	$	475	1.5%
E. Utility rebate management	$	79	0.3%
F. Proposition 39 Monitoring & Verification	$	127	0.4%
G. Training	$	32	0.1%
Labor and Materials			
A. Labor	$	10,645	33.6%
B. Materials and Equipment	$	10,096	31.9%

High School Interior Lighting	**$**	**1,092,092**	
Profit	$	76,446	7.0%
Overhead	$	152,893	14.0%
Bonds and Insurance	$	13,105	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	49,144	4.5%
B. Estimating and Preconstruction Services	$	10,921	1.0%
C. Project Management and Construction Administration	$	49,144	4.5%
D. Validation and Commissioning	$	16,381	1.5%
E. Utility rebate management	$	2,730	0.3%
F. Proposition 39 Monitoring & Verification	$	4,368	0.4%
G. Training	$	1,092	0.1%
Labor and Materials			
A. Labor	$	361,219	33.1%
B. Materials and Equipment	$	354,647	32.5%
High School Exterior Lighting	**$**	**193,040**	
Profit	$	13,513	7.0%
Overhead	$	27,026	14.0%
Bonds and Insurance	$	2,316	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	8,687	4.5%
B. Estimating and Preconstruction Services	$	1,930	1.0%
C. Project Management and Construction Administration	$	8,687	4.5%
D. Validation and Commissioning	$	2,896	1.5%
E. Utility rebate management	$	483	0.3%
F. Proposition 39 Monitoring & Verification	$	772	0.4%
G. Training	$	193	0.1%
Labor and Materials			
A. Labor	$	64,761	33.5%
B. Materials and Equipment	$	61,777	32.0%

District Office Interior Lighting	**$**	**61,037**	
Profit	$	4,273	7.0%
Overhead	$	8,545	14.0%
Bonds and Insurance	$	732	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	2,747	4.5%
B. Estimating and Preconstruction Services	$	610	1.0%
C. Project Management and Construction Administration	$	2,747	4.5%
D. Validation and Commissioning	$	916	1.5%
E. Utility rebate management	$	153	0.3%
F. Proposition 39 Monitoring & Verification	$	244	0.4%
G. Training	$	61	0.1%
Labor and Materials			
A. Labor	$	20,558	33.7%
B. Materials and Equipment	$	19,452	31.9%
District Office Exterior Lighting	**$**	**14,192**	
Profit	$	993	7.0%
Overhead	$	1,987	14.0%
Bonds and Insurance	$	170	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	639	4.5%
B. Estimating and Preconstruction Services	$	142	1.0%
C. Project Management and Construction Administration	$	639	4.5%
D. Validation and Commissioning	$	213	1.5%
E. Utility rebate management	$	35	0.3%
F. Proposition 39 Monitoring & Verification	$	57	0.4%
G. Training	$	14	0.1%
Labor and Materials			
A. Labor	$	4,684	33.0%
B. Materials and Equipment	$	4,619	32.5%

Laguna Beach High School Mechanical Work	**$**	**2,029,911**	
Profit	$	142,094	7.0%
Overhead	$	284,188	14.0%
Bonds and Insurance	$	24,359	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	91,346	4.5%
B. Estimating and Preconstruction Services	$	20,299	1.0%
C. Project Management and Construction Administration	$	91,346	4.5%
D. Validation and Commissioning	$	30,449	1.5%
E. Utility rebate management	$	5,075	0.3%
F. Proposition 39 Monitoring & Verification	$	8,120	0.4%
G. Training	$	2,030	0.1%
Labor and Materials			
A. Labor	$	891,510	43.9%
B. Materials and Equipment	$	439,096	21.6%
Thurston Middle School Mechanical Work	**$**	**1,126,230**	
Profit	$	78,836	7.0%
Overhead	$	157,672	14.0%
Bonds and Insurance	$	13,515	1.2%
Other direct and indirect project costs:			
A. Design and Engineering Services	$	50,680	4.5%
B. Estimating and Preconstruction Services	$	11,262	1.0%
C. Project Management and Construction Administration	$	50,680	4.5%
D. Validation and Commissioning	$	16,893	1.5%
E. Utility rebate management	$	2,816	0.3%
F. Proposition 39 Monitoring & Verification	$	4,505	0.4%
G. Training	$	1,126	0.1%
Labor and Materials			
A. Labor	$	435,566	38.7%
B. Materials and Equipment	$	302,678	26.9%

Solar at Top of the World if added to Phase 1		Cost or Fee in Dollars	% of Project Price*
Solar, Only at Top of the World	**$**	**47,993**	
Profit	$	3,360	7.0%
Overhead	$	6,719	14.0%
Bonds and Insurance	$	576	1.2%
Other direct and indirect project costs:	$	-	
A. Design and Engineering Services	$	2,160	4.5%
B. Estimating and Preconstruction Services	$	480	1.0%
C. Project Management and Construction Administration	$	2,160	4.5%
D. Validation and Commissioning	$	720	1.5%
E. Utility rebate management	$	120	0.3%
F. Proposition 39 Monitoring & Verification	$	192	0.4%
G. Training	$	48	0.1%
Labor and Materials			
A. Labor	$	21,555	44.9%
B. Materials and Equipment	$	9,904	20.6%

Notes:

* As noted in our RFP response

Schedule E: Preliminary Schedule

ID	Task Mode	Task Name	Duration	Start	Finish
1		**Laguna USD Phase 1 - Energy Services**	**351 days**	**Tue 6/28/16**	**Tue 10/31/17**
2		Project Signed	1 day	Tue 6/28/16	Tue 6/28/16
3		P1 Gate Review	0 days	Tue 6/28/16	Tue 6/28/16
4		**DSA Submission**	**80 days**	**Wed 6/29/16**	**Tue 10/18/16**
9		Construction Kickoff Meeting	1 day	Wed 7/13/16	Wed 7/13/16
10		**Prepare Submittals for Review**	**20 days**	**Wed 6/29/16**	**Tue 7/26/16**
11		Request Submittals	5 days	Wed 6/29/16	Tue 7/5/16
12		SE review and comment	10 days	Wed 7/6/16	Tue 7/19/16
13		Revise submittals to SE	5 days	Wed 7/20/16	Tue 7/26/16
14		**Equipment Orders**	**40 days**	**Wed 7/27/16**	**Tue 9/20/16**
15		Mechanical Equipment	40 days	Wed 7/27/16	Tue 9/20/16
16		Lighting Equipment	30 days	Wed 7/27/16	Tue 9/6/16
17		PV Inverters	30 days	Wed 7/27/16	Tue 9/6/16
18		**ECM 1.0 District-Wide Lighting Conversion to LED**	**274 days**	**Wed 9/7/16**	**Mon 9/25/17**
19		**Laguna Beach High School**	**56 days**	**Wed 9/7/16**	**Wed 11/23/16**
20		Interior lighting	50 days	Wed 9/7/16	Tue 11/15/16
21		Pendant mount fixtures	10 days	Wed 10/19/16	Tue 11/1/16
22		Exterior lighting	50 days	Wed 9/7/16	Tue 11/15/16
23		Gym lighting	6 days	Wed 11/16/16	Wed 11/23/16
24		**Thurston Middle School**	**60 days**	**Thu 11/24/16**	**Wed 2/15/17**
25		Interior lighting	50 days	Thu 11/24/16	Wed 2/1/17
26		Pendant mount fixtures	10 days	Thu 2/2/17	Wed 2/15/17
27		Exterior lighting	50 days	Thu 11/24/16	Wed 2/1/17
28		Gym lighting	6 days	Thu 2/2/17	Thu 2/9/17
29		**Top of the World Elementary School**	**60 days**	**Fri 2/10/17**	**Thu 5/4/17**
30		Interior lighting	50 days	Fri 2/10/17	Thu 4/20/17
31		Pendant mount fixtures	10 days	Fri 4/21/17	Thu 5/4/17
32		Exterior lighting	50 days	Fri 2/10/17	Thu 4/20/17
33		Gym lighting	6 days	Fri 4/21/17	Fri 4/28/17
34		**El Morro Elementary School**	**60 days**	**Mon 5/1/17**	**Fri 7/21/17**
35		Interior lighting	50 days	Mon 5/1/17	Fri 7/7/17

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Schedule E: Preliminary Schedule

ID	Task Mode	Task Name	Duration	Start	Finish
36		Pendant mount fixtures	10 days	Mon 7/10/17	Fri 7/21/17
37		Exterior lighting	50 days	Mon 5/1/17	Fri 7/7/17
38		Gym lighting	6 days	Mon 7/10/17	Mon 7/17/17
39		**District Office, Business Office, SchoolPower**	**50 days**	**Tue 7/18/17**	**Mon 9/25/17**
40		Interior lighting	50 days	Tue 7/18/17	Mon 9/25/17
41		Pendant mount fixtures	10 days	Tue 7/18/17	Mon 7/31/17
42		Exterior lighting	50 days	Tue 7/18/17	Mon 9/25/17
43		**ECM 2.0 Upgrade Mechanical Systems**	**212 days**	**Thu 7/14/16**	**Fri 5/5/17**
44		**High School**	**212 days**	**Thu 7/14/16**	**Fri 5/5/17**
45		**AC N-4**	**5 days**	**Mon 12/26/16**	**Fri 12/30/16**
46		Replace (1) 10 ton Gas/DX unit	5 days	Mon 12/26/16	Fri 12/30/16
47		**Building D**	**5 days**	**Mon 1/2/17**	**Fri 1/6/17**
48		Replace (1) 4 ton Gas/DX unit	5 days	Mon 1/2/17	Fri 1/6/17
49		**North Gym**	**15 days**	**Mon 4/17/17**	**Fri 5/5/17**
50		Install (2) 12' Big Ass Fans	15 days	Mon 4/17/17	Fri 5/5/17
51		Replace electrical panel	15 days	Mon 4/17/17	Fri 5/5/17
52		**Dugger Gym**	**50 days**	**Mon 1/9/17**	**Fri 3/17/17**
53		Install (4) 15 ton DX AHUs	40 days	Mon 1/9/17	Fri 3/3/17
54		Install (2) 12' Big Ass Fans	10 days	Mon 3/6/17	Fri 3/17/17
55		**20s Building**	**5 days**	**Thu 7/14/16**	**Wed 7/20/16**
56		Test & repair condensate lines	5 days	Thu 7/14/16	Wed 7/20/16
57		**30s Building**	**5 days**	**Thu 7/21/16**	**Wed 7/27/16**
58		Test & repair condensate lines	5 days	Thu 7/21/16	Wed 7/27/16
59		**80s Building**	**167 days**	**Thu 7/28/16**	**Fri 3/17/17**
60		Install (5) 4 ton Gas/DX splits	10 days	Mon 3/6/17	Fri 3/17/17
61		Test & repair condensate lines	5 days	Thu 7/28/16	Wed 8/3/16
62		**Theater**	**10 days**	**Mon 3/20/17**	**Fri 3/31/17**
63		Install (1) 30 ton Gas/DX unit	5 days	Mon 3/20/17	Fri 3/24/17
64		Replace (5) 2 ton ductless splits	5 days	Mon 3/27/17	Fri 3/31/17
65		Replace electrical panel	5 days	Mon 3/27/17	Fri 3/31/17
66		**Weight Room**	**5 days**	**Mon 4/3/17**	**Fri 4/7/17**

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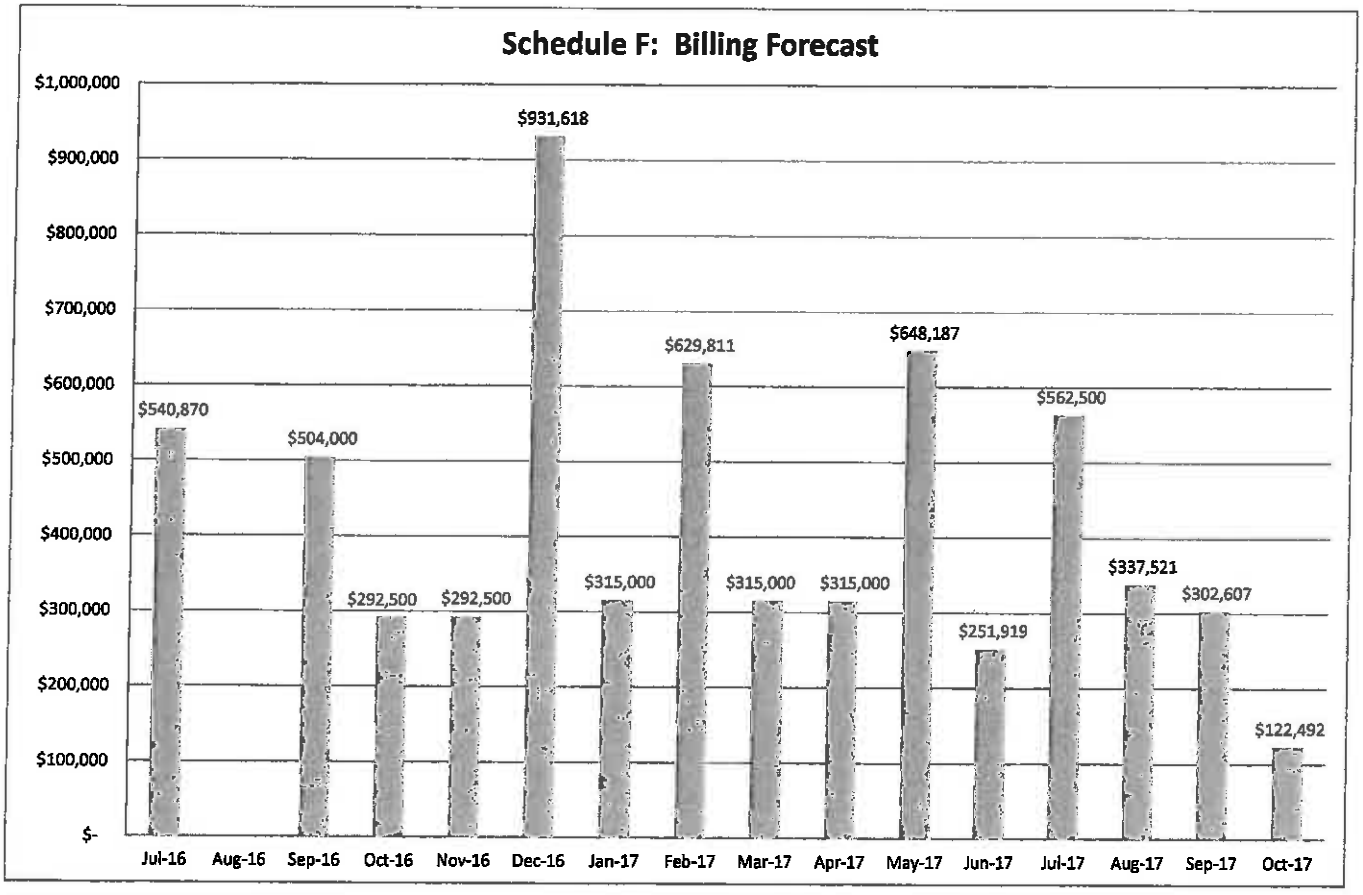
Schedule E: Preliminary Schedule

ID	Task Mode	Task Name	Duration	Start	Finish
67		Install (2) 2 ton DX coils	5 days	Mon 4/3/17	Fri 4/7/17
68		**Boys Locker Room**	**5 days**	**Mon 4/10/17**	**Fri 4/14/17**
69		Refurbish heater	5 days	Mon 4/10/17	Fri 4/14/17
70		**Thurston Middle School**	**45 days**	**Thu 9/22/16**	**Wed 11/23/16**
71		Replace (25) RTUs	30 days	Thu 9/22/16	Wed 11/2/16
72		Replace (1) 1.5 ton ductless split	5 days	Thu 11/3/16	Wed 11/9/16
73		Install (2) 12' Big Ass Fans at Gym	10 days	Thu 11/10/16	Wed 11/23/16
74		Modify controls and/or ductwork to serve Rooms 5100 & 5103	5 days	Thu 11/10/16	Wed 11/16/16
75		Test & repair condensate lines	10 days	Thu 11/10/16	Wed 11/23/16
76		**Top of the World Elementary School**	**49 days**	**Thu 7/14/16**	**Tue 9/20/16**
77		Replace ventilation fan at Lift Station	2 days	Thu 7/14/16	Fri 7/15/16
78		Replace inverters at the existing PV array	10 days	Wed 9/7/16	Tue 9/20/16
79		Project Closeout	26 days	Tue 9/26/17	Tue 10/31/17
80		Punchlist	10 days	Tue 9/26/17	Mon 10/9/17
81		Customer Training	1 day	Tue 10/10/17	Tue 10/10/17
82		Warranty Letters Complete	5 days	Wed 10/11/17	Tue 10/17/17
83		O&M Manuals & As-Builts Provided	10 days	Wed 10/18/17	Tue 10/31/17


Schedule F: Billing Forecast
$1,000,000
$900,000
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$540,870
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$292,500
$931,618
$315,000
$629,811
$315,000
$315,000
$648,187
$251,919
$562,500
$337,521
$302,607
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Sep-17
Oct-17

9.a. CONSENT/ACTION **June 28, 2016**

Approval: **Minutes**

Board of Education
Minutes of Regular Meeting
June 14, 2016

Call to Order

The Regular Meeting of the Board of Education was called to order by Board President Landsiedel at 5:46 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: William Landsiedel
Jan Vickers
Dee Perry
Carol Normandin
Ketta Brown

Public Comment on Closed Session Items

None.

Adjourn to Closed Session

Clerk Vickers moved to adjourn to Closed Session. Member Normandin seconded. President Landsiedel called for the vote. Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to adjourn to Closed Session. The meeting adjourned to Closed Session at 5:47 p.m. to discuss the following:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(Pursuant to Government Code §54957)

Member Brown moved to adjourn the Closed Session at 5:58 pm. Clerk Vickers seconded. President Landsiedel called for the vote.

Motion carried Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to adjourn the Closed Session meeting.

Call to Order

Open Session of the Regular Meeting of the Board of Education was called to order by Board President Landsiedel 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:	William Landsiedel Jan Vickers Dee Perry Carol Normandin Ketta Brown
Employee Group Representatives:	Sara Hopper, Vice President LaBUFA Margaret Warder, President, CSEA
Staff:	Sherine Smith, Ed.D., Superintendent Dean West, Assistant Superintendent of Business Services Darlene Messinger, Assistant Superintendent, Instructional Services Leisa Winston, Assistant Superintendent, Human Resources and Public Communications Victoria Webber, Executive Assistant to the Board/Superintendent Irene White, Director, Special Education Shannon Soto, Director, Fiscal Jeff Dixon, Director, Facilities Amy Kernan, Coordinator, Assessment, Accountability and Special Projects Chris Duddy, Principal, El Morro Elementary Mike Conlon, Top of the World Elementary Jenny Salberg, Principal, Thurston Middle School Christopher Herzfeld, Principal, Laguna Beach High School Anahi Velasco, Public Relations and Communications Liaison
Student Representatives:	James Langton

President Landsiedel asked for a moment of silence to honor the victims of the Orlando mass shooting.

Pledge of Allegiance

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

Report of Closed Session Action

President Landsiedel reported in Closed Session, by a vote of 5-0, the Board took action to accept the resignation of classified employee #7600000581 in lieu of termination.

Adoption of Agenda

Clerk Vickers moved to adopt the agenda. Member Brown seconded.

Discussion: None.

President Landsiedel called for the vote.

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

Special Recognitions

- TMS Mock Trial
  The Board recognized students from Thurston Middle School's Forensic/Mock Trial Club led by teacher Michelle Martinez.

- Student Board Representatives: Colette Hammett and James Langton
  The Board recognized students Colette Hammett and James Langton for their service a Student Board Representatives. James commented he would like to continue in the role next year. Colette was unable to attend the meeting.

- Teacher of the Year: Kim Adams, El Morro Elementary
  The Board recognized El Morro Elementary School special education teacher Kim Adams as the LBUSD Teacher of the Year. Principal Duddy commented on Kim's achievements. Leisa Winston stated Kim will be honored by the Orange County Department of Education in October.

- Classified School Employee of the Year Category Winners
  The Board recognized Debby Nash as the Office and Technical staff category classified employee of the year.

- LBUSD Employee Years of Service
  The Board recognized Donna Todd for 15 years of service with LBUSD. Leisa Winston presented her with a certificate.

- Laguna Beach Rotary Service Award
  The Board recognized the Laguna Beach Rotary for supporting schools in LBUSD. Sherine Smith presented Rotary President, Peter Freeman, with a certificate of recognition. This year, the Laguna Beach Rotary has contributed iPads, dictionaries, and $25,000 in scholarships.

- PTA Council President Service Award
  The Board recognized PTA Council President Tammy Skenderian for her support and dedication to the schools and PTAs in LBUSD.

- SchoolPower President Service Award
  The Board recognized Amy Kramer for all of the work that SchoolPower does to support LBUSD schools.

- SchoolPower Endowment Foundation President Service Award
  The Board recognized Tom Addis for his ongoing support of the schools in LBUSD.

- SchoolPower Teacher Grants Presentation
  Teachers showed their appreciation and excitement to SchoolPower by reading Tweets regarding their grant awards. SchoolPower presented a check of $187, 531 for teacher grants and $385,905 as an annual gift to LBUSD schools.

  The total amount donated to schools by SchoolPower this year is $972,086.

Public Comment (Items not on the Agenda)

None.

Reports

LaBUFA Representative – Sara Hopper, LaBUFA Vice President
- No report

CSEA Representative – Margaret Warder, CSEA President
Ms. Warder's update included:
- CSEA tentative agreement was ratified by 86%. Margaret commented on the collaborative and creative relationship between the District and CSEA
- Will be attending CSEA conference in San Jose
- Professional development committee meeting

Board Members
Board members reported as follows:

Member Brown
- Attended Mock Trial at TMS
- Attended Open House at TOW and El Morro
- Shout out to Lynn Gregory for her work on the high school convocation. 147 students were awarded scholarships totaling $380,000
- Attended ROP meeting and is very positive about the direction of ROP. Capistrano Unified is starting school three weeks sooner than LBUSD, which will have an effect on students attending ROP classes

Member Normandin

- Attended Open House at TMS, TOW, and El Morro. Inspired by every classroom and loved the music. All open houses were well attended.
- Commented the LHBS Baseball Team are CIF Champions
- Basketball team will be holding clinics over the summer

Clerk Vickers

- Attended all three Open House events and received several compliments on music at TMS
- Attended Spelling Bee
- Attended Music Programs at high school, all excellent
- Attended BTSA/Induction Colloquium
- Kudos to Ketta for cooking for Convocation
- Attended Excellence Awards at high school
- Thanked high school staff for recognizing Bruce Hopping and his contributions to the Artists' Award
- Commented on article regarding gaming addiction
- Complimented LBHS Teacher, Jen Merritt on the Solar Boat Program
- Commented on student M.A.C.Y. award winners from LBHS
- Commented on summer reading program at Laguna Beach Library
- Commented on interests from community members

Member Perry

- Attended Convocation dinner, which was excellent
- Commented on how appreciative students are of scholarships
- Attended BTSA/Induction Colloquium
- Attended World Summit of Educators

President Landsiedel

- No report

Superintendent Smith

- Kudos to Carrie Denton for her work on the BTSA/Induction Colloquium
- Congratulations to Baseball Team for CIF Championship – due to schedule conflicts they could not be recognized, Sherine suggested the Board recognize them in the Fall

Cabinet

Dean West, Assistant Superintendent, Business Services

- No report

Darlene Messinger, Assistant Superintendent, Instructional Services

- Absent

Leisa Winston, Assistant Superintendent, Human Resources

- Commended Anahi Velasco for the new Report to the Community
- Recognized Sherine Smith on her retirement

PUBLIC HEARINGS (a. – g.)

President Landsiedel opened the Public Hearing on the LCAP at 7:15 p.m.

Amy Kernan presented the Local Control Accountability Plan (LCAP) to the Board of Education to meet the statutory Public Hearing requirement.

Board Discussion/Comments: The Board discussion focused on absenteeism rates and the arts. There was consensus that the District is more diligent in reporting data.

There were no comments from the public.

President Landsiedel closed the Public Hearing at 7:40 p.m.

President Landsiedel opened the Public Hearing on the 2016-2017 District Budget at 7:41 p.m.

Dean West presented the preliminary budget.

Board Discussion/Comments: Board members asked about the State budget. Mr. West commented he believes the State budget will be adopted on-time and will be simplified and focused on the Local Control Funding Formula (LCFF).

There were no comments from the public.

President Landsiedel closed the Public Hearing at 8:03 p.m.

President Landsiedel opened the Public Hearing on Presentation of 2016-2017 Assigned and Unassigned Reserves at 8:04 p.m.

Dean West presented information on the 2016-2017 Assigned and Unassigned Reserves

Board Discussion/Comments: None

There were no comments from the public.

President Landsiedel closed the Public Hearing at 8:05 p.m.

President Landsiedel opened the Public Hearing on Use of Proposition 30 Education Protection Act Funds at 8:06 p.m.

Dean West presented information on the Use of Proposition 30 Education Protection Act Funds for 2016-2017 for Direct Instruction Salaries and Benefits. Mr. West explained that the District receives $200 per pupil. Much of the funding is used for 6/5 sections.

Board Discussion/Comments: None

There were no comments from the public.

President Landsiedel closed the Public Hearing at 8:09 p.m.

President Landsiedel opened the Public Hearing Public Disclosure and Ratification of Collective Bargaining Agreement for LaBUFA at 8:10 p.m.

Leisa Winston stated the LaBUFA Collective Bargaining Agreement equates to a 3% salary increase for teachers.

Board Discussion/Comments: Dee Perry commented she is pleased to see the additional prep time.

There were no comments from the public.

President Landsiedel closed the Public Hearing at 8:12 p.m.

President Landsiedel opened the Public Hearing Public Disclosure and Ratification of Collective Bargaining Agreement for CSEA at 8:13 p.m.

Leisa Winston stated the CSEA Collective Bargaining Agreement equates to an overall increase of 3% for classified employees and includes salary increases and restructuring of professional development, as well as the addition of December 31 as a paid holiday.

Board Discussion/Comments: None.

There were no comments from the public.

President Landsiedel closed the Public Hearing at 8:14 p.m.

President Landsiedel opened the Public Hearing Public Disclosure and Ratification of Collective Bargaining Agreement for Non-Represented Classified and Certificated at 8:14 p.m.

Leisa Winston stated the Collective Bargaining Agreement for Non-Represented Classified and Certificated employees equates to a 3% salary increase.

Board Discussion/Comments: None.

There were no comments from the public.

President Landsiedel closed the Public Hearing at 8:15 p.m.

Consent Calendar

Clerk Vickers pulled item j to be voted on separately. Member Brown moved to approve the Consent Calendar, items a-i and k-n. Member Normandin seconded.

a. Approval of Minutes – May 24, 2016 (Regular Meeting)

b. Approval/Ratification of Personnel Report

c. Approval of Conference/Workshop Attendance

d. Approval of Field Trip(s)

e. Approval of Interdistrict Attendance Agreements–Resident Students from Other Districts

f. Approval of Interdistrict Attendance Agreements – Resident Students to Other Districts

g. Approval/Acceptance of Gifts – Checks Totaling $1,694.54

h. Approval of Agreements for Contracted Services – Special Education

i. Approval/Ratification of Warrants #386888 through #387056 in the amount of $866,326.90. Dates: 05/18/2016 through 06/07/2016

j. Approval of CAL-Card, VISA Purchase Card

k. Approval of Memorandum of Understanding (MOU) Between the Orange County Department of Education Superintendent of Schools and the Laguna Beach Unified School District for participation in the OCDE Special Schools Program

l. Approval of Service Agreement with International Center for Leadership in Education for LBUSD Certificated Professional Development August 31, 2016, in an Amount Not-to-Exceed $5,900

m. Approval of Consolidated Application Reporting Systems (CARS) Spring Data Collection for the 2016-2017 School Year Award of Contract to Perform Required Testing Lab Inspections for El Morro Shade Structures to Leighton Consulting, Inc.

n. Award of Contract for Mechanical Consulting Services for Thurston Middle School Gas Line Replacement to Pocock Design Solutions, Inc. in an Amount Not-to-Exceed $6,200

Discussion: Member Normandin commented that teachers value the opportunity to allow their children to attend school in LBUSD. She also stated that the numbers shown on transfers do not account for students that attend private schools. Staff will provide a rough estimate of the number of students that live in the LBUSD attendance area, but attend private school(s).

President Landsiedel called for the vote.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve the Consent Calendar, items a-i and k-n.

Member Brown moved to approve the Consent Calendar, item j. Member Normandin seconded.

Discussion: Clerk Vickers pulled item j to allow staff to share additional information. Shannon Soto stated she had investigated more detailed reports to share with the Board. She also commented that any rebates would be used to pay down the bill, not for rewards. If approved, cards would be issued to three administrators, plus teachers who are recipients of teacher grants. All data will be tracked and this process will increase accountability and trackability.

President Landsiedel called for the vote.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve the Consent Calendar, item j.

Information Items

None

Action Items

Approval of Resolution 16-05: Use of Proposition 30 Education Protection Act Funds for 2016-2017 for Direct Instruction Salaries and Benefits

Clerk Vickers moved to approve Resolution 16:05: Use of Proposition 30 Education Protection act Funds for 2016-2017 for Direct Instruction Salaries and Benefits. Member Brown seconded.

Discussion: None.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve Resolution 16:05: Use of Proposition 30 Education Protection act Funds for 2016-2017 for Direct Instruction Salaries and Benefits.

Approval and Ratification of Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Negotiated Agreement with Laguna Beach Unified Faculty Association (LaBUFA)

Member Normandin moved to approve and ratify the Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Negotiated Agreement with Laguna Beach Unified Faculty Association (LaBUFA). Clerk Vickers seconded.

Discussion: Board members asked if employees are pleased. Leisa Winston responded yes. Sara Hopper, LaBUFA Vice President, said she has heard all positive comments.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve and ratify the Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Negotiated Agreement with Laguna Beach Unified Faculty Association (LaBUFA).

Approval and Ratification of Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Negotiated Agreement with the California School Employees Association (CSEA) and its Laguna Beach Chapter #131

Member Normandin moved to approve and ratify the Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Negotiated Agreement with the California School Employees Association (CSEA) and its Laguna Beach Chapter #131. Member Brown seconded.

Discussion: Member Perry asked why she had heard some classified employees were disgruntled. Leisa Winston stated it was not a straight 3% salary increase. There were some complicated changes. In addition, not all members participated in the process and some had incorrect information.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve and ratify the Collective Bargaining Agreement in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Negotiated Agreement with the California School Employees Association (CSEA) and its Laguna Beach Chapter #131. Member Brown seconded.

Approval and Ratification of Proposal in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Proposal with Non-Represented Classified and Certificated Employees

Member Brown moved to approve and ratify the Proposal in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Proposal with Non-Represented Classified and Certificated Employees. Member Normandin seconded.
Discussion: Leisa Winston stated the increase for Non-Represented Classified and Certificated Employees was a 3% net result and the final outcome was well received.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve and ratify the Proposal in Accordance with AB 1200 (Chapter 1213/1991), Government Code 3547.5 and CCR, Title V, Section 15449; and 2016-17 Proposal with Non-Represented Classified and Certificated Employees. Member Normandin seconded.

Approval of 2018-2019 School Year District Calendar

Member Normandin moved to approve the District Calendar for the 2018-2019 school year. Member Brown seconded.

Discussion: Leisa Winston stated it is District practice to approve calendars three years out. Member Brown asked if the calendar could be revisited if needed at a future date.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve the District Calendar for the 2018-2019 school year.

Approval of Resolution 16-06 to Observe Lincoln Day on February 19, 2019

Member Normandin moved to approve Resolution 16-06 to observe Lincoln Day on February 19, 2019. Member Brown seconded.

Discussion: Leisa Winston stated this resolution is proposed each year to align Lincoln Day to the LBUSD mid-winter break.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve Resolution 16-06 to observe Lincoln Day on February 19, 2019.

Award of Contract for Structural, Materials and Special Inspection Observation and Testing for El Morro Elementary School Shade Structures to Leighton Consulting, Inc., in an amount not-to-exceed $8,000

Member Normandin moved to award the contract for structural, materials, and special inspection observation and testing for El Morro Elementary School shade structures to Leighton Consulting, Inc., in an amount not-to-exceed $8,000. Member Brown seconded.

Discussion: Jeff Dixon stated this is the second phase of the required inspections.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to award the contract for structural, materials, and special inspection observation and testing for El Morro Elementary School shade structures to Leighton Consulting, Inc., in an amount not-to-exceed $8,000.

Board Policies – Second Reading and Approval

Member Normandin moved to approve the revision and deletion of Board Policies as indicated. Member Brown seconded.

	Board Policy	Title	Recommendation
a.	4103	Designation of Certificated Management Team	Approve updated policy
b.	4304	Designation of Classified Management Team	Approve updated policy
c.	4115	Evaluation/Supervision	Approve policy Replaces BP 4201
d.	4201	Evaluation of Certificated Employees	Delete
e.	4116	Probationary/Permanent Status	Approve policy Replaces BP 4101
f.	4101	Probationary Certificated Employees	Delete

Discussion: Approve Board Policies 4103, 4304, 4115 and 4116. Delete Board Policies 4201 and 4101.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to approve Board policies for approval and deletion as indicated.

Adjournment

Member Brown moved to adjourn the meeting. Clerk Vickers seconded.

The next regular meeting of the Board of Education is Tuesday, June 28, 2016.

President Landsiedel called for the vote.

Motion carried 5-0. Members Landsiedel, Vickers, Perry, Normandin, and Brown voted yes to adjourn. The meeting adjourned at 8:40 p.m.

_____
Jan Vickers
Clerk of the Board
June 28, 2016

Laguna Beach Unified School District

9.b. CONSENT/ACTION **June 28, 2016**

Approval/Ratification: Personnel Report

Proposal

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

Background

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

Budget Impact

Expenditures are within budgeted appropriations as indicated.

Recommended Action

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:

Dawn Brown
Human Resources
Technician

Submitted by:

Leisa Winston
Assistant Superintendent,
Human Resources and
Public Communications

Sherine Smith, Ed.D.
Superintendent of Schools

PERSONNEL REPORT

June 28, 2016

I. RESIGNATONS/RELEASES:

Name:	Position/Site:	Effective Date:
None		

II. RETIREMENT:

Name:	Position/Site:	Effective Date:
Darlene Messinger	Assistant Superintendent, Instructional Services	July 31, 2016
PC09ASI101	Central Offices	

III. LEAVES:

Name:	Position/Site:	Effective Date:
Jennifer Merritt	High School Teacher	August 30, 2016 to
	Laguna Beach High School	June 22, 2017
	20% Leave of Absence	

IV. EMPLOYMENT:

Name:	Position/Site:		Effective Date:
Jacob Bach	High School Teacher - Math (60% Contract)		August 30, 2016
PC05HSAT148	Laguna Beach High School	General Fund	
	0105011012-1110	Probationary I Contract	
	Teacher Salary Schedule	$41,015.10 Annual Salary	
	4.2 hours per day/5 days per week/187 day contract		
April Coffman	Middle School Teacher - Math		August 30, 2016
PC06MSAT123	Thurston Middle School	General Fund	
	0106011008-1110	Probationary I Contract	
	Teacher Salary Schedule	$76,756.83 Annual Salary	
	7 hours per day/5 days per week/187 day contract		
Jacquie Cohn	Elementary Science Teacher		August 30, 2016
PC08ESCI01	Top of the World Elementary	General Fund	
	0108011005-1110	Probationary I Contract	
	Teacher Salary Schedule	$78,709.93 Annual Salary	
	7 hours per day/5 days per week/187 day contract		
Tim Golden	Accounting Specialist		July 11, 2016
PC02SC0802	Central Offices	General Fund	
	0102397406-2420	Probationary Employee	
	Range: 39 Step: C	$5417 per month	
	8 hours per day/5 days per week/12 months per year		

IV. **EMPLOYMENT: (continued)**

Name:	Position/Site:		Effective Date:
Pamela Howland	RSP Teacher		August 30, 2016
PC04RSP102	Top of the World Elementary	Special Ed funds	
	0104612310-1110	Probationary I Contract	
	Teacher Salary Schedule	$82,812.16 Annual Salary	
	7 hours per day/5 days per week/187 day contract		
Sally Jo	High School Teacher - Math		August 30, 2016
PC05HST131	Laguna Beach High School	General Fund	
	0105011012-1110	Probationary I Contract	
	Teacher Salary Schedule	$56,053.97 Annual Salary	
	7 hours per day/5 days per week/187 day contract		
Kathleen Margaretich	Elementary Science Teacher		August 30, 2016
PC07ESCI01	El Morro Elementary	General Fund	
	0107011005-1110	Probationary I Contract	
	Teacher Salary Schedule	$76,756.83 Annual Salary	
	7 hours per day/5 days per week/187 day contract		
Amanda Myregard	RSP Teacher		August 30, 2016
PC04RSP106	Top of the World Elementary	Special Ed funds	
	0104612310-1110	Probationary I Contract	
	Teacher Salary Schedule	$67,577.26 Annual Salary	
	7 hours per day/5 days per week/187 day contract		
Ermei Fan	Mandarin Teacher (80%)		August 30, 2016
PC05MDRN01	Laguna Beach High School &	General Fund	
PC06MDRN01	Thurston Middle School	Probationary I Contract	
	0105011012/0106011008-1110	$64,320 Annual Salary	
	Teacher Salary Schedule		
	5.6 hours per day/5 days per week/187 day contract		

V. **EMPLOYMENT: Student Worker/Workability Program**

Name:	Position/Site:		Effective Date:
Triston Minondo	Student Worker - Work Experience/TPP Program		June 8, 2016 to
	Laguna Beach High School	TPP funds	June 30, 2016
	0104644575-2960	$10.00 per hour	
	NTE: 50 hours		

VI. EMPLOYMENT: Summer School 2016

Name:	Position/Site:		Effective Date:
Launa Nacion-Kirkey	Summer School Preschool Teacher		June 24, 2016 to
	El Morro Elementary	Summer School funds	June 29, 2016
	0104602650-1130	$49.40 per hour	
	4 hours per day/NTE: 4 days/Summer School Calendar		
Michelle Martinez	Summer School Teacher	Summer School funds	June 24, 2016
	El Morro Elementary	$49.40 per hour	
	01120111055-1130		
	5 hours per day/NTE: 1 day/Summer School Calendar		
Michelle Martinez	Summer School Teacher	Summer School funds	July 18, 2016 to
	El Morro Elementary	$50.88 per hour	July 29, 2016
	01120111055-1130		
	5 hours per day/NTE: 10 days/Summer School Calendar		
	Shared with Sarah Scaheffer		
Sarah Schaeffer	Summer School Teacher	Summer School funds	June 24, 2016 to
	El Morro Elementary	$49.40 per hour	July 15, 2016
	01120111055-1130		
	5 hours per day/NTE: 15 days/Summer School Calendar		
	Shared with Michelle Martinez		

VII. EMPLOYMENT: Short Term Assignments - Extra Duty

Name:	Position/Site:		Effective Date:
See Committee	NGSS Committee	General Fund	January 1, 2016 to
Members	El Morro Elementary	$38.424 per hour	June 30, 2016
	0102015380-1130		
	NTE: 20 hours per employee		
	Committee Members: Annie Bochenek,		
	Kim Krause, Melissa Martinez,		
	Nicole Roqueta, Melinda Vogel		
See Committee	NGSS Committee	General Fund	January 1, 2016 to
Members	Top of the World Elementary	$38.424 per hour	June 30, 2016
	0102015380-1130		
	NTE: 20 hours per employee		
	Committee Members: Marianne Bynum,		
	Teryl Campbell, Cory Day, Tricia Engel,		
	Rosie Haynes, Brian Kull, Carol Mignosa,		
	Kevin Nguyen		

VII. EMPLOYMENT: Short Term Assignments - Extra Duty (continued)

Name:	Position/Site:		Effective Date:
See Participants	9th Grade Support Meetings Laguna Beach High School 0102015380-1130 NTE: 14 hours per employee Participants: Carrie Denton, Heather Hanson, Hayley McClellan, Angela Pilon, Nicole Rosa	Special Ed funds $38.424 per hour	October 6, 2015 to June 15, 2016

VIII. EMPLOYMENT: Short Term Assignments - PTA

Name:	Position/Site:	Effective Date:
None		

IX. EMPLOYMENT: Short Term Assignments - Performing Arts

Name:	Position/Site:	Effective Date:
None		

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

Name:	Position/Site:	Effective Date:
None		

XI. EMPLOYMENT: Short Term Assignments - ASB Funds

Name:	Position/Site:	Effective Date:
None		

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

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

Fall Sports Calendar 2015/16:

Pre-Season:	July 10 - September 22, 2015
In-Season:	August 10 - November 28, 2015
CIF Playoff:	November 2 - Sudden Death

Winter Sports Calendar 2015/16:

Pre-Season:	September 8 - November 10 2015
In-Season:	November 23 - February 12, 2016
CIF Playoff:	February 16, 2016 to Sudden Death

Spring Sports Calendar 2015/16:

Pre-Season:	January 4 - February 29, 2016
In-Season:	February 22 - May 13, 2016
CIF Playoff:	May 7, 2016 to Sudden Death

Baseball

Name:	Position:	Stipend:
Mike Bair	Head Coach, CIF	$1,404.63
Aaron Contreras	Assistant Coach, CIF	$510.00
Tim Soobzokov	Assistant Coach, CIF	$450.00
Harrison Williams	Assistant Coach, CIF	$62.10

Golf - Boys

Name:	Position:	Stipend:
Scott Finn	Head Coach, CIF	$848.44

Softball

Name:	Position:	Stipend:
Brett Pierce	Assistant Coach, In Season	$3,403.50

Swimming - Boys

Name:	Position:	Stipend:
Beth Weber	Head Coach, CIF	$658.80

Swimming - Girls

Name:	Position:	Stipend:
Kari Damato	Head Coach, CIF	$848.92

Tennis - Boys

Name:	Position:	Stipend:
Don Davis	Head Coach, CIF	$1,317.60
Rick Gephardt	Assistant Coach, CIF	$790.80

Track and Field - Boys

Name:	Position:	Stipend:
Mark Harris	Head Coach, CIF	$746.80
Lance Peterson	Assistant Coach, CIF	$567.80
Fred Pichay	Assistant Coach, CIF	$567.80

XII. EMPLOYMENT/RELEASES: Short Term Assignments - Coaches/General Fund (cont'd)

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

Track and Field - Girls

Name:	Position:	Stipend:
Steve Lalim	Head Coach, CIF	$936.42

Volleyball - Boys

Name:	Position:	Stipend:
Darren Utterback	Head Coach, CIF	$746.80
Anthony Hanna	Assistant Coach, CIF	$475.15

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

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

Fall Sports Calendar 2015/16:

Pre-Season:	July 10 - September 22, 2015
In-Season:	August 10 - November 28, 2015
CIF Playoff:	November 2 - Sudden Death

Winter Sports Calendar 2015/16:

Pre-Season:	September 8 - November 10 2015
In-Season:	November 23 - February 12, 2016
CIF Playoff:	February 16, 2016 to Sudden Death

Spring Sports Calendar 2015/16:

Pre-Season:	January 4 - February 29, 2016
In-Season:	February 22 - May 13, 2016
CIF Playoff:	May 7, 2016 to Sudden Death

Volleyball - Boys

Name:	Position:	Stipend:
Darren Utterback	Head Coach, Post-Season	$4,500.00

XIV. Release/Resignations - Substitute Teachers & Classified Substitutes:

Name:	Position/Site:	Effective:
Carolyn Darrup	Substitute Teacher	June 14, 2016
Ricardo Vargus	Substitute Teacher	June 14, 2016

9.c. CONSENT/ACTION **June 28, 2016**

Approval: Conference/Workshop Attendance

Raymond Lee - "School Finance and Management Conference Workshop" July 11, 2016 – Ontario, CA. Participants will focus on the newly adopted State Budget and pending legislation that may be adopted.

Fiscal Impact:

$	215.00	Registration
$	58.00	Transportation
$	273.00	TOTAL

Account #0102397406 - 5220 Business – Travel & Conference

Tim Crilly - "Far West Athletic Trainers' Association Annual Meeting and Clinical Symposium" July 12-16, 2016 – Kailua-Kona, HI. This clinical symposium is for athletic trainers who will attend various lectures and hands-on classes to stay up to date on the current research and methods of sports medicine. It allows athletic trainers to obtain continuing education units, which are needed to maintain certification.

Fiscal Impact:

$	200.00	Registration
$	515.22	Lodging
$	250.00	Meals
$	965.22	TOTAL

Account #0105311075 - 5220 Athletics – Travel & Conference

Carol Normandin, Dee Perry, and Jason Viloria, Ed.D., – "CSBA 2016 Leadership Institute – Leading and Taking Action for Student Success" July 15-16, 2016 – CSBA's Leadership Institute is an all-new, two-day event uniquely designed to provide board members with relevant, engaging, hands-on content and critical strategies that will advance the leadership skills and capacity of their governance team.

Fiscal Impact:

$	747.00	Registration
$	656.88	Transportation
$	552.00	Lodging
$	300.00	Meals
$	200.00	Shuttle/Parking
$	2,455.80	TOTAL

Account #0101377105 - 5220 Board Goals – Travel & Conference

Jason Viloria, Ed.D. - "2016 CUE Superintendent Symposium" July 21-22, 2016 – Skywalker Ranch, Big Rock, CA. Superintendents will meet to share effective practices that have worked to get districts future ready.

Fiscal Impact:

$	0.00	Registration
$	332.00	Transportation
$	200.00	Lodging
$	100.00	Meals
$	150.00	Car Rental
$	50.00	Parking
$	832.00	TOTAL

Account #0101377100 - 5220 Superintendent – Travel & Conference

Jacquie Cohn - "STEM Summer Camp" July 25-27, 2016 – Tustin, CA. Participants will focus on the implementation of interdisciplinary approach to teaching to become an agent of change for STEM learning.

Fiscal Impact:

$	100.00	Registration
$	58.80	Transportation
$	158.80	TOTAL

Account #0102013080 - 5220 Title II Teacher Quality – Travel & Conference

Liv Marshall and Triana Ramazan - "Cognitive Coaching Foundation Training" August 26, October 21, November 4, and December 2, 2016 – Costa Mesa, CA. The training will equip site coaches with a "toolbox" to effectively interact with and guide teachers in becoming self-directed educators who create learning environments that focus on quality first instruction.

Fiscal Impact:

$	798.00	Registration
$	122.00	Transportation
$	750.00	Substitutes
$	280.00	Teacher Pay
$	2,150.00	TOTAL

Account #0102013080 - 5220 Title II Teacher Quality – Travel & Conference
Account #0102013080 - 1190 Title II Teacher Quality – Substitutes
Account #0102013080 - 1130 Title II Teacher Quality – Teacher Pay

Brook Bismack, Jenny Carlson, Rosie Haynes, Kari Damato, Susan Anderson, Kevin Nguyen, and Melanie Whitenack - "2016 CA STEM Symposium" October 9-11, 2016 – Anaheim, CA. Participants will experience three days of inspirational speeches, opportunities to collaborate with peers, and resources to take to the classroom.

Fiscal Impact:

$ 2,170.00	Registration
$ 207.76	Transportation
$ 1,750.00	Substitutes
$ 100.00	Parking
$ 4,227.76	TOTAL

Account #0108091005 - 5220 TOW Administration – Travel & Conference
Account #0108091005 - 1190 TOW Administration – Substitutes

Total Expenses: $11,061.78

Prepared by:

Victoria Webber
Executive Assistant
to the Board/Superintendent

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

9.d. CONSENT/ACTION **June 28, 2016**

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

Proposal

Staff proposes the Board of Education approve the following Interdistrict Attendance Agreement requests for students to attend Laguna Beach Unified School District.

Background

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.

Implications

This proposed action would approve the request of a non-resident student to attend Laguna Beach Unified Schools. The requests are for the **2016/2017 school year**.

Budget Impact

The budget impact that will occur as a result of this action is approximately $8,500.00 per school year per student. This represents the estimated annual cost per student. The spreadsheet below outlines the number of Interdistrict Transfers into LBUSD for 2015/16 and 2016/17.

Summary of Projected IDT's for Staff Members - 2016-17
Based on Aeries query of currently enrolled students who are living outside district boundaries. Projection does not include new students to the district.

Requested School	IDT's for 2015/16	2015/16 Estimated Cost ($8500 per student)	Projected IDT's for 2016/17	2016/17 Estimated Cost ($8500 per student)
LBHS	10	$ 85,000.00	5	$ 42,500.00
TMS	9	$ 76,500.00	10	$ 85,000.00
TOW/ELM	25	$ 221,000.00	33	$ 280,500.00
Total	44	$ 382,500.00	48	$ 408,000.00

Recommended Action

Staff recommends the Board of Education approve the attached requests for Interdistrict Attendance Agreement.

Prepared by:

Amy Kernan
Coordinator, Assessment, Accountability & Special Projects

Submitted by:

Darlene Messinger
Assistant Superintendent
Instructional Services

Sherine Smith, Ed.D.
Superintendent of Schools

Interdistrict Attendance Agreements – Students from Other Districts
June 28, 2016

Name	Grade	District From	Reason
Nicole J.	K	Capo USD	1
Gavin P.	8	Capo USD	1
Demeris B.	1	Capo USD	1
Luxy B.	5	Capo USD	1
Micah C.	6	Orange USD	1
Evania C.	2	Orange USD	1
Mia A.	8	Saddleback USD	1

(1) Employee - Renewal
(2) Employee - New
(3) Special Need/Request

Laguna Beach Unified School District

9.e. CONSENT/ACTION **June 28, 2016**

Approval: Acceptance of Gifts – Checks Totaling $6,200.00.

Proposal

Staff proposes Board of Education accept the following gifts to the District – checks totaling $6,200.00.

Implications

After acceptance by the Board of Education, a letter of thanks and acknowledgement will be mailed to the donors.

Recommended Action

Staff recommends the Board of Education accept the following gifts, as presented:

Type of Gift	Donor	Amount/Gift	Disposition
Check	Multiple Donors	$1,600.00	ACR Donations LBHS
Check	SchoolPower	1,300.00	8th Grade Class Gift TMS
Check	SchoolPower	$3,300.00	Teacher Programs TOW
Total		**$6,200.00**	

Prepared by:

Teri Holloway
Administrative Assistant
Business Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

9.f. CONSENT/ACTION **June 28, 2016**

Approval: Agreements for Contracted Services-Special Education

Proposal

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

Implications

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

Budget Impact

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

Recommended Action

Staff recommends the Board of Education authorize the contracts.

Prepared by:	Submitted by:	
Debby Nash Special Education/Student Services Specialist	Irene White Director, Special Education/ Student Services	Sherine Smith, Ed.D. Superintendent of Schools

Laguna Beach Unified School District

Contracts – June 28, 2016

Contractor	Description of Services	Term	Funding	Cost
OCDE $195,000	County Placement for 3 special education students	07/01/16-06/30/17	County Placement	
Parent Reimbursement/ Legal 17,000	Reimbursement per settlement agreement dtd 10/7/15 for education placement for a special education student	07/01/16-06/30/17	Parent Reimbursement/ Legal 0104632900-5878	$
Parent Reimbursement/ Legal 46,784	Reimbursement per settlement agreement dtd 3/21/16 for education placement for a special education student	07/01/16-06/30/17	Parent Reimbursement/ Legal 0104632900-5878	$
Parent Reimbursement/ Legal 32,950	Reimbursement per settlement agreement dtd 7/2/15 for education placement for a special education student	07/01/16-06/30/17	Parent Reimbursement/ Legal 0104632900-5878	$
Independent Contract Total Recall Captioning, Inc. 27,000	Remote Captioning service for a hearing impaired student	09/06/16-06/22/16	Outside Agency 0104622510-5860	$
Independent Contract Seaside Solutions 11,275	Counseling for a special education student and parents	06/28/16-06/22/17	Outside Agency 0104132980-5889	$
Parent Reimbursement	Reimbursement for preschool tuition for a special education student	07/01/15-06/30/16	Parent Reimbursement 0104602150-5877	$ 9,500
Parent Reimbursement	Reimbursement for preschool tuition for a special education student	07/01/15-06/30/16	Parent Reimbursement 0104602150-5877	$ 9,500
Parent Reimbursement	Reimbursement for preschool tuition for a special education student	07/01/15-06/30/16	Parent Reimbursement 0104602150-5877	$ 4,000

Parent Reimbursement	Travel/transportation expenses to RTC or student home visit	07/01/16-06/30/17	NPS/RTC Transportation 0104256700-5881 $ 4,000
Parent Reimbursement	Travel/transportation expenses to RTC or student home visit	07/01/16-06/30/17	NPS/RTC Transportation 0104256700-5881 $ 4,000
Parent Reimbursement	Neuropsychological evaluation for a special education student per IEP dated 4/20/16	04/26/16-06/06/16	Parent Reimbursement 0104632900-5878 $ 2,850
Parent Reimbursement	Reimbursement for social skills participation/consultation to IEP team	07/01/16-06/30/17	Parent Reimbursement 0104072000-5878 $ 4,000
Parent Reimbursement	Reimbursement for speech services for a special education student	07/01/16-06/30/17	Parent Reimbursement 0104072000-5878 $ 8,000
Parent Reimbursement	Reimbursement to parent to transport special education student to outside therapy sessions	07/01/16-06/30/17	Parent Reimbursement 0104256700-5880 $ 3,000
Individual Contract Mardan Center of Educational Therapy	Day school tuition for a special education student	07/01/16-06/30/17	Non-Public School 0104632210-5875 $35,810

Laguna Beach Unified School District

9.g. CONSENT/ACTION **June 28, 2016**

Approval: Agreements and Contracts – Technology Services

Proposal

Staff proposes the Board of Education approve the attached list of contracts required to secure necessary technology and services for Technology Services.

Implications

Approval by the Board of Education will provide needed technology and services for the students, teachers, and staff.

Budget Impact

The expenses associated with the attached contracts are included in current and proposed Technology Services budgets.

Recommended Action

Staff recommends the Board of Education authorize the following contracts.

Prepared by:
Mary Schoenfeld
Technology Assistant
Technology Services

Submitted by:
Mike Morrison
Chief Technology Officer/
Technology Services

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

Contracts/License Renewals – June 28, 2016

Contractor	Description of Services	Term	Funding	Cost
BrightBytes	Teacher/Parent/Student Tech Survey	07/01/16 – 07/01/17	01134571755805	$3,420.00
ClassLink	Launch Pad/Beachport Single Sign-On	7/01/16 – 7/01/17	01134571755805	$8,870.00
Dreambox Learning	Math Software for Elementary	7/01/16 – 7/01/17	01130171755805	$15,200.00
Eagle Software	Student Info System Aeries License/Support/ Internet Registration	8/01/16 – 8/30/17	01134571755805	$14,089.50
Frontline Technologies	Aesop Substitute System	07/01/16 – 07/01/17	01134571755805	$12,834.90
Haiku Learning Inc.	Learning Management System Haiku Learning Systems (for students and teachers)	07/01/16 – 07/01/17	01130171755805	$14,850.00
Hmhco.com	Reading Counts! Reading Comprehension System for Top of the World Elementary	07/01/16 – 07/01/17	01130171755805	$4,470.00
i-SAFE Inc.	Internet Safety & Citizenship K-12	07/01/16- 07/01/17	01130171755805	$2,170.00
Pear Deck	Formative Assessment Software District-Wide	07/01/16 – 07/01/17	01130171755805	$8,250.00
Reliance Communications, LLC	SchoolMessenger – fully hosted notification service (replaces Blackboard Inc.)	07/01/16 – 07/01/17	01130171755805	$5,550.00
Securly, Inc.	Web Based Filtering	07/01/16 – 07/01/17	01134571755805	$23,680.00

Laguna Beach Unified School District

9.h. CONSENT/ACTION **June 28, 2016**

Approval: **Warrants #387057 Through #387242 In The Amount of $630,406.07**
Dates: 06/09/2016 through 06/20/2016

Proposal

Staff proposes the Board of Education approve/ratify Warrants #387057 through #387242 in the amount of $630,406.07.

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 2015/2016 District Operating Budgets.

Recommended Action

Staff recommends the Board of Education approve/ratify the warrants in the amount of $630,406.07.

Prepared by:
Teri Holloway
Administrative Assistant
Business Services

Submitted by:
Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

SELECT Check ID's and Numbers: 76@ ; Check Dates: 060916

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387057	06/09/16		MAY 2016	0104632900	5887	SPEECH THERAPY	1,000.00
			MAY 2016	0104632900	5887	SPEECH THERAPY	250.00
						CHECK TOTAL:	1,250.00
00387058	06/09/16	Anna Tejchman	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	300.00
						CHECK TOTAL:	300.00
00387059	06/09/16	Baudville/IDville	GENERAL SUPPLIES-NON INSTRUCT	0105091012	4340	GENERAL SUPPLIES-NON INS	122.30
						CHECK TOTAL:	122.30
00387060	06/09/16	Decker Equipment Inc.	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	316.25
						CHECK TOTAL:	316.25
00387061	06/09/16	Dippel, Jeff	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	68.46
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	140.00
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	260.01
						CHECK TOTAL:	468.47
00387062	06/09/16	GILLINGER, MELINDA	MAY 2016	0104632900	5889	OTHER THERAPY	1,537.50
						CHECK TOTAL:	1,537.50
00387063	06/09/16	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	126.15
			MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	16.76
						CHECK TOTAL:	142.91
00387064	06/09/16	Hear Now	APRIL 2016	0104632900	5889	OTHER THERAPY	1,020.00
			MAY 2016	0104632900	5889	OTHER THERAPY	1,190.00
						CHECK TOTAL:	2,210.00
00387065	06/09/16	HIDDLESON LISTENING LA	APRIL 2016	0104632900	5889	OTHER THERAPY	1,275.00
						CHECK TOTAL:	1,275.00
00387066	06/09/16	Hwang, Cyrus	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	94.48
						CHECK TOTAL:	94.48
00387067	06/09/16	JENNIFER TONEY SPEECH	MAY 2016	0104632900	5887	SPEECH THERAPY	9,095.00
						CHECK TOTAL:	9,095.00
00387068	06/09/16	LA PIERRE, TAUNA	MATERIALS & SUPPLIES-INSTRUCT	0108015040	4310	MATERIALS & SUPPLIES-INS	28.00
						CHECK TOTAL:	28.00
00387069	06/09/16	Linda Hill Lindsay	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	508.96
						CHECK TOTAL:	508.96

SELECT Check ID's and Numbers: 76@ ; Check Dates: 060916

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387070	06/09/16	Mardan Center of Educa	MAY 2016	0104632210	5875	TUITION	13,278.72
						CHECK TOTAL:	13,278.72
00387071	06/09/16	Marianne Bynum	MATERIALS & SUPPLIES-INSTRUCT	0108015640	4310	MATERIALS & SUPPLIES-INS	107.34
						CHECK TOTAL:	107.34
00387072	06/09/16	MEYERS, KATHLEEN	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	232.70
						CHECK TOTAL:	232.70
00387073	06/09/16	Nasco Reading Resource	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	87.43
						CHECK TOTAL:	87.43
00387074	06/09/16	Niles Biological	MATERIALS & SUPPLIES-INSTRUCT	0102015110	4310	MATERIALS & SUPPLIES-INS	49.27
			MATERIALS & SUPPLIES-INSTRUCT	0102015110	4310	MATERIALS & SUPPLIES-INS	193.50
						CHECK TOTAL:	242.77
00387075	06/09/16	Ocean View School	MAY 2016	0104632210	5100	SUBAGREEMENTS FOR SERVIC	11,359.30
						CHECK TOTAL:	11,359.30
00387076	06/09/16	Orange County Therapy	MAY 2016	0104632900	5885	OCCUPATIONAL THERAPY	19,465.00
			MAY 2016	0104632900	5886	PHYSICAL THERAPY	595.00
						CHECK TOTAL:	20,060.00
00387077	06/09/16	Paul Matheson	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	200.00
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	168.93
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	240.00
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	250.99
						CHECK TOTAL:	859.92
00387078	06/09/16	Rutan & Tucker	MAY 2016	0104072000	5835	LEGAL EXPENSE	4,940.00
						CHECK TOTAL:	4,940.00
00387079	06/09/16	SCHAEFFER, SARAH	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	130.09
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	239.63
						CHECK TOTAL:	369.72

TOTAL FOR STOCK 76 Laguna Beach's check stock ID 68,886.77

GRAND TOTAL 68,886.77

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061016

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387080	06/10/16	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	42.51
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	21.32
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	4.16
			GENERAL SUPPLIES-NON INSTRUCT	0104644575	4340	GENERAL SUPPLIES-NON INS	83.58
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	20.51
			GENERAL SUPPLIES-NON INSTRUCT	0104644575	4340	GENERAL SUPPLIES-NON INS	309.42
			GENERAL SUPPLIES-NON INSTRUCT	0107091005	4340	GENERAL SUPPLIES-NON INS	67.22
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	79.03
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	7.87
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	105.84
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	38.87
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	12.18
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	41.81
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	59.32
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	32.03
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	62.20
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	94.23
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	8.62
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	157.42
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	3.45
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	6.24
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	49.87
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	29.08
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	118.29
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	53.14
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	25.88
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	44.05
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	705.43
			COPIER PAPER	0108011005	4310	MATERIALS & SUPPLIES-INS	143.36
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	30.20
						CHECK TOTAL:	2,457.13
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	2,457.13
						GRAND TOTAL	2,457.13

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061316

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387081	06/13/16	Advanced Alarm Inc.	ALARM MONITORING	0106477408	5560	ALARM MONITORING	2,877.59
						CHECK TOTAL:	2,877.59
00387082	06/13/16	ALL CITY MANAGEMENT SE	MISC OUTSIDE VENDOR	0106098040	5860	MISC OUTSIDE VENDOR	685.60
						CHECK TOTAL:	685.60
00387083	06/13/16	Andrews, Kate	MISC OUTSIDE VENDOR	0102315890	5860	MISC OUTSIDE VENDOR	200.00
						CHECK TOTAL:	200.00
00387084	06/13/16	BLICK ART MATERIALS	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	116.59
						CHECK TOTAL:	116.59
00387085	06/13/16	Blue Ice Air and Heati	HVAC	0105477408	5660	HVAC	2,310.00
						CHECK TOTAL:	2,310.00
00387086	06/13/16	BROWN, DAWN	TRAVEL & CONFERENCE	0110397140	5220	TRAVEL & CONFERENCE	105.92
						CHECK TOTAL:	105.92
00387087	06/13/16		MAY 2016	0104072000	5878	PARENT REIMBURSEMENT (LE	520.00
						CHECK TOTAL:	520.00
00387088	06/13/16	CATHEDRAL HOME FOR CHI	MAY 2016	0104632210	5898	AB3632 ROOM & BOARD	7,967.00
			MAY 2016	0104632210	5875	TUITION	3,562.44
			MAY 2016	0104632210	5889	OTHER THERAPY	5,731.28
			MAY 2016	0104632210	5875	TUITION	3,562.44
			MAY 2016	0104632210	5898	AB3632 ROOM & BOARD	7,967.00
			MAY 2016	0104632210	5889	OTHER THERAPY	5,731.28
			MAY 2016	0104632210	5875	TUITION	1,526.76
			MAY 2016	0104632210	5889	OTHER THERAPY	2,773.20
			MAY 2016	0104632210	5898	AB3632 ROOM & BOARD	3,855.00
						CHECK TOTAL:	42,676.40
00387089	06/13/16	CDW GOVERNMENT LLC	EQUIPMENT - NEW	0113457175	4410	EQUIPMENT - NEW	3,806.42
						CHECK TOTAL:	3,806.42
00387090	06/13/16	Debby Nash	POSTAGE	0104072000	5910	POSTAGE	27.95
						CHECK TOTAL:	27.95
00387091	06/13/16	DOHENY PLUMBING INC.	PLUMBING REPAIRS	0105477408	5662	PLUMBING REPAIRS	225.95
						CHECK TOTAL:	225.95
00387092	06/13/16	Elizabeth Phillips	GENERAL SUPPLIES-NON INSTRUCT	0106172850	4340	GENERAL SUPPLIES-NON INS	84.04
						CHECK TOTAL:	84.04

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061316

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387093	06/13/16	Holtz, Alexandra	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	253.51
						CHECK TOTAL:	253.51
00387094	06/13/16	Laguna Beach Water Dis	WATER - UTILITIES	0108477409	5530	WATER - UTILITIES	3,837.11
						CHECK TOTAL:	3,837.11
00387095	06/13/16	Landers, Kelsey	MISC OUTSIDE VENDOR	0102315890	5860	MISC OUTSIDE VENDOR	200.00
						CHECK TOTAL:	200.00
00387096	06/13/16	Maintex	OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	137.61
			OTHER CUSTODIAL SUPPLIES	0108477408	4361	OTHER CUSTODIAL SUPPLIES	393.51
			OTHER CUSTODIAL SUPPLIES	0108477408	4361	OTHER CUSTODIAL SUPPLIES	1,533.33
			OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	700.44
			OTHER CUSTODIAL SUPPLIES	0108477409	4361	OTHER CUSTODIAL SUPPLIES	186.87
			CUSTODIAL CONSUMABLES(PAPER)	0105477409	4360	CUSTODIAL CONSUMABLES(PA	-730.98
						CHECK TOTAL:	2,220.78
00387097	06/13/16	Medina, Jobel	MISC OUTSIDE VENDOR	0102315890	5860	MISC OUTSIDE VENDOR	200.00
						CHECK TOTAL:	200.00
00387098	06/13/16	Navarette, Joey	MISC OUTSIDE VENDOR	0102315890	5860	MISC OUTSIDE VENDOR	200.00
						CHECK TOTAL:	200.00
00387099	06/13/16	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	8.74
						CHECK TOTAL:	8.74
00387100	06/13/16	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	44.00
						CHECK TOTAL:	44.00
00387101	06/13/16	Pacific Sign Center	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	102.06
						CHECK TOTAL:	102.06
00387102	06/13/16	PT FOR KIDS	MAY 2016	0104632900	5886	PHYSICAL THERAPY	2,452.50
						CHECK TOTAL:	2,452.50
00387103	06/13/16	Safety 1st Pest Contro	PEST CONTROL	0102477409	5550	PEST CONTROL	50.00
			PEST CONTROL	0105477409	5550	PEST CONTROL	175.00
			PEST CONTROL	0106477409	5550	PEST CONTROL	125.00
			PEST CONTROL	0107477409	5550	PEST CONTROL	125.00
			PEST CONTROL	0108477409	5550	PEST CONTROL	125.00
						CHECK TOTAL:	600.00
00387104	06/13/16	Seaside Solutions	MAY 2016	0104132980	5889	OTHER THERAPY	275.00
			MAY 2016	0104132980	5889	OTHER THERAPY	275.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061316

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MAY 2016	0104132980	5889	OTHER THERAPY	275.00
			MAY 2016	0104132980	5889	OTHER THERAPY	275.00
						CHECK TOTAL:	1,100.00
00387105	06/13/16	Seneca Family of Agenc	APRIL 2016	0104132430	5895	OUTSIDE ASSESSMENT FEES	7,100.00
						CHECK TOTAL:	7,100.00
00387106	06/13/16	Shannon Grasso	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	70.00
						CHECK TOTAL:	70.00
00387107	06/13/16	SimplexGrinnell	ALARM MONITORING	0108477408	5560	ALARM MONITORING	226.95
			ALARM MONITORING	0107477408	5560	ALARM MONITORING	327.25
			ALARM MONITORING	0106477408	5560	ALARM MONITORING	482.25
			ALARM MONITORING	0105477408	5560	ALARM MONITORING	1,485.92
			ALARM MONITORING	0105477408	5560	ALARM MONITORING	178.09
			ALARM MONITORING	0108477408	5560	ALARM MONITORING	272.25
			ALARM MONITORING	0102477408	5560	ALARM MONITORING	186.00
						CHECK TOTAL:	3,158.71
00387108	06/13/16		MAY 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	840.00
			MAY 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	2,292.00
						CHECK TOTAL:	3,132.00
00387109	06/13/16	Slavoski, Alana	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	270.00
						CHECK TOTAL:	270.00
00387110	06/13/16	SOCIAL THINKING	MATERIALS & SUPPLIES-INSTRUCT	0104292600	4310	MATERIALS & SUPPLIES-INS	1,493.75
						CHECK TOTAL:	1,493.75
00387111	06/13/16	Southern California Ed	LIGHT & POWER	0107477409	5520	LIGHT & POWER	4,268.95
						CHECK TOTAL:	4,268.95
00387112	06/13/16	Staples Advantage	COPIER PAPER	0105011012	4312	COPIER PAPER	627.91
			PRINTERS <$250 & INK/SUPPLIES	0105011012	4322	PRINTERS <$250 & INK/SUP	1,106.67
						CHECK TOTAL:	1,734.58
00387113	06/13/16	State of CA/Department	FINGER PRINTING	0110397140	5845	FINGER PRINTING	454.00
						CHECK TOTAL:	454.00
00387114	06/13/16	The Human Solution	GENERAL SUPPLIES-NON INSTRUCT	0102477408	4340	GENERAL SUPPLIES-NON INS	99.00
						CHECK TOTAL:	99.00
00387115	06/13/16	The LaunchPad Therapy	MAY 2016	0104632900	5885	OCCUPATIONAL THERAPY	911.25
			MAY 2016	0104632900	5885	OCCUPATIONAL THERAPY	472.50

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061316

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MAY 2016	0104632900	5885	OCCUPATIONAL THERAPY	202.50
						CHECK TOTAL:	1,586.25
00387116	06/13/16	The LifeTrends Group T	GENERAL SUPPLIES-NON INSTRUCT	0102477408	4340	GENERAL SUPPLIES-NON INS	820.53
						CHECK TOTAL:	820.53
00387117	06/13/16	VALLEY CREST LANDSCAPE	LANDSCAPE/IRRIGATION	0105477409	5680	LANDSCAPE/IRRIGATION	435.91
			LANDSCAPE/IRRIGATION	0106477409	5680	LANDSCAPE/IRRIGATION	1,414.59
			LANDSCAPE/IRRIGATION	0108477409	5680	LANDSCAPE/IRRIGATION	406.54
						CHECK TOTAL:	2,257.04
00387118	06/13/16	West Shield Adolescent	NPS TRANSPORTATION-IN LIEU	0104256700	5881	NPS TRANSPORTATION-IN LI	5,533.65
						CHECK TOTAL:	5,533.65
				TOTAL FOR STOCK 76		Laguna Beach's check stock ID	96,833.62
			GRAND TOTAL				96,833.62

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061416

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387119	06/14/16	CDW GOVERNMENT LLC	COMPUTER SUPPLIES	0113017175	4320	COMPUTER SUPPLIES	3,562.87
						CHECK TOTAL:	3,562.87
00387120	06/14/16	Durham School Services	SUBAGREEMENTS FOR SERVICES	0102256700	5100	SUBAGREEMENTS FOR SERVIC	112,730.49
						CHECK TOTAL:	112,730.49
00387121	06/14/16	Home Depot	MAINTENANCE SUPPLIES	0107477408	4362	MAINTENANCE SUPPLIES	276.90
						CHECK TOTAL:	276.90
00387122	06/14/16		MAY 2016	0104632900	5878	PARENT REIMBURSEMENT (LE	2,682.00
						CHECK TOTAL:	2,682.00
00387123	06/14/16		MAY 2016 -EXTENDED DAY	0104632900	5886	PHYSICAL THERAPY	275.00
						CHECK TOTAL:	275.00
00387124	06/14/16	Launa Kirkey	MATERIALS & SUPPLIES-INSTRUCT	0104613150	4310	MATERIALS & SUPPLIES-INS	73.66
						CHECK TOTAL:	73.66
00387125	06/14/16		JUNE 2016	0104602150	5877	PRESCHOOL TUITION	1,005.00
						CHECK TOTAL:	1,005.00
00387126	06/14/16	Paton Group	EQUIPMENT - NEW	0105114695	6410	EQUIPMENT - NEW	7,220.92
						CHECK TOTAL:	7,220.92
00387127	06/14/16	Teem Cheer/Athletica	MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	671.84
			MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	142.87
						CHECK TOTAL:	814.71
00387128	06/14/16	TOTAL RECALL CAPTIONIN	MAY 2016	0104622510	5860	MISC OUTSIDE VENDOR	3,243.75
						CHECK TOTAL:	3,243.75
00387129	06/14/16		MAY 2016 - EXTENDED DAY	0104602150	5877	PRESCHOOL TUITION	225.00
						CHECK TOTAL:	225.00
00387130	06/14/16	A&R Wholesale Distribu	FOOD	1302277426	4700	FOOD	255.02
			FOOD	1302277426	4700	FOOD	210.77
			FOOD	1302277426	4700	FOOD	137.40
			FOOD	1302277426	4700	FOOD	477.74
			FOOD	1302277426	4700	FOOD	305.16
			FOOD	1302277426	4700	FOOD	140.16
			FOOD	1302277426	4700	FOOD	126.85
			FOOD	1302277426	4700	FOOD	653.91
			FOOD	1302277426	4700	FOOD	341.52
						CHECK TOTAL:	2,648.53

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061416

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387131	06/14/16	Bread Artisan Bakery L	FOOD	1302277426	4700	FOOD	75.00
						CHECK TOTAL:	75.00
00387132	06/14/16	CENTRAL RESTAURANT PRO	GENERAL SUPPLIES-NON INSTRUCT	1302277426	4340	GENERAL SUPPLIES-NON INS	272.75
						CHECK TOTAL:	272.75
00387133	06/14/16	Gold Star Foods	FOOD	1302277426	4700	FOOD	349.10
			FOOD	1302277426	4700	FOOD	22.54
			FOOD	1302277426	4700	FOOD	489.63
			FOOD	1302277426	4700	FOOD	161.69
			FOOD	1302277426	4700	FOOD	-65.50
			FOOD	1302277426	4700	FOOD	115.46
			FOOD	1302277426	4700	FOOD	228.61
			FOOD	1302277426	4700	FOOD	19.74
			FOOD	1302277426	4700	FOOD	313.56
							523.13
						CHECK TOTAL:	2,157.96
00387134	06/14/16	Hollandia Dairy Inc	FOOD	1302277426	4700	FOOD	113.85
			FOOD	1302277426	4700	FOOD	173.42
			FOOD	1302277426	4700	FOOD	145.37
			FOOD	1302277426	4700	FOOD	85.97
			FOOD	1302277426	4700	FOOD	93.96
			FOOD	1302277426	4700	FOOD	234.44
			FOOD	1302277426	4700	FOOD	53.11
			FOOD	1302277426	4700	FOOD	81.78
			FOOD	1302277426	4700	FOOD	156.24
			FOOD	1302277426	4700	FOOD	-9.81
			FOOD	1302277426	4700	FOOD	104.81
			FOOD	1302277426	4700	FOOD	110.49
			FOOD	1302277426	4700	FOOD	128.45
			FOOD	1302277426	4700	FOOD	97.61
			FOOD	1302277426	4700	FOOD	115.62
			FOOD	1302277426	4700	FOOD	69.77
			FOOD	1302277426	4700	FOOD	41.75
			FOOD	1302277426	4700	FOOD	109.63
			FOOD	1302277426	4700	FOOD	121.94
			FOOD	1302277426	4700	FOOD	195.20
			FOOD	1302277426	4700	FOOD	104.17
						CHECK TOTAL:	2,327.77
00387135	06/14/16	Mandarin King	FOOD	1302277426	4700	FOOD	330.00
			FOOD	1302277426	4700	FOOD	360.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061416

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	690.00
00387136	06/14/16	P & R Paper Supply Co	GENERAL SUPPLIES-NON INSTRUCT	1302277426	4340	GENERAL SUPPLIES-NON INS	828.52
			GENERAL SUPPLIES-NON INSTRUCT	1302277426	4340	GENERAL SUPPLIES-NON INS	-13.30
						CHECK TOTAL:	815.22
00387137	06/14/16	State of CA Nutrition	FOOD	1302277426	4700	FOOD	468.00
			FOOD	1302277426	4700	FOOD	423.80
						CHECK TOTAL:	891.80
00387138	06/14/16	STIX HOLDINGS LLC	FOOD	1302277426	4700	FOOD	103.50
						CHECK TOTAL:	103.50
00387139	06/14/16	STRAUB DISTRIBUTING CO	FOOD	1302277426	4700	FOOD	208.25
			FOOD	1302277426	4700	FOOD	136.85
						CHECK TOTAL:	345.10
00387140	06/14/16	SUNRISE PRODUCE	FOOD	1302277426	4700	FOOD	220.68
			FOOD	1302277426	4700	FOOD	51.64
			FOOD	1302277426	4700	FOOD	238.21
			FOOD	1302277426	4700	FOOD	36.47
			FOOD	1302277426	4700	FOOD	147.50
			FOOD	1302277426	4700	FOOD	71.20
			FOOD	1302277426	4700	FOOD	175.69
			FOOD	1302277426	4700	FOOD	67.19
			FOOD	1302277426	4700	FOOD	30.56
			FOOD	1302277426	4700	FOOD	50.55
			FOOD	1302277426	4700	FOOD	207.96
			FOOD	1302277426	4700	FOOD	81.54
						CHECK TOTAL:	1,499.21
00387141	06/14/16	Z PIZZA INC	FOOD	1302277426	4700	FOOD	60.00
			FOOD	1302277426	4700	FOOD	160.00
			FOOD	1302277426	4700	FOOD	216.00
			FOOD	1302277426	4700	FOOD	216.00
			FOOD	1302277426	4700	FOOD	60.00
			FOOD	1302277426	4700	FOOD	216.00
			FOOD	1302277426	4700	FOOD	216.00
			FOOD	1302277426	4700	FOOD	243.00
			FOOD	1302277426	4700	FOOD	120.00
			FOOD	1302277426	4700	FOOD	216.00
							252.00
						CHECK TOTAL:	1,975.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061416

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387142	06/14/16	RUHNAU RUHNAU CLARKE	ARCHITECTURAL DESIGN FEES	2505498410	6220	ARCHITECTURAL DESIGN FEE	3,290.00
						CHECK TOTAL:	3,290.00
00387143	06/14/16	Beynon Sports Surfaces	SITE IMPROVEMENT	4205498510	6110	SITE IMPROVEMENT	17,000.00
						CHECK TOTAL:	17,000.00
				TOTAL FOR STOCK 76 Laguna Beach's check stock ID			166,202.14
			GRAND TOTAL				166,202.14

SELECT Check ID's and Numbers:. 76@ ; Check Dates: 061516

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387144	06/15/16	Acorn Media	COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	220.89
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	230.03
						CHECK TOTAL:	450.92
00387145	06/15/16	Alex's Lemonade Stand	MISC OUTSIDE VENDOR	0108015060	5860	MISC OUTSIDE VENDOR	620.00
						CHECK TOTAL:	620.00
00387146	06/15/16	AMERICAN LOGISTICS COM	MAY 2016	0104256700	5100	SUBAGREEMENTS FOR SERVIC	18,217.50
			MAY 2016	0104256700	5855	CHARTER BUS-HOME TO SCHO	25,000.00
						CHECK TOTAL:	43,217.50
00387147	06/15/16	Andrus Plumbing	HVAC	0106477408	5660	HVAC	323.00
			HVAC	0108477408	5660	HVAC	1,086.00
						CHECK TOTAL:	1,409.00
00387148	06/15/16	Anna Tajchman	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	126.20
						CHECK TOTAL:	126.20
00387149	06/15/16	APC Entertainment	RENTAL EXPENSE	0107015580	5620	RENTAL EXPENSE	725.00
						CHECK TOTAL:	725.00
00387150	06/15/16	AT&T	TELEPHONE SERVICE	0107477409	5920	TELEPHONE SERVICE	44.88
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	23.70
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	6.32
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	71.41
						CHECK TOTAL:	146.31
00387151	06/15/16	Avalon Tent & Party Re	RENTAL EXPENSE	0107015580	5620	RENTAL EXPENSE	3,060.36
						CHECK TOTAL:	3,060.36
00387152	06/15/16	Carl Nelson	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	240.00
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	156.12
			MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	40.63
						CHECK TOTAL:	436.75
00387153	06/15/16	CDW GOVERNMENT LLC	ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	380.70
						CHECK TOTAL:	380.70
00387154	06/15/16	Chris Duddy	REFRESHMENTS - NOT FOOD SERV	0107091005	4325	REFRESHMENTS - NOT FOOD	255.01
						CHECK TOTAL:	255.01
00387155	06/15/16	Christine Wagner	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	34.98
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	262.22
						CHECK TOTAL:	297.20

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387156	06/15/16	Christy Montes c/o El	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	579.83
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	365.72
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	212.64
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	7.95
			MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	110.97
						CHECK TOTAL:	1,277.11
00387157	06/15/16	Coyne & Associates Inc	MAY 2016	0104602140	5890	OTHER EXPENSE	2,116.67
			MAY 2016	0104602140	5100	SUBAGREEMENTS FOR SERVIC	9,808.28
						CHECK TOTAL:	11,924.95
00387158	06/15/16	-	MAY 2016	0104632210	5875	TUITION	2,689.47
						CHECK TOTAL:	2,689.47
00387159	06/15/16	Durinda Klein	REFRESHMENTS - NOT FOOD SERV	0105091012	4325	REFRESHMENTS - NOT FOOD	28.85
						CHECK TOTAL:	28.85
00387160	06/15/16	Forensic Analytical Co	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	220.00
						CHECK TOTAL:	220.00
00387161	06/15/16	Grainger	MAINTENANCE SUPPLIES	0105477408	4362	MAINTENANCE SUPPLIES	100.67
						CHECK TOTAL:	100.67
00387162	06/15/16	Houghton Mifflin Harco	TEXTBOOKS	0102016300	4100	TEXTBOOKS	545.65
						CHECK TOTAL:	545.65
00387163	06/15/16	Houghton Mifflin Harco	TEXTBOOKS	0102016300	4100	TEXTBOOKS	23,211.59
						CHECK TOTAL:	23,211.59
00387164	06/15/16	KIMBALL, CYNDI	MATERIALS & SUPPLIES-INSTRUCT	0104644575	4310	MATERIALS & SUPPLIES-INS	26.24
			MATERIALS & SUPPLIES-INSTRUCT	0104644575	4310	MATERIALS & SUPPLIES-INS	173.13
						CHECK TOTAL:	199.37
00387165	06/15/16	King, Nikol	REFRESHMENTS - NOT FOOD SERV	0106091008	4325	REFRESHMENTS - NOT FOOD	138.34
			REFRESHMENTS - NOT FOOD SERV	0106091008	4325	REFRESHMENTS - NOT FOOD	71.00
						CHECK TOTAL:	209.34
00387166	06/15/16	LBUSD Revolving Cash F	TRAVEL & CONFERENCE	0102397406	5220	TRAVEL & CONFERENCE	-35.00
			BANK SVC CHRG - MARCH 2016	0102397400	5820	BANKING SERVICES	35.10
			MISC OUTSIDE VENDOR	0107011500	5860	MISC OUTSIDE VENDOR	530.00
			BANK SVC CHRG - APRIL 2016	0102397400	5820	BANKING SERVICES	33.53
			REFRESHMENTS - NOT FOOD SERV	0102015380	4325	REFRESHMENTS - NOT FOOD	26.48
			TRAVEL & CONFERENCE	0102397406	5220	TRAVEL & CONFERENCE	155.00

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Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			TRAVEL & CONFERENCE	0107011005	5220	TRAVEL & CONFERENCE	400.00
			TRAVEL & CONFERENCE	0102397406	5220	TRAVEL & CONFERENCE	60.00
						CHECK TOTAL:	1,205.11
00387167	06/15/16	Michelle Martinez	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	17.99
						CHECK TOTAL:	17.99
00387168	06/15/16	NICOLE MILLER & ASSOCI	CONSULTANTS-OTHER	0109156100	5831	CONSULTANTS-OTHER	398.54
						CHECK TOTAL:	398.54
00387169	06/15/16	OCDE	TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	225.00
						CHECK TOTAL:	225.00
00387170	06/15/16	Office Depot	GENERAL SUPPLIES-NON INSTRUCT	0109397150	4340	GENERAL SUPPLIES-NON INS	123.45
						CHECK TOTAL:	123.45
00387171	06/15/16	Office Depot	PRINTERS <$250 & INK/SUPPLIES	0110397140	4322	PRINTERS <$250 & INK/SUP	386.06
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	9.06
			GENERAL SUPPLIES-NON INSTRUCT	0102397400	4340	GENERAL SUPPLIES-NON INS	50.10
						CHECK TOTAL:	445.22
00387172	06/15/16	Printingforless.com In	MISC OUTSIDE VENDOR	0110377145	5860	MISC OUTSIDE VENDOR	4,211.29
						CHECK TOTAL:	4,211.29
00387173	06/15/16	PROMOTIONAL VIP GROUP	RENTAL EXPENSE	0107015040	5620	RENTAL EXPENSE	320.00
						CHECK TOTAL:	320.00
00387174	06/15/16	Purchase Power	POSTAGE	0102397400	5910	POSTAGE	2,500.00
						CHECK TOTAL:	2,500.00
00387175	06/15/16	Quality Office Furnish	EQUIPMENT - NEW	0110395980	4410	EQUIPMENT - NEW	1,170.39
						CHECK TOTAL:	1,170.39
00387176	06/15/16	Sandra Johnson	MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	43.40
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	69.30
						CHECK TOTAL:	112.70
00387177	06/15/16	SC Fuels	FUEL FOR VEHICLES	0102477408	4375	FUEL FOR VEHICLES	227.76
			FUEL FOR VEHICLES	0105477408	4375	FUEL FOR VEHICLES	38.64
						CHECK TOTAL:	266.40
00387178	06/15/16	SCHAEFFER, SARAH	REFRESHMENTS - NOT FOOD SERV	0106011008	4325	REFRESHMENTS - NOT FOOD	71.84
						CHECK TOTAL:	71.84

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061516

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387179	06/15/16	Steven Sogo	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	767.91
			MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	595.60
			MATERIALS & SUPPLIES-INSTRUCT	0105015040	4310	MATERIALS & SUPPLIES-INS	500.00
						CHECK TOTAL:	1,863.51
00387180	06/15/16	Tamara Wong	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	650.00
						CHECK TOTAL:	650.00
00387181	06/15/16	A&R Wholesale Distribu	FOOD	1302277426	4700	FOOD	254.99
			FOOD	1302277426	4700	FOOD	559.32
			FOOD	1302277426	4700	FOOD	146.23
			FOOD	1302277426	4700	FOOD	52.61
						CHECK TOTAL:	1,013.15
00387182	06/15/16	Gold Star Foods	FOOD	1302277426	4700	FOOD	168.14
			FOOD	1302277426	4700	FOOD	126.73
			FOOD	1302277426	4700	FOOD	540.47
			FOOD	1302277426	4700	FOOD	345.77
						CHECK TOTAL:	1,181.11
00387183	06/15/16	Hollandia Dairy Inc	FOOD	1302277426	4700	FOOD	31.02
			FOOD	1302277426	4700	FOOD	97.61
			FOOD	1302277426	4700	FOOD	228.93
			FOOD	1302277426	4700	FOOD	55.37
			FOOD	1302277426	4700	FOOD	100.79
						CHECK TOTAL:	513.72
00387184	06/15/16	LBUSD Revolving Cash F	FOOD	1302277426	4700	FOOD	428.33
						CHECK TOTAL:	428.33
00387185	06/15/16	Ramp Up Inc	FOOD	1302277426	4700	FOOD	250.00
			FOOD	1302277426	4700	FOOD	500.00
			FOOD	1302277426	4700	FOOD	350.00
			FOOD	1302277426	4700	FOOD	325.00
			FOOD	1302277426	4700	FOOD	302.50
			FOOD	1302277426	4700	FOOD	300.00
			FOOD	1302277426	4700	FOOD	200.00
			FOOD	1302277426	4700	FOOD	250.00
			FOOD	1302277426	4700	FOOD	225.00
			FOOD	1302277426	4700	FOOD	162.50
			FOOD	1302277426	4700	FOOD	162.50
			FOOD	1302277426	4700	FOOD	162.50
			FOOD	1302277426	4700	FOOD	125.00
			FOOD	1302277426	4700	FOOD	125.00

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061516

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
						CHECK TOTAL:	3,440.00
00387186	06/15/16	STIX HOLDINGS LLC	FOOD	1302277426	4700	FOOD	108.10
			FOOD	1302277426	4700	FOOD	247.50
			FOOD	1302277426	4700	FOOD	115.00
						CHECK TOTAL:	470.60
00387187	06/15/16	SUNRISE PRODUCE	FOOD	1302277426	4700	FOOD	96.80
			FOOD	1302277426	4700	FOOD	166.01
			FOOD	1302277426	4700	FOOD	28.10
			FOOD	1302277426	4700	FOOD	69.04
						CHECK TOTAL:	359.95
00387188	06/15/16	Z PIZZA INC	FOOD	1302277426	4700	FOOD	60.00
			FOOD	1302277426	4700	FOOD	204.00
			FOOD	1302277426	4700	FOOD	207.00
			FOOD	1302277426	4700	FOOD	130.00
			FOOD	1302277426	4700	FOOD	198.00
			FOOD	1302277426	4700	FOOD	216.00
						CHECK TOTAL:	1,015.00
00387189	06/15/16	Division of State Arch	PUBLIC AGENCY FEES	2508498410	6268	PUBLIC AGENCY FEES	4,581.35
			ARCHITECTURAL DESIGN FEES	2505498410	6220	ARCHITECTURAL DESIGN FEE	10,000.00
						CHECK TOTAL:	14,581.35
						TOTAL FOR STOCK 76 Laguna Beach's check stock ID	128,116.60
						GRAND TOTAL	128,116.60

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061616

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387190	06/16/16	AnaSpec Inc.	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	150.30
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	418.31
						CHECK TOTAL:	568.61
00387191	06/16/16	BRAINSTORM STUDIOS LLC	MISC OUTSIDE VENDOR	0107014011	5860	MISC OUTSIDE VENDOR	2,040.00
						CHECK TOTAL:	2,040.00
00387192	06/16/16	Certified Transportati	CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	795.16
						CHECK TOTAL:	795.16
00387193	06/16/16	Jim's Music Center Inc	MATERIALS & SUPPLIES-INSTRUCT	0106015040	4310	MATERIALS & SUPPLIES-INS	93.88
						CHECK TOTAL:	93.88
00387194	06/16/16	Laguna Digital Lab	EQUIPMENT - NEW	0113018640	4410	EQUIPMENT - NEW	290.00
						CHECK TOTAL:	290.00
00387195	06/16/16	LBHS Performing Arts B	MATERIALS & SUPPLIES-INSTRUCT	0105015315	4310	MATERIALS & SUPPLIES-INS	5,000.00
						CHECK TOTAL:	5,000.00
00387196	06/16/16	LBUSD Revolving Cash F	REFRESHMENTS - NOT FOOD SERV	0101377100	4325	REFRESHMENTS - NOT FOOD	510.67
			REFRESHMENTS - NOT FOOD SERV	0110397140	4325	REFRESHMENTS - NOT FOOD	69.48
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	-251.13
			DUES & MEMBERSHIPS	0101377100	5310	DUES & MEMBERSHIPS	-106.92
			OTHER BOOKS	0110397140	4220	OTHER BOOKS	325.49
			GENERAL SUPPLIES-NON INSTRUCT	0101377100	4340	GENERAL SUPPLIES-NON INS	211.71
			PUBLICATIONS & JOURNALS	0110397140	4365	PUBLICATIONS & JOURNALS	424.87
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	2,525.00
			TRAVEL & CONFERENCE	0101377100	5220	TRAVEL & CONFERENCE	297.97
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	264.96
			ALL OTHER LOCAL REVENUE	0106005060	8699	ALL OTHER LOCAL REVENUE	2,503.00
			REFRESHMENTS - NOT FOOD SERV	0102015380	4325	REFRESHMENTS - NOT FOOD	710.38
			TRAVEL & CONFERENCE	0102015380	5220	TRAVEL & CONFERENCE	500.00
			COMPUTER SUPPLIES	0113457175	4320	COMPUTER SUPPLIES	49.56
			ANNUAL SOFTWARE LICENSE FEE	0113457175	5805	ANNUAL SOFTWARE LICENSE	44.51
			TRAVEL & CONFERENCE	0113457175	5220	TRAVEL & CONFERENCE	1,205.58
						CHECK TOTAL:	9,285.13
00387197	06/16/16	Lexia Learning Systems	TRAVEL & CONFERENCE	0109397150	5220	TRAVEL & CONFERENCE	500.00
						CHECK TOTAL:	500.00
00387198	06/16/16	Office Depot	MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	256.38
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	224.16
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	194.38
						CHECK TOTAL:	674.92

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061616

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387199	06/16/16	Ward's Natural Science	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	404.44
						CHECK TOTAL:	404.44
00387200	06/16/16	West Ed Cal Regional S	MISC OUTSIDE VENDOR	0109017150	5860	MISC OUTSIDE VENDOR	877.87
						CHECK TOTAL:	877.87
			TOTAL FOR STOCK 76	Laguna Beach's check stock ID			20,530.01
			GRAND TOTAL				20,530.01

SELECT Check ID's and Numbers: 768 ; Check Dates: 061716

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387201	06/17/16	Aardvark Clay & Suppli	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	523.04
						CHECK TOTAL:	523.04
00387202	06/17/16	Airwolf 3D	MISC REPAIR	0105011012	5690	MISC REPAIR	226.80
						CHECK TOTAL:	226.80
00387203	06/17/16	All American Trophy &	MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	80.47
						CHECK TOTAL:	80.47
00387204	06/17/16	Bandettini, Sandra	GENERAL SUPPLIES-NON INSTRUCT	0102115398	4340	GENERAL SUPPLIES-NON INS	46.80
						CHECK TOTAL:	46.80
00387205	06/17/16	BLICK ART MATERIALS	MATERIALS & SUPPLIES-INSTRUCT	0105015060	4310	MATERIALS & SUPPLIES-INS	4,321.28
						CHECK TOTAL:	4,321.28
00387206	06/17/16	Cama Stevens	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	791.65
						CHECK TOTAL:	791.65
00387207	06/17/16	Capano, Suzy	GENERAL SUPPLIES-NON INSTRUCT	0108091005	4340	GENERAL SUPPLIES-NON INS	77.13
						CHECK TOTAL:	77.13
00387208	06/17/16	College Board AP WRO	TESTS/SCORING	0105015350	4330	TESTS/SCORING	39,890.00
						CHECK TOTAL:	39,890.00
00387209	06/17/16	First Student Inc.	CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	4,418.54
			CHARTER BUS-ATHLETIC/FIELD TRP	0105311075	5865	CHARTER BUS-ATHLETIC/FIE	473.28
						CHECK TOTAL:	4,891.82
00387210	06/17/16	Gunthers/Riddell	MATERIALS & SUPPLIES-INSTRUCT	0105011075	4310	MATERIALS & SUPPLIES-INS	5,520.00
						CHECK TOTAL:	5,520.00
00387211	06/17/16	hand2mind Inc.	MATERIALS & SUPPLIES-INSTRUCT	0112011055	4310	MATERIALS & SUPPLIES-INS	1,295.68
						CHECK TOTAL:	1,295.68
00387212	06/17/16	Houghton Mifflin Harco	TEXTBOOKS	0102016300	4100	TEXTBOOKS	42,612.96
						CHECK TOTAL:	42,612.96
00387213	06/17/16	INOUYE, INA	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	134.55
						CHECK TOTAL:	134.55
00387214	06/17/16	Rice, Dana	MISC OUTSIDE VENDOR	0105015060	5860	MISC OUTSIDE VENDOR	2,310.00
						CHECK TOTAL:	2,310.00
00387215	06/17/16	Staples Advantage	MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	17.28

SELECT Check ID's and Numbers: 76@ ; Check Dates: 061716

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	752.63
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	536.28
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	150.81
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	237.95
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	71.22
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	387.28
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	125.16
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	4.41
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	212.70
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	40.10
			MATERIALS & SUPPLIES-INSTRUCT	0105011012	4310	MATERIALS & SUPPLIES-INS	564.39
			MATERIALS & SUPPLIES-INSTRUCT	0106011008	4310	MATERIALS & SUPPLIES-INS	93.47
			COPIER PAPER	0105011012	4312	COPIER PAPER	627.91
						CHECK TOTAL:	3,821.59
00387216	06/17/16	STONEMAN, DAVID	MISC OUTSIDE VENDOR	0105091012	5860	MISC OUTSIDE VENDOR	125.00
						CHECK TOTAL:	125.00
				TOTAL FOR STOCK 76		Laguna Beach's check stock ID	106,668.77
			GRAND TOTAL				106,668.77

SELECT Check ID's and Numbers: 76@ ; Check Dates: 062016

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387217	06/20/16	ALL CITY MANAGEMENT SE	MISC OUTSIDE VENDOR	0106098040	5860	MISC OUTSIDE VENDOR	617.04
						CHECK TOTAL:	617.04
00387218	06/20/16	ARC Reprographics	CONTRACT SERVICES	0102477408	5610	CONTRACT SERVICES	36.13
						CHECK TOTAL:	36.13
00387219	06/20/16	Cal Track Reconditioni	GENERAL SUPPLIES-NON INSTRUCT	0105477408	4340	GENERAL SUPPLIES-NON INS	1,033.13
						CHECK TOTAL:	1,033.13
00387220	06/20/16	CARDINAL ENVIRONMENTAL	CONTRACT SERVICES	0108477408	5610	CONTRACT SERVICES	883.50
						CHECK TOTAL:	883.50
00387221	06/20/16	DOHENY PLUMBING INC.	PLUMBING REPAIRS	0105477408	5662	PLUMBING REPAIRS	218.00
						CHECK TOTAL:	218.00
00387222	06/20/16	First Student Inc.	CHARTER BUS-ATHLETIC/FIELD TRP	0105015060	5865	CHARTER BUS-ATHLETIC/FIE	513.53
						CHECK TOTAL:	513.53
00387223	06/20/16	Frontier California In	TELEPHONE SERVICE	0107477409	5920	TELEPHONE SERVICE	152.30
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	638.17
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	711.56
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	1,533.81
			TELEPHONE SERVICE	0108477409	5920	TELEPHONE SERVICE	278.58
						CHECK TOTAL:	3,314.42
00387224	06/20/16	HOPPER, SARA	MILEAGE REIMBURSEMENT	0104192550	5210	MILEAGE REIMBURSEMENT	100.87
						CHECK TOTAL:	100.87
00387225	06/20/16	KYA SERVICES LLC	CONTRACT SERVICES	0106477408	5610	CONTRACT SERVICES	703.13
						CHECK TOTAL:	703.13
00387226	06/20/16	Marilyn Beauchemin	MATERIALS & SUPPLIES-INSTRUCT	0107015040	4310	MATERIALS & SUPPLIES-INS	87.38
						CHECK TOTAL:	87.38
00387227	06/20/16	OC Register	ADVERTISING	0102477408	5815	ADVERTISING	1,741.74
						CHECK TOTAL:	1,741.74
00387228	06/20/16	OCDE	MISC OUTSIDE VENDOR	0101377100	5860	MISC OUTSIDE VENDOR	7,491.40
						CHECK TOTAL:	7,491.40
00387229	06/20/16	OCDE	OTHER LOCAL AGENCY FEES	0113457175	5852	OTHER LOCAL AGENCY FEES	375.00
						CHECK TOTAL:	375.00
00387230	06/20/16	Office Depot	COPIER PAPER	0108011005	4312	COPIER PAPER	188.95

SELECT Check ID's and Numbers: 76@ ; Check Dates: 062016

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	17.79
			MATERIALS & SUPPLIES-INSTRUCT	0108011005	4310	MATERIALS & SUPPLIES-INS	23.62
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	511.92
			GENERAL SUPPLIES-NON INSTRUCT	0104072000	4340	GENERAL SUPPLIES-NON INS	60.44
			MATERIALS & SUPPLIES-INSTRUCT	0107011005	4310	MATERIALS & SUPPLIES-INS	39.30
						CHECK TOTAL:	842.02
00387231	06/20/16	Office Depot	COPIER PAPER	0102397400	4312	COPIER PAPER	377.89
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	51.21
			GENERAL SUPPLIES-NON INSTRUCT	0102397406	4340	GENERAL SUPPLIES-NON INS	44.42
			GENERAL SUPPLIES-NON INSTRUCT	0110397140	4340	GENERAL SUPPLIES-NON INS	1,178.26
						CHECK TOTAL:	1,651.78
00387232	06/20/16	PAPER RECYCLING AND SH	OTHER MAINTENANCE SERVICES	0101377100	5692	OTHER MAINTENANCE SERVIC	50.00
						CHECK TOTAL:	50.00
00387233	06/20/16	Teryl Campbell	MATERIALS & SUPPLIES-INSTRUCT	0108015640	4310	MATERIALS & SUPPLIES-INS	18.00
						CHECK TOTAL:	18.00
00387234	06/20/16	The LifeTrends Group T	RISK MANAGEMENT	0102477408	5670	RISK MANAGEMENT	1,710.00
						CHECK TOTAL:	1,710.00
00387235	06/20/16	Total Compensation Sys	CONSULTANTS-OTHER	0102397406	5831	CONSULTANTS-OTHER	900.00
						CHECK TOTAL:	900.00
00387236	06/20/16	VALLEY CREST LANDSCAPE	LANDSCAPE/IRRIGATION	0106477409	5680	LANDSCAPE/IRRIGATION	411.98
						CHECK TOTAL:	411.98
00387237	06/20/16	Verizon Business Netwo	TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	337.23
						CHECK TOTAL:	337.23
00387238	06/20/16	Verizon California	TELEPHONE SERVICE	0107477409	5920	TELEPHONE SERVICE	0.79
			TELEPHONE SERVICE	0106477409	5920	TELEPHONE SERVICE	0.79
			TELEPHONE SERVICE	0105477409	5920	TELEPHONE SERVICE	0.79
			TELEPHONE SERVICE	0102477409	5920	TELEPHONE SERVICE	0.79
			TELEPHONE SERVICE	0108477409	5920	TELEPHONE SERVICE	0.79
						CHECK TOTAL:	3.95
00387239	06/20/16	Blue Tiger Inc.	CONSULTANTS-OTHER	1119394680	5831	CONSULTANTS-OTHER	2,500.00
						CHECK TOTAL:	2,500.00
00387240	06/20/16	CDW GOVERNMENT LLC	EQUIPMENT - NEW	1119014680	4410	EQUIPMENT - NEW	392.95
			MATERIALS & SUPPLIES-INSTRUCT	1119014680	4310	MATERIALS & SUPPLIES-INS	196.50
						CHECK TOTAL:	589.45

SELECT Check ID's and Numbers: 76@ ; Check Dates: 062016

Check #	Register	Payee Name	Description	Key	Object	Object Description	Check Amount
00387241	06/20/16	Division of State Arch	PUBLIC AGENCY FEES	2508498410	6268	PUBLIC AGENCY FEES	4,581.35
						CHECK TOTAL:	4,581.35
00387242	06/20/16	Division of State Arch	ARCHITECTURAL DESIGN FEES	2505498410	6220	ARCHITECTURAL DESIGN FEE	10,000.00
						CHECK TOTAL:	10,000.00
			TOTAL FOR STOCK 76 Laguna Beach's check stock ID				40,711.03
			GRAND TOTAL				40,711.03

Laguna Beach Unified School District

9.i. CONSENT/ACTION **June 28, 2016**

Approval: **Ratification of Certificated Payroll 11A in the Amount of $2,023,056.22**
Ratification of Classified Payroll 11B in the Amount of $751,885.48
Ratification of Certificated Payroll 11C in the Amount of $122,063.39

Proposal

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

1. Certificated Payroll 11A in the amount of $2,023,056.22;
2. Classified Payroll 11B in the amount of $751,885.48; and,
3. Certificated Payroll 11C in the amount of $122,063.39 for the month of May 2016 totaling $2,897,005.09.

Background

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

Recommended Action

Staff recommends the Board of Education approve:

1. Certificated Payroll 11A in the amount of $2,023,056.22;
2. Classified Payroll 11B in the amount of $751,885.48; and,
3. Certificated Payroll 11C in the amount of $122,063.39 for the month of May 2016 totaling $2,897,005.09.

Prepared by:
Chris Shea
Payroll

Submitted by:
Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

9.j. CONSENT/ACTION **June 28, 2016**

Approval: Mandated Block Grant Funding for 2016-17

Proposal

Staff proposes the Board of Education authorize the selection of Mandated Block Grant Funding for 2016-17.

Background

Pursuant to Government Code (GC) Section 17581.6(d), the State has authorized school districts to receive per pupil funding instead of submitting reimbursement claims for each mandate. Funding distributed pursuant to this section is in lieu of receiving mandated cost reimbursement (GC Section 19760). To simplify the decision and provide an incentive, the option comes with the following conditions:

- The option is an annual election, whereby the District can return to an actual claim in future years.
- The mandate for Graduation Requirements (second year of science) was added to the block grant for 2012-13.
- The mandate for Behavioral Intervention Plans is not included in the per pupil amount option. Separate claims may be filed for this mandate.
- The option does not eliminate the outstanding liability for prior claims filed.
- The funding will not be subject to the "fair share" for basic aid districts.
- There are no new audit requirements and the amount will not be offset by past audit findings.

In its simplest form, this is a long overdue solution to mandated funding. By selecting the block grant, the District will receive $28.42 ADA for grades K-8 and $56 per ADA for grades 9-12.
This amounts to approximately $110,825 for our District.

Budget Impact

The Mandated Block Grant selection will provide an estimated $110,825 in General Fund revenue. Unlike the previous and unreliable funding process for mandated cost claims, the new per pupil allocation is funded in the State budget.

Recommended Action

Staff recommends the Board of Education authorize the selection of Mandated Block Grant Funding for 2016-17.

Prepared by:

Shannon Soto
Director
Fiscal Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

9.k. CONSENT/ACTION **June 28, 2016**

Approval: Continuance of Current Meal Prices for the Nutrition Services Program for 2016-17

Proposal

Staff proposes the Board of Education approve continuance of current meal prices for the Nutrition Services program for 2016-17.

Background

The District has maintained current pricing for the last few years. Previous increases to lunch pricing above four dollars per meal had a negative impact on participation.

The current and proposed prices would be as follows:

Meal Prices	2015/16	2016/17
Breakfast	$2.90	$2.90
Lunch	$3.90	$3.90

Participants in the Nutrition Services program will continue to be entitled to apply for Free or Reduced pricing established by State and Federal guidelines.

Budget Impact

Approval of this item would maintain the existing prices. Consequently, revenue is also projected at prior year level.

Recommended Action

Staff recommends the Board of Education approve continuance of current meal prices for the Food Services program for 2016/17.

Prepared by:

Shannon Soto
Director
Fiscal Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

9.I. CONSENT/ACTION **June 28, 2016**

Approval: Resolution #16-07: Authorization for Signatures – Wells Fargo Bank
Revolving Cash Account #0495351769
Cafeteria Account #0495351736
Miscellaneous Clearing Account #0495351751

Proposal

Staff proposes the Board of Education approve the attached Resolution #16-07 for Authorization of Signatures and Authority as required by Wells Fargo Bank for the District's Revolving Cash Account, Cafeteria Account and Miscellaneous Clearing Account.

Background

The attached Resolution for various signature authorizations is required by Wells Fargo Bank. Due to changes in personnel, the authorizations for signatures presently on file are not current. This Resolution is effective the 1st day of July, 2016.

Budget Impact

There is no impact to the General Fund by this action. Approval of this Resolution will provide accurate signatures to be on file as required. All District bank accounts will require two (2) signatures on each check.

Recommended Action

Staff recommends the Board of Education approve the attached Resolution #16-07 for Authorization of Signatures and Authority as required by Wells Fargo Bank for the District's Revolving Cash Account, Cafeteria Account and Miscellaneous Clearing Account.

Prepared by:

Shannon Soto
Director
Fiscal Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

RESOLUTION OF THE BOARD OF EDUCATION
OF THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Resolution #16.07: Authorization for Signatures – Wells Fargo Bank Accounts
Revolving Cash Account #0495351769
Cafeteria Account #0495351736
Miscellaneous Clearing Account #0495351751

June 28, 2016

I, Jan Vickers, Clerk of the Governing Board of the above named school district of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 28th day of June, 2016, adopted by a majority vote of said Board, a resolution that the following named persons be authorized to sign checks and account deposits as indicated, effective the 1st day of July 2016; and that all previous authorizations of check signatures are rescinded.

Resolved that this organization has accounts with Wells Fargo Bank and that all items drawn on the accounts shall be signed with the organization name followed by the specified number of signatures (2) of persons listed below, that any item payable to this organization may be deposited in these accounts and Wells Fargo Bank may supply an endorsement;

That all activity in the accounts, as evidenced by statements received by this organization prior to the adoption of this resolution, is hereby ratified and approved;

That this authorization shall remain effective until Wells Fargo Bank receives a certified copy of a resolution of the organization to the contrary; that all previous authorizations heretofore given with respect to said accounts are revoked; that the revocation of this or of previous authorizations with respect to said accounts shall not affect the validity of any item signed or endorsed by any person or persons at the time authorized to act; and that this organization guarantees payment of any overdraft created in these accounts.

Certified that the persons named below occupy the positions set forth; that the foregoing resolution adopted by the Board of Education on the 28th day of June 2016, now stands of record on the books of Laguna Beach Unified School District organized in the state of California; and that it is in full force and effect and has not been modified or revoked in any manner.

		AUTHORIZED TO SIGN: CHECKS AND ACCOUNT DEPOSITS
NAME	SPECIMEN SIGNATURE	
Jason Viloria	_____	XX
Dean West	_____	XX
Victoria Webber	_____	XX
Leisa Winston	_____	XX

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of June, 2016.

_____
Jan Vickers, Clerk of the Board of Education

Laguna Beach Unified School District

9.m. CONSENT/ACTION **June 28, 2016**

Approval: Resolution #16-08: Authorization of Signatures

Proposal

Staff proposes the Board of Education approve Resolution #16-08: Authorization of Signatures as required by the Orange County Department of Education.

Background

The attached Resolution for various signature authorizations is required by the Orange County Department of Education to allow the District to conduct day-to-day business. Due to changes in personnel, the authorizations for signatures presently on file are not current. The Resolution is effective the 1st day of July, 2016.

Budget Impact

There is no impact to the General Fund by this action. Approval of the Resolution will provide accurate signatures to be on file as required.

Recommended Action

Staff recommends the Board of Education approve Resolution #16-08: Authorization of Signatures as required by the Orange County Department of Education.

Prepared by:

Shannon Soto
Director
Fiscal Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

AUTHORIZATION OF SIGNATURES

Resolution #16-08

June 28, 2016

I, Jan Vickers, Clerk of the Governing Board of the Laguna Beach Unified School District of Orange County, California, hereby certify that the said Board at a regular meeting thereof, held on the 28th day of June, 2016, adopted by a majority vote of said Board, this Resolution #16-08 that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Payment Orders Electronically, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, effective the 1st day of July 2016, and that all previous authorizations of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

		AUTHORIZED TO SIGN				
NAME TYPED	SPECIMEN SIGNATURE	PAYROLL DOCUMENTS	VENDOR PAYMENT ORDERS ELECTRONICALLY	PURCHASE ORDERS	CONTRACTS	TRAVEL REIMBURSEMENTS
Jason Viloria		X	X	X	X	X
Leisa Winston		X	X	X	X	X
Dean West		X	X	X	X	X
Shannon Soto			X			

Furthermore, I hereby certify that the said Board at the same regular meeting thereof, held on the 28th day of June, 2016, adopted by a majority vote of said Board, this Resolution #16-08 approving the following named persons' signatures be printed electronically on vendor checks produced by the Orange County Superintendent of Schools, effective the 1st day of July, 2016, and that all previous authorizations are rescinded.

NAME	SIGNATURE
Jason Viloria	_____
Dean West	_____

I further certify that the signatures following are those of the members of the Governing Board of the Laguna Beach Unified School District.

NAME	SIGNATURE
William Landsiedel	_____
Jan Vickers	_____
Ketta Brown	_____
Carol Normandin	_____
Dee Perry	_____

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of June 2016.

_____
Jan Vickers, Clerk of the Board of Education

Resolution #16-08
June 28, 2016

AUTHORIZATION OF SIGNATURES ON ELECTRONICALLY PRINTED CHECKS

Laguna Beach Unified School District Date: June 28, 2016

I, Jan Vickers, Clerk of the Governing Board of the above named District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 28th day June 2016, adopted by a majority vote of said Board, a board action/resolution stating that the following named person(s) signature be printed electronically on vendor checks produced by the Orange County Superintendent of Schools and that all previous authorizations for approval are rescinded.

TYPED NAME	SIGNATURE
Jason Viloria	_____
Dean West	_____

In witness whereof, I have hereunto set my hand this 28th day of June 2016.

Clerk_____
SIGNATURE

9.n. CONSENT/ACTION **June 28, 2016**

Approval: Addendum Two to Durham School Services for Bus Transportation Agreement for 2016/2017 with a Not-To-Exceed Amount of $1,350,000

Proposal

Staff proposes the Board approve Addendum One to the agreement with Durham School Services for bus transportation and extend transportation services for the 2016/2017 school year with a not-to-exceed amount of $1,350,000.

Background

Durham School Services has provided home to school transportation to LBUSD for the past eighteen years. The District went out to bid for service in 2014-15 and awarded the contract to Durham School Services. This addendum continues that contract into the 2016-17 year with an increase of 2.0% based on the consumer price index in the April 2016 Los Angeles-Riverside-Orange County CPI.

Contract Components

Scope of Work: CONTRACTOR shall perform services for the DISTRICT per the following:

A) Contractor agrees that pupils are to be delivered to school not more than fifteen (15) minutes prior to or after the beginning of class and are not to be kept waiting more than then (10) minutes after dismissal time. The maximum time any pupil may be in transit one way shall be less than fifty (50) minutes. Any delay in the route schedule of more than thirty (30) minutes will require Contractor notification of all parents on the route and the school affected. A copy of each bus route list will be furnished to the Contractor as soon as all routes have been established, but prior to commencing services under this Agreement. No change will be made to route lists without District written approval.

B) Contractor agrees that school buses and all related equipment and services shall comply in all respects to applicable statutory or administrative codes, such as the California Education Code, California Vehicle Code, the regulations of the State Board of Education, and applicable city and county specifications. All statutory and regulatory provisions are hereby incorporated by reference as though fully set forth herein.

C) Regular preventive maintenance as approved by the bus manufacturer and the California Highway Patrol shall be practiced on all school buses. Buses shall be cleaned inside and out as necessary and repairs to visible body damage inside and out shall be made immediately after such damage occurs. The District may place out of service any bus for safety or repair reasons or buses that have out of service record due to mechanical failure or related factors.

D) Spare buses or appropriate sizes, and meeting all the requirements of this Agreement, shall be located by the Contractor at points close enough to the District so they may be substituted for regularly assigned buses, if needed, without undue delay.

E) The Contractor shall designate one person as its local representative to act as a dispatcher of the operations for the District. This person shall be available during all regular working hours of school days for the purpose of handling routing, schedules, assignments, discipline problems, and parental inquiries. He/she shall have the authority to act in all matters covered by established policies set by the District.

F) The District will prepare and furnish to the Contractor, upon request, such information as is reasonably necessary for the performance of the Contractor of this Agreement.

G) The District shall pay the Contractor for services rendered pursuant to this Agreement. Payment shall be made within twelve (12) working days after the end of each month that service is rendered. Contractor shall submit an invoice to the District twelve (12) working days in advance of each payment due date.

H) The Contractor will perform said services as an independent calling and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result is to be accomplished, except as noted in the specifications.

Term: CONTRACTOR shall commence providing services under this AGREEMENT on September 1, 2016 and will diligently perform as required until August 31, 2017.

Compensation: DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a not-to-exceed amount of $1,350,000. DISTRICT shall pay CONTRACTOR according to the following terms and conditions: The District shall pay the Contractor for services pursuant to this Agreement. Payment shall be made within twelve (12) working days after the end of each month that service is rendered. Contractor shall submit an invoice to the District twelve (12) working days in advance of each payment due date. The following rate schedules will apply:

A. For Daily Home-to-School and Special Education Transportation Service (Normal District School Year):

Bus Capacity	Daily Rate Per Bus to 4.0 Hours and 50 Miles	Daily Rate Per Bus Hour Over 4.0 Hours	Daily Rate Per Bus Mile Over 50 Miles
01-20	$295.99	$26.90	$0.68
21-47	$295.99	$26.90	$0.68
48-72	$378.50	$26.90	$0.77
73 +	$378.50	$26.90	$0.77

B. For Daily Home-to-School and Special Education Transportation Service (Extended District School Year):

Bus Capacity	Daily Rate Per Bus to 4.0 Hours and 50 Miles	Daily Rate Per Bus Hour Over 4.0 Hours	Daily Rate Per Bus Mile Over 50 Miles
01-20	$295.99	$26.90	$0.68
21-47	$295.99	$26.90	$0.68
48-72	$378.50	$26.90	$0.77
73 +	$378.50	$26.90	$0.77

C. For "Other" Transportation, Using Buses Assigned to Regular Morning or Afternoon School Day Runs or Buses Designated as Spares:

Bus Capacity	Rate Per Bus Hour	Rate Per Bus Mile
01-20	$36.08	$1.33
21-47	$36.08	$1.33
48-72	$36.08	$1.33
73 +	$36.08	$1.33

D. For "Other" Transportation Service Requiring Buses Not Assigned to District:

Bus Capacity	Minimum Flat Rate For The First 4.0 Hours and 50 Miles	Rate Per Bus Hour Over 4.0 Hours	Rate Per Bus Mile Over 50 Miles
01-20	$295.99	$26.90	$0.68
21-47	$295.99	$26.90	$0.68
48-72	$378.50	$26.90	$0.77
73 +	$378.50	$26.90	$0.77

Time and mileage for all schedules shall begin and end at the Customer Service Center, located at 2003 Laguna Canyon Road, Laguna Beach, California 92651, and shall include total driver's time, including time for bus pre-trip checkout, clean-up and layover time. For driver's time in excess of forty (40) hours per week, or eight (8) hours in any one (1) day, the charge will be one-and-one-half times the hourly rates stated above.

E. Bus Assistants: DISTRICT will compensate CONTRACTOR for Bus Assistants used on daily routes or "other: transportation at $25.06 per hour. Billable time is to be based on total driving time, including layover time. For time in excess of forty (40) hours per week, the charge will be one-and-a-half-times the hourly rate states for the assistant incurring overtime.

Budget Impact

The expenditure of $1,350,000 for both regular and special education Home-to-School Transportation is budgeted within the General Fund.

Recommended Action

Staff recommends the Board of Education approve Addendum One to the agreement with Durham School Services for bus transportation and extend transportation services for the 2016-2017 school year.

Prepared by:

Shannon Soto
Director
Fiscal Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

CSC #2008
LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Transportation Agreement

AMENDMENT NUMBER TWO

LAGUNA BEACH UNIFIED SCHOOL DISTRICT, hereinafter referred to as **"DISTRICT"**, and **DURHAM SCHOOL SERVICES, L.P.**, hereinafter referred to as **"TRANSPORTATION CONTRACTOR"**, mutually agree to amend the existing Agreement, dated August 6, 2014, hereinafter referred to as the "Agreement", as stated below:

1. The transportation rates for the 2016-2017 school year shall be adjusted upwards by 2.0% which represents the percentage increase in the April 2016 Consumer Price Index for the Los Angeles-Riverside-Orange County area as stated below:

A. For Daily Home-to-School and Special Education Transportation Service, Normal District School Year:

BUS CAPACITY	DAILY RATE TO 4.0 HOURS AND 50 MILES	RATE PER BUS HOUR OVER 4.0 HOURS	RATE PER BUS OVER 50 MILES
01 – 20	$295.99	$26.90	$0.68
21 – 47	$295.99	$26.90	$0.68
48 - 72	$378.50	$26.90	$0.77
73+	$378.50	$26.90	$0.77

B. For Daily Home-to-School and Special Education Transportation Service, Extended District School Year:

BUS CAPACITY	DAILY RATE TO 4.0 HOURS AND 50 MILES	RATE PER BUS HOUR OVER 4.0 HOURS	DAILY RATE PER BUS OVER 50 MILES
01 – 20	$295.99	$26.90	$0.68
21 – 47	$295.99	$26.90	$0.68
48 - 72	$378.50	$26.90	$0.77
73+	$378.50	$26.90	$0.77

C. For "Other" Transportation, using buses assigned to regular morning or afternoon school day runs or buses designated as spares:

BUS CAPACITY	RATE PER BUS HOUR	RATE PER BUS MILE
01 – 20	$36.08	$1.33
21 – 47	$36.08	$1.33
48 - 72	$36.08	$1.33
73+	$36.08	$1.33

D. "Other" transportation service requiring buses not assigned to District:

BUS CAPACITY	DAILY RATE TO 4.0 HOURS AND 50 MILES	RATE PER BUS HOUR OVER 4.0 HOURS	RATE PER BUS OVER 50 MILES
01 – 20	$295.99	$26.90	$.68
21 – 47	$295.99	$26.90	$.68
48 - 72	$378.50	$26.90	$.77
73+	$378.50	$26.90	$.77

Time and mileage charges for all schedules shall begin and end at the Customer Service Center, located in Laguna Beach, California, and shall include total driver's time, including time for bus pre-trip checkout, cleanup and layover time. For driver's time in excess of forty (40) hours per week, or eight (8) hours in any one (1) day, the charge will be one-and-a-half times the hourly rates stated above.

E. Bus Assistants: DISTRICT will compensate CONTRACTOR for Bus Assistants used on daily routes or "other" transportation at $25.06 per hour. Billable time is to be based on total driving time, including layover time. For time in excess of forty (40) hours per week, the charge will be one-and-a-half-times the hourly rate stated for the assistant incurring overtime.

2. The term of the Agreement shall be for the period beginning September 1, 2016 and ending August 31, 2017. It may be renewable thereafter as mutually agreed by both parties and provided by law.

3. This Amendment is effective upon execution and is agreed to by the parties to the original Agreement.

4. All other terms and conditions of the original Agreement remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written above.

DURHAM SCHOOL SERVICES, L. P.
By: Durham Holding II, L.L.C.,

By: _____
Name: _____
Title: _____
Date: _____

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

By: _____
Name: _____
Title: _____
Date: _____

9.o. CONSENT/ACTION **June 28, 2016**

Approval: Annual Increase to Bus Pass Rates for Home to School Transportation Program based on the Regional Consumer Price Index (CPI) of 2.0%

Proposal

Staff proposes the Board of Education approve a rate increase for bus passes for the Home to School (HTS) Transportation program based on the consumer price index of 2.0% for 2016/17.

Background

Given inadequate State funding, the LBUSD HTS Transportation program has historically expended more than received from all sources of transportation revenue. This creates an "encroachment" on unrestricted general operating funds. The encroachment precludes the use of unrestricted funding for educational purposes.

The proposed increase of 2.0% is based on the Los Angeles-Riverside-Orange county CPI and is intended to mitigate the encroachment.

It is prudent to keep pace with annual cost of living increases and mitigate the encroachment. LBUSD will continue to operate its HTS program in 2016/17 and has resources and options to do so with either/or other sources of new revenue, budget allocation revisions, or reserves.

Participants in the HTS Transportation program are entitled to apply for the Free or Reduced pricing established by State and Federal guidelines.

The effect of the existing rate on transportation revenue and encroachment is:

	2016/17 Budget/ Projection
Transportation fee revenue with proposed rates	$ 315,000
Expenditures	1,044,000
Encroachment / General Fund support	$ 729,000

The effect of the proposed increase for bus passes would be as follows:

	Current	Proposed	Annual	Daily Rates	
Bus Pass	Rates	Rates	Increase	Current	Proposed
Annual Round Trip	$309	$315	$6	$1.71	$1.74
Annual One-Way (AM)	$155	$158	$3	$0.86	$0.88
Annual One-Way (PM)	$155	$158	$3	$0.86	$0.88
Semester Round Trip	$168	$171	$3	$1.86	$1.89
Semester One-Way (AM)	$88	$90	$2	$0.98	$1.00
Semester One-Way (PM)	$88	$90	$2	$0.98	$1.00
Occasional Use One Way:					
(Bundle of 50)	$87.50	$89.50	$2	$1.75	$1.79
(Bundle of 25)	$43.75	$44.75	$1	$1.75	$1.79
Annual Friday (AM) (TMS only)	$68	$69	$1	$1.89	$1.97

Budget Impact

Approval of this item would increase revenue in the General Fund by $5,000.

Recommended Action

Staff recommends the Board of Education approve a rate increase for bus passes for the Home to School (HTS) Transportation program for 2016/17 based on the consumer price index of 2.0%.

Prepared by:

Shannon Soto
Director
Fiscal Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

9.p. CONSENT/ACTION **June 28, 2016**

Approval: **Agreement for Contracted Services on a Three-Year Annually Renewable Term with Vavrinek, Trine, Day & Co., LLP for District Annual Auditing Services for Fiscal Years 2016/2017 with a Not-To-Exceed Amount of $36,000; 2017/2018 with a Not-To-Exceed Amount of $37,000; and 2018/2019 with a Not-To-Exceed Amount of $38,000**

Proposal

Staff proposes the Board of Education approve a three-year annually renewable contract with Vavrinek, Trine, Day & Co., LLP (VTD) to perform District auditing services for fiscal years 2016/2017 with a not-to-exceed amount of $36,000; 2017/2018 with a not-to-exceed amount of $37,000; and 2018/2019 with a not-to-exceed amount of $38,000.

Background

Education Code 41020 requires that each school district provide an annual audit of the books and accounts of the school district.

Pursuant to Government Code Section 53060, the audit firm selection process does not require a district to go to bid. Per Education Code 41020, LBUSD is required to select and sign an agreement for the fiscal year 2016/2017 annual audit and submit it to the Orange County Office of Education (OCDE) by April 1, 2017. If this deadline is not met, the OCDE is required to provide an audit selection no later than May 1, 2017.

With the passage of AB2834 and in accordance with Education Code 41020 (f) (2), "it is unlawful for a public accounting firm to provide audit services to a local educational agency if the lead audit partner, or coordinating audit partner responsible for reviewing the audit, has performed audit services for that local educational agency in each of the six previous fiscal years." It is the policy of VTD to change the lead audit partner at a maximum of six years and to change members of the field audit staff on an annual basis.

OCDE strongly recommends selection of an audit firm familiar with the audit requirements of California K-12 school districts. VTD has provided auditing services to school districts, community college districts, and county offices since 1948. They have performed thousands of audits and are currently providing audit services to more than 200 districts in California, including 16 districts in Orange County.

Yanari Watson McGaughey P.C., reviewed VTS and their system of quality control for the accounting and auditing practice. They have an excellent reputation for quality of performance and integrity throughout the state and VTD is deemed qualified by the State Controller to conduct audits of local education agencies.

Budget Impact

The maximum annual fee for auditing services for fiscal year 2016/2017 shall not exceed $36,000. This amount will be included in next year's General Fund budget.

Contract Components

Scope of Work:

CONTRACTOR shall perform duties for the DISTRICT as follows:

- GENERAL AUDIT PROCEDURES

  An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, the audit will involve judgment about the number of transactions to be examined and the areas to be tested. CONTRACTOR will perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, the audit will include test of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because an audit is designed to provide reasonable, but not absolute assurance and because CONTRACTOR will not perform a detailed examination of all transactions, there is a risk that material errors, fraud, other illegal acts, or noncompliance may exist and not be detected by CONTRACTOR. In addition, an audit is not designed to detect immaterial errors, fraud, or other illegal acts or illegal acts that do not have a direct effect on the financial statements or to major programs. CONTRACTOR will include such matters in the reports required for a Single Audit. CONTRACTOR'S responsibility as auditors is limited to the period covered by CONTRACTOR'S audit and does not extend to matters that might arise during any later periods for which CONTRACTOR is not engaged as auditors.

- INTERNAL CONTROL AUDIT PROCEDURES

  In planning and performing the audit, CONTRACTOR will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of CONTRACTOR'S auditing procedures for the purpose of expressing CONTRACTOR'S opinions on the District's financial statements and on its compliance with requirements applicable to major programs.

  CONTRACTOR will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and CONTRACTOR will assess control risk. Tests on controls may be performed to test the effectiveness of certain controls that CONTRACTOR considers relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. CONTARCTOR'S tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in CONTRACTOR'S report on internal control issued pursuant to *Government Auditing Standards.*

  As required by OMB Circular A-133, CONTRACTOR will perform tests of controls to evaluate the effectiveness of the design and operation of controls that CONTRACTOR considers relevant to preventing or detecting material noncompliance with compliance requirements, applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on the internal control issued pursuant to OMB Circular A-133.

  An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, CONTRACTOR will inform the governing body or audit committee of any matters involving internal controls and its operation that CONTRACTOR considers

to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to CONTRACTOR'S attention relating to significant deficiencies in the design or operation of the internal control that, in CONTRACTOR'S judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. CONTRACTOR will also inform of any nonreportable conditions or other matters involving internal control, if any, as required by OMB Circular A-133.

- COMPLIANCE AUDIT PROCEDURES
  Audit will be conducted in accordance with set standards. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, CONTRACTOR will perform tests on the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and CONTRACTOR will not express such an opinion in CONTRACTOR'S report on compliance issued pursuant to Government Auditing Standards.

Compensation:
DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total not-to-exceed fee of thirty six thousand dollars **($36,000)** for fiscal year 2016/2017. DISTRICT shall pay CONTRACTOR according to the following terms and conditions: The work shall be billed based on actual hours worked with the FINAL 10 percent withheld, pursuant to Education Code § 14505, being paid upon certification by the State Controller that the audit report conforms to the reporting provisions of the audit guide. The hourly rates are as follows:

	2016/2017	2017/2018	2018/2019
Principal/Partner	$215	$215	$215
School Services Cons.	$160	$160	$160
Manager	$160	$160	$160
Supervisor	$150	$150	$150
Senior in Charge	$115	$115	$115
Staff Accountant	$ 95	$ 95	$ 95
Paraprofessional	$ 70	$ 70	$ 70

Expenses:
DISTRICT shall be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR related to travel computed at the approved Internal Revenue Service rate per mile.

Recommended Action

Staff recommends the Board of Education approve the third year of a three-year annually renewable contract with Vavrinek, Trine, Day & Co., LLP (VTD) to perform district auditing services for fiscal years 2016/2017 with a not-to-exceed amount of $36,000.

Prepared by:
Teri Holloway
Administrative Assistant
Business Services

Submitted by:
Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Vavrinek, Trine, Day & Co., LLP
Certified Public Accountants

VALUE THE DIFFERENCE

June 8, 2016

Dean West
Assistant Superintendent, Business Services
Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, California

Dear Dean:

Attached is the electronic copy of the three-year audit contract for July 1, 2016 through June 30, 2019, for the Laguna Beach Unified School District.

If the contract meets with your approval, please sign and forward one fully executed copy to the County, return a fully executed copy to us, and keep a signed copy for your files.

If you have any questions, please feel free to contact me.

Yours very truly,

Jeffrey A. Carter
of VAVRINEK, TRINE, DAY & CO., LLP

JAC/sab

Enclosures

CONTRACT FOR AUDITING

This agreement made and entered into this _____ of _____ 2016, between the Governing Board of the Laguna Beach Unified School District, of Orange County, State of California, hereafter referred to as the "District" and VAVRINEK, TRINE, DAY & CO., LLP, Certified Public Accountants, hereafter referred to as "Auditors".

We understand the services we are to provide the District for the years ended June 30, 2017, 2018, and 2019, respectively. We will audit the financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements, the financial statements of the District, as of and for the three-year period beginning July 1, 2016 and ending June 30, 2019. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules.
3. Schedule of Other Postemployment Benefits (OPEB) Funding Progress.
4. Schedule of Proportionate Share of Net Pension Liability and Related Ratios.
5. Schedule of Contributions.

Supplementary information other than RSI, also accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting, and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards.
2. Schedules required by the current *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, issued by the Education Audit Appeals Panel.

The following additional information accompanying the basic financial statements will be subjected to the auditing procedures applied in our audit of the financial statement, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Combining Statements - Non-Major Governmental Funds.

AUDIT OBJECTIVES

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with United States generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with Federal statutes, regulations, and the terms and conditions of Federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and compliance will each include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance; and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with United States generally accepted auditing standards; the standards outlined in the current *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting,* the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. If our opinion on the financial statements or the Single Audit compliance opinion is other than unmodified, we will fully discuss the reasons with you in advance. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

MANAGEMENT RESPONSIBILITIES

Management is responsible for the basic financial statements, Schedule of Expenditures of Federal Awards, and all accompanying information as well as all representations contained therein.

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over Federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) and ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, Schedule of Expenditures of Federal Awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management; (2) employees who have significant roles in internal control; and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with Federal statues, regulations, and the terms and conditions of Federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings: promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review a week prior to the report date.

You are responsible for identifying all Federal awards received and understanding and complying with the compliance requirements and for the preparation of the Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the Schedule of Expenditures of Federal Awards in any document that contains and indicates that we have reported on the Schedule of Expenditures of Federal Awards. You also agree to include the audited financial statements with any presentation of the Schedule of Expenditures of Federal Awards that includes our report thereon OR make the audited financial statements readily available to intended users of the Schedule of Expenditures of Federal Awards no later than the date the Schedule of Expenditures of Federal Awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the Schedule of Expenditures of Federal Awards in accordance with Uniform Guidance; (2) that you believe the Schedule of Expenditures of Federal Awards, including its form and content, is fairly presented in accordance with Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

OTHER SERVICES

We will also assist in preparing the financial statements, Schedule of Expenditures of Federal Awards, and related notes of Laguna Beach Unified School District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and Schedule of Expenditures of Federal Awards and that you have reviewed and approved the financial statements, Schedule of Expenditures of Federal Awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any non-audit services we provide; oversee the services by designating an individual, Dean West, Assistant Superintendent, Business Services, or someone with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

AUDIT PROCEDURES - INTERNAL CONTROLS

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors; (2) fraudulent financial reporting; (3) misappropriation of assets; or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements Schedule of Expenditures of Federal Awards; Federal award programs, compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major Federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weakness. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and Uniform Guidance.

AUDIT PROCEDURES - COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable Federal statutes, regulations and the terms and conditions of Federal awards applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

AUDIT ADMINISTRATION AND ACCESS TO WORKPAPERS

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide the appropriate number of copies of our reports to the District; however, it is management's responsibility to submit the reporting package (including financial statements, Schedule of Expenditures of Federal Awards, summary schedule of prior audit findings, auditor's reports, and a corrective action plan) along with the Data Collection Form to the designated Federal Clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will assist management in submitting the reporting packages.

The audit documentation for this engagement is the property of the auditors and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the appropriate Cognizant or Oversight Agency for Audit or its designee, a Federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the auditor. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested. If we are aware that a Federal or State awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jeffrey A. Carter is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

AUDIT FEES

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fee listed below is based on anticipated cooperation from your personnel, the assumption that unexpected circumstances will not be encountered during the audit, no significant changes in reporting format and/or audit requirements or significant changes in the operations of the District.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

The maximum annual fee for auditing services under the terms of this contract shall not exceed $36,000 for June 30, 2017, $37,000 for June 30, 2018, and $38,000 June 30, 2019, respectively, for personal services, with the exception that any additional auditing services provided for (1) any changes in District reporting format, i.e., GASB requirements and/or audit requirements, issued by the Education Audit Appeals Panel, Federal Agencies, American Institute of Certified Public Accountants, or Governmental Accounting Standards Board; (2) any changes in the number of funds or accounts maintained by the District during the period under this contract; and (3) any Federal Program and State Special Projects/compliance issues shall be in addition to the above maximum fee for personal services.

The final installment will represent the ten percent (10%) withheld amount pursuant to *Education Code* Section 14505 and will be presented for payment upon certification by the Controller that the audit report conforms to the reporting provisions of the Audit Guide. All billings for additional audit fees or services will be billed as these services are provided. In accordance with *Education Code* Section 14505 (b), the District shall withhold fifty percent (50%) of the audit fee for any subsequent year of multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the audit guide. This contract shall be null and void if a firm or individual is declared ineligible pursuant to subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the controller as conforming to reporting provisions of the audit guide.

COMPENSATION

All personal services performed by the Auditors shall be reimbursed at the following hourly rates:

Partner/Principal	$ 215
School Services Consultant	160
Manager	160
Supervisor	150
Senior in Charge	115
Staff Accountant	95
Paraprofessional	70

In addition to such payment for personal services, Auditors shall be reimbursed for such travel as may be necessary, with mileage computed at the approved Internal Revenue Service rate per mile.

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The District and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

ANNUAL REPORT - FORM AND CONTENT, DELIVERY

The form and content of the annual audit shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State of California under Section 41020 of the *Education Code*, including the required compliance audit provisions of Uniform Guidance, *Audits of State of Local Governments,* issued by the U.S. Office of Management and Budget, as issued pursuant to the Single Audit Act Amendments of 1996 and Title 2 U.S. CFR Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The audit shall be completed and the audit report shall be delivered in accordance with time requirements as specified in the current *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, issued by Educational Audit Appeals Panel, unless delayed by circumstances beyond the control of the Auditors. Fifteen (15) bound copies of the audit report may be rendered to the District, in addition to the copies required to be filed with the applicable governmental units. Copies in excess of the contract amount may be billed for an additional fee.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our peer review report, for the year ended December 2014, accompanies this letter.

We appreciate the opportunity to be of service to Laguna Beach Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this contract, please sign, and return to us. This contract will continue in effect until cancelled by either party.

WORKERS' COMPENSATION

VAVRINEK, TRINE, DAY & CO., LLP is aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code. VAVRINEK, TRINE, DAY & CO., LLP is in compliance with such provisions.

NON LICENSEE OWNERS

VAVRINEK, TRINE, DAY & CO., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It may be anticipated that the non licensee owners will be performing limited audit services for the agency.

GOVERNING BOARD OF LAGUNA BEACH UNIFIED SCHOOL DISTRICT	VAVRINEK, TRINE, DAY & CO., LLP
By _____	By Jeffrey A. Cates
District	Partner

Federal Identification Number: 95-0620370

Vavrinek, Trine, Day & Co., LLP
Certified Public Accountants

VALUE THE DIFFERENCE

June 8, 2016

Dean West
Assistant Superintendent, Business Services
Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, California

Dear Dean:

The attached quality control review report of Vavrinek, Trine, Day & Co., LLP for the year ended December 31, 2014, is being provided to you in accordance with *Government Auditing Standards.* A new report will be provided to you every three years during the period that we performed audit services for you.

Yours very truly,

Jeffrey A. Carter
of VAVRINEK, TRINE, DAY & CO., LLP

JAC/sab

Attachment

YANARI WATSON MCGAUGHEY P.C.

DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY ♦ DON W. GRUENLER
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

System Review Report

May 22, 2015

To the Partners of
Vavrinek, Trine, Day & Co., LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*; audits of employee benefit plans and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass; pass with deficiency(ies) or fail.* Vavrinek, Trine, Day & Co., LLP has received a peer review rating of pass.

Yanari Watson McGaughey P.C.

Yanari Watson McGaughey P.C.

9250 EAST COSTILLA AVENUE, SUITE 450
GREENWOOD VILLAGE, COLORADO 80112-3647
(303) 792-3020
FAX (303) 792-5153
web site: www.ywmcpa.com

Laguna Beach Unified School District

9.q. CONSENT/ACTION **June 28, 2016**

Approval: **Authorization to Renew Agreement with BrightView Landscape Maintenance for Landscape, Horticultural and Athletic Field Management Services in the Amount of $199,740**

Proposal

Staff proposes the Board of Education renew agreement with BrightView Landscape Maintenance for landscape, horticultural and athletic field management services in the amount of $199,740.

Background

The current contract for landscape services was awarded in 2013-14 through the competitive bidding process. The contract was awarded to Valley Crest Landscape Maintenance, which was acquired this year by BrightView Landscape Maintenance. 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 new monthly contract amount will be $16,645 for the 2016-17 year.

Budget Impact

The $199,740 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.

Recommended Action

Staff recommends the Board of Education renew agreement with BrightView Landscape Maintenance for landscape, horticultural and athletic field management services in the amount of $199,740.

Prepared by:

Jeff Dixon
Director, Facilities

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

9.r. CONSENT/ACTION **June 28, 2016**

Approval: Designation of Principal Chris Herzfeld as Representatives to the League of the California Interscholastic Federation (CIF) for the 2016-17 School Year.

Proposal

Staff proposes the Board of Education approve the designation of Principal Chris Herzfeld as the representative to the League of CIF for the 2016-17 School Year.

Background

Education Code § 33353(a) (1) gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues.

Implications

This action will provide the District with a Representative to CIF.

Budget Impact

This action has no impact to the general fund.

Recommended Action

Staff recommends the Board of Education approve the designation of Principal Chris Herzfeld as representative to the CIF for the Laguna Beach Unified School District for the 2016-17 school year.

Prepared by:

Victoria Webber
Executive Assistant
to the Board/Superintendent

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

10. INFORMATION **June 28, 2016**

Technology Update

Proposal

Staff will present an update to the Board of Education regarding the status of technology initiatives in LBUSD. These initiatives have assured progress toward instructional and infrastructure/support. Future plans to promote staff efficiency and student learning will be presented.

Background

Technology Services has worked diligently throughout the 2015-2016 school year to improve support, technology integration, and usage to further the mission and vision of LBUSD.

Budget Impact

There is no budget impact.

Recommended Action

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

Prepared by:

Mike Morrison
Chief Technology Officer

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

11. INFORMATION **June 28, 2016**

Rocket Ready Pilot - Teacher Professional Development

Proposal

Staff will present details regarding the 2016-17 professional development pilot program for certificated employees.

Background

As part of the negotiated agreement with the Laguna Beach Unified Faculty Association (LaBUFA), a new professional development program will be piloted during the 2016-17 school year.

This staff development pilot focuses efforts on projects that facilitate 21st century skills by solving real world problems and conducting research to improve instructional practices. This is a unique approach to staff development will be piloted with 30 teachers. The project will start September 1 and culminate in May 2017, with a celebration of the teachers' and students' accomplishments.

During the pilot year, assessment data will be collected to evaluate the effectiveness of the program. Doctoral students from Concordia will be invited to assist in some of the data collection and case study work.

Budget Impact

Thirty Certificated employees may earn stipends of $500 to $3,900, in 2016-2-17, depending on the level of the content completed with evidence of mastery.

Recommended Action

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

Prepared by:

Mike Morrison
Chief Technology Officer,

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

12. INFORMATION **June 28, 2016**

2016-17 Classified Professional Development Pilot

Proposal

Staff will present details regarding the 2016-17 professional development pilot program for classified employees.

Background

As part of the negotiated agreement with the Classified School Employees Association (CSEA), a new professional development program will be piloted during the 2016-17 school year.

The previous professional development program provided classified employees with the opportunity to earn up to 4% of each employee's base salary for the completion of seven (7) professional development activities of at least 14 hours. The focus of this program was on training, but did not guarantee the applicability of the content to the employee's job.

The proposed program for 2016-17 allows classified employees to self-select content areas, complete training at his or her pace, and requires that employees demonstrate proficiency of the content in his or her job classification. An employee who completes a particular level of the content will earn a "micro-credential" with a corresponding one-time stipend.

During the pilot year, assessment data will be collected to evaluate the effectiveness of the program. A professional development committee, comprised of three classified employees and three administrators and/or confidential staff, will use the data to evaluate the effectiveness of the pilot.

Budget Impact

Classified employees may earn stipends of $50 to $250, depending on the level of the content completed with demonstrated proficiency.

Recommended Action

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

Prepared by:

Leisa Winston
Assistant Superintendent,
Human Resources &
Public Communications

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

13. INFORMATION **June 28, 2016**

LBUSD Foreign Language Textbook Adoption

Proposal

Staff will present information to the Board of Education regarding the LBUSD Foreign Language Department textbook adoption for Spanish courses and AP French Language and Culture course.

Background

The Laguna Beach High School Foreign Language Department has requested new textbooks for the Spanish 1, 2, and 3 courses, as well as its AP French Language and Culture course. The review and adoption process for these courses had not been done for approximately 15 years and the department needs new materials. Based on investigation and discussion by the Foreign Language Department members over the last two years, the proposed resources are effective and necessary tools to meet the diverse and changing needs of our students. These texts are aligned with State standards and standards set by the American Council of Teaching of Foreign Languages. All materials are available in digital/on line format and are accompanied by a guide to instruction. The proposed texts fully align with the five C's of foreign language standards: ***Communication, Culture, Connections, Communities, and Comparisons.*** Below is a list of the proposed textbooks. All include a class set of texts, access to the supersite guide to instruction, and an e-text for each student.

Text: Themes by Vista Higher Learning
Course: AP French Language and Culture

Text: Descubre 1 by Vista Higher Learning
Course: Spanish 1

Text: Descubre 2 by Vista Higher Learning
Course: Spanish 2

Text: Descubre 3 by Vista Higher Learning
Course: Spanish 3

Budget Impact

There is no budget impact at this time.

Recommended Action

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

Submitted by:

Darlene Messinger
Assistant Superintendent
Instructional Services

Sherine Smith, Ed.D.
Superintendent of Schools

Laguna Beach Unified School District

14. INFORMATION **June 28, 2016**

Presentation of Revised Developer Fee Justification Study

Proposal

Staff will present information about the Developer Fee Justification Study and subsequent changes to the previous version, which was presented at the May 10, 2016 Board meeting.

Background

At the May 10, 2016 Board meeting, staff presented a Developer Fee Justification study prepared by Dolinka Group that proposed a slight increase in fees collected for new residential development. The Board expressed concerns about the assumptions in the study. The two assumptions of concern were the number of projected new housing units and the student class sizes (student to teacher ratio).

The study presented at the May 10 Board meeting assumed that there were potentially 2,380 future new single family detached units and 1,150 multi-family attached units, resulting in a total of 3,530 future new units. The number of potential future housing units came from the Southern California Association of Governments (SCAG). The initial study also included an assumption of class sizes at all grade levels to average 20 students per room/period. The study concluded that the current fee of $2.05 per square foot of new residential development should be adjusted to $2.86.

Based on the feedback received at the May 10 meeting, staff asked Dolinka Group to revise the study to align with data from the City of Laguna Beach's General Plan and to eliminate a class size element from consideration in the school capacity calculation. Dolinka Group has made the adjustments at no additional cost and the revised study is attached to this item.

The revised Developer Fee Justification Study assumes there are potentially 236 future new single family detached units and 29 multi-family attached units, resulting in a total of 265 future new units. The data was pulled from the Laguna Beach General Plan, 2013-2021 Housing Element document. Class sizes were not used as a factor in the school capacity analysis and all other data remained consistent between the two studies. The reduction in the potential new housing units actually results in a higher justifiable residential School Fee of $2.99 per square foot for all new residential development.

Staff is seeking direction from the Board.

Budget Impact

There is no fiscal impact for this item.

Recommended Action

Staff recommends the Board determine if they wish to bring an action item for an increase in school fees to a future meeting.

Prepared by:
Jeff Dixon
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Submitted by:
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Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

DOLINKA GROUP

Residential Development School Fee Justification Study

Laguna Beach Unified School District

May 27, 2016

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Exhibits

Exhibit A: School Facilities Capacity Calculation

Executive Summary

This Residential Development School Fee Justification Study ("Study") is intended to determine the extent to which a nexus can be established in the Laguna Beach Unified School District ("School District") between residential development and (i) the need for school facilities, (ii) the cost of school facilities, and (iii) the amount of statutory school fees ("School Fees") per residential building square foot that may be levied for schools pursuant to the provisions of Section 17620 of the Education Code, as well as Sections 65995 and 66001 of the Government Code.

The School District provides education to students in grades kindergarten through 12 residing within the City of Laguna Beach and portions of the cities of Aliso Viejo, Laguna Woods and Newport Beach (collectively, "Cities") and a portion of the unincorporated County of Orange ("County") (please see map on following page for a geographic profile of the School District). Collectively, the School District's school facilities in school year 2015/2016 have a capacity of 3,331 students based on classroom utilization information provided by the School District. Of these 3,331 seats, 1,350 are at the elementary school level (i.e., grades kindergarten through 6), 826 are at the middle school level (i.e., grades 7 and 8), and 1,155 are at the high school level (i.e., grades 9 through 12) (see Exhibit A for the school facilities capacity calculation). Based on data provided by the School District, student enrollment is 2,990 in school year 2015/2016. Comparing student enrollment to facilities capacity reveals that facilities capacity exceeds student enrollment at all school levels in school year 2015/2016 (please see Section IV for more information on student enrollment and facilities capacity).

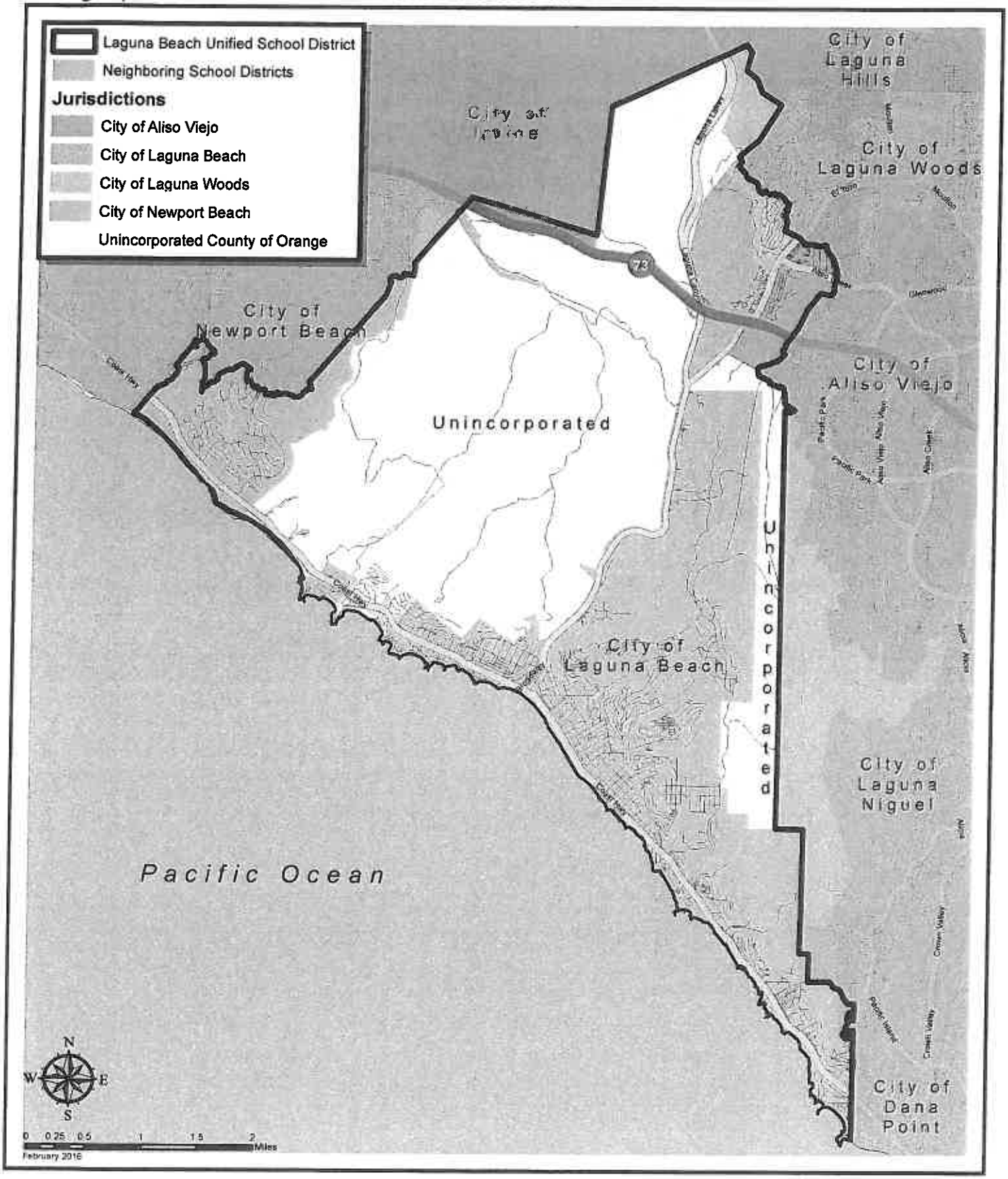
To establish a nexus and a justifiable residential School Fee level, the Study evaluated the number and cost of new facilities required to house students generated from future residential development within the School District. Based on data acquired from the Housing Element of the Laguna Beach General Plan dated January 21, 2014, approximately 265 additional residential units could be constructed within the School District's boundaries through calendar year 2021 ("Future Units"). Of these 265 Future Units, 236 are expected to be single family detached ("SFD") and 29 are expected to be multi-family attached ("MFA") units.

To determine the impact on the School District from Future Units, the Study first multiplied the number of Future Units by the student generation factors ("SGFs") calculated by Dolinka Group, to determine the projected student enrollment from Future Units. The results were that 25 unhoused elementary school students, 16 unhoused middle school students, and 24 unhoused high school students are anticipated to be generated from Future Units ("Projected Unhoused Students").

To adequately house the Projected Unhoused Students, the School District will need to expand existing elementary school, middle school, and high school facilities. Using design capacities of 25 students per classroom at the elementary school level, 27 students per classroom at the middle school level, and 27 students per classroom at the high school level, the School District will need to construct one (1) new elementary school classroom, one (1) new middle school classroom, and one (1) new high school classroom to accommodate the Projected Unhoused Students from the Future Units projected to be constructed at this time. The cost of expanding the existing elementary school, middle school, and high school facilities by adding additional teaching stations is based on per-pupil grant amounts established by Senate Bill ("SB") 50.

Laguna Beach Unified School District

Geographic Profile - School Year 2015/2016



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Additionally, the School District will need to perform significant modernization of its existing school facilities at all school levels in order to adequately serve students in the future. A portion of the cost to reconstruct existing school facilities has been allocated to new residential development. In January 1994, the State Allocation Board ("SAB") approved a policy of four (4) square feet of Central Administrative and Support Facilities per student. The School District has plans to reconstruct and expand its central administrative and support facilities and has included a portion of the costs associated with new residential development. Multiplying these costs by the facilities needed and the students generated yielded the total school facilities cost impacts shown in Table ES-1.

Table ES-1
Total School Facilities Cost Impacts (2016$)

School Level	Cost per Teaching Station/Student	Teaching Stations Required/Students Generated	Total School Facilities Cost Impacts
Elementary School (Grades K-5)	$541,200	1.0000	$541,200
Middle School (Grades 6-8)	$619,704	0.5926	$367,237
High School (Grades 9-12)	$786,240	0.8889	$698,889
Central Admin. Impacts	$800	65	$52,000
Elementary School Modernization	$6,417	25	$160,425
Middle School Modernization	$4,019	16	$64,304
High School Modernization	$13,827	24	$331,848
Central Admin. Modernization	$428	65	$27,820
Total	**N/A**	**N/A**	**$2,243,723**

The school facilities cost impacts for each land use class were divided by the number of future residential units to calculate the school facilities cost impacts per residential unit. Table ES-2 below lists the school facilities cost impacts per residential unit.

Table ES-2
School Facilities Cost Impacts per Residential Unit (2016$)

Land Use	Total School Facilities Cost Impacts	Future Units	School Facilities Cost Impacts per Residential Unit
Single Family Detached	$2,142,055	236	$9,077
Multi-family Attached	$101,668	29	$3,506

To determine the school facilities cost impacts per square foot of residential construction, the school facilities cost impacts per unit were divided by the average square footage of a residential unit in each land use class. Table ES-3 lists the school facilities cost impacts per average residential square foot.

Table ES-3
School Facilities Cost Impacts per Residential Square Foot (2016$)

Land Use	School Facilities Cost Impacts per Future Unit	Average Square Footage	School Facilities Cost Impacts per Residential Square Foot
Single Family Detached	$9,077	3,040	$2.99
Multi-family Attached	$3,506	1,582	$2.22

On February 24, 2016, the SAB increased the maximum residential School Fee authorized by Section 17620 of the Education Code from $3.36 to $3.48 per residential building square foot for unified school districts. Based on the square footage of the average residential unit constructed within the School District, the School Fees would provide for more than 100 percent of the school facilities cost impacts. Therefore, the Study concludes that the School District is justified in levying a maximum residential School Fee of $2.99 per square foot for all new SFD residential development and a maximum of $2.22 per square foot for all new MFA residential development within its boundaries.

I. Introduction

SB 50, which Governor Wilson signed on August 27, 1998, was enacted on November 4, 1998, following the approval of Proposition 1A by the voters of the State in the general election on November 3, 1998. SB 50 includes provisions for the following:

1. Issuance of State general obligation bonds in an amount not to exceed $9.2 billion;

2. Reformation of the State School Building Program; and

3. Reformation of the School Fee mitigation payment collection procedure.

Additionally, Assembly Bill ("AB") 16, which Governor Davis signed on April 26, 2002, was enacted following the approval of Proposition 47 ("Prop 47") by the voters of the State in the general election on November 5, 2002. Prop 47 includes the authorization for issuance of State general obligation bonds in the amount of $13.05 billion, and AB 16 provides for additional reformation of the State School Building Program into the School Facilities Program. On March 2, 2004, the voters of the State approved Proposition 55 ("Prop 55"). Prop 55 includes the authorization for the additional issuance of State general obligation bonds in the amount of $12.3 billion. Finally AB 127, which Governor Schwarzenegger signed on May 20, 2006, was enacted following the approval of Proposition 1D ("Prop 1D") by the voters of the State in the general election of November 7, 2006. Prop 1D includes the authorization for the issuance of State general obligation bonds in the amount of $10.4 billion.

The Mira-Hart-Murrieta Decisions, which formerly permitted school districts to collect mitigation payments in excess of School Fees under certain circumstances, are suspended by AB 127. In lieu of the powers granted by the Mira-Hart-Murrieta Decisions, SB 50 and subsequent legislation provide school districts with a reformed School Fee collection procedure that, subject to certain conditions, authorizes school districts to collect Alternative Fees on residential developments. However, not all school districts will qualify to charge Alternative Fees, and Alternative Fees are generally not imposed upon residential units that have existing agreements with a school district.

Therefore, school districts must still rely on School Fees as a funding source for school facilities required by new development. However, before a school district can levy School Fees on new development, State law requires that certain nexus findings must be made and documented. The objective of this Study is to provide a rigorous basis for such findings.

II. Legislation

State legislation, specifically AB 2926 and AB 1600, provides guidelines, procedures, and restrictions on the levy of School Fees for school facilities. Certain provisions of this legislation are summarized below:

A. AB 2926

AB 2926 was enacted by the State in 1986. Among other things, AB 2926 added various sections to the Government Code which authorize school districts to levy School Fees on new residential and commercial/industrial developments in order to pay for school facilities. In addition, AB 2926 provides for the following:

1. No city or county can issue a building permit for a development project unless such School Fees have been paid.

2. School Fees for commercial/industrial development must be supported by the finding that such School Fees "are reasonably related and limited to the needs for schools caused by the development."

3. School Fees for 1987 were limited to $1.50 per square foot of enclosed residential floor space and $0.25 per square foot of enclosed commercial/industrial floor space.

4. Every year, School Fees are subject to annual increases based on the Statewide cost index for Class B construction, as determined by the SAB at its January meeting (This provision was changed to every other year by AB181).

The provisions of AB 2926 have since been expanded and revised by AB 1600.

B. AB 1600

AB 1600, which created Sections 66000 et seq. of the Government Code, was enacted by the State in 1987. AB 1600 requires that all public agencies satisfy the following requirements when establishing, increasing or imposing a fee as a condition of approval for a development project.

1. Determine the purpose of the fee.

2. Identify the facilities to which the fee will be put.

3. Determine that there is a reasonable relationship between the need for public facilities and the type of development on which a fee is imposed.

4. Determine that there is a reasonable relationship between the amount of the fee and the public facility or portion of the public facility attributable to the development on which the fee is imposed.

5. Provide an annual accounting of any portion of the fee remaining unexpended, whether committed or uncommitted, in the School District's accounts five or more years after it was collected.

In other words, AB 1600 limits the ability of a school district to levy School Fees unless (i) there is a need for the School Fee revenues generated and (ii) there is a nexus or relationship between the need for School Fee revenues and the type of development project on which the School Fee is imposed. (The requirements of AB 1600 were clarified with the passage in 2006 of AB 2751, which codifies the findings of *Shapell Industries vs. Milpitas Unified School District.*) The Study will provide information necessary to establish such a nexus between School Fees and residential development.

III. Methodology of Study

The School District is projecting an increase in student enrollment attributable to new residential development in future years. This projected growth will create a demand for new school facilities to be constructed within the School District and the need to incur significant school facilities costs to meet that demand. As a result, the School District has determined that School Fees should be levied on new development projects. In particular, the School District has determined that School Fees must be levied on new residential projects, if findings can be made that such projects will lead to higher student enrollment and increased facilities costs. The objective of the Study is to provide a basis for such findings consistent with the requirements of AB 2926, AB 1600, and the provisions of Section 66001 of the Government Code.

A. Overview of Methodology

In order to evaluate the existence of a nexus, the Study identifies and analyzes the various connections or linkages between residential development and (i) the need for school facilities, (ii) the cost of school facilities, and (iii) the amount of School Fees that can justifiably be levied. The primary linkages identified include the following:

1. Housing projections (i.e., the projected number of residential units to be constructed within the School District);

2. Student generation (i.e., the number of students generated from a residential unit within the School District);

3. Facility requirements (i.e., the number of new school facilities required to house students generated from new residential units);

4. School facilities cost impacts (i.e., the costs to the School District associated with the construction of new school facilities); and

5. School Fee requirements (i.e., the School District's need to levy School Fees to cover the cost of new school facilities).

The above linkages result in a series of impacts which (i) connect new residential development with increased school facilities costs and (ii) connect School Fees per residential building square foot with increased facilities costs. These impacts are identified for two (2) residential land uses; SFD units and MFA units (e.g., condominiums, apartments, townhomes, duplexes, etc.). These "linkage impacts" include four (4) major types:

1. Residential Unit Projections
2. Student Generation Factors
3. School Facilities Cost Impacts
4. Maximum School Fee Revenues

B. Residential Unit Projections

The number of Future Units to be constructed within the boundaries of the School District was determined based on information provided by the City of Laguna Beach.

C. Student Generation Factors

SGFs by school level (e.g., elementary school, middle school, and high school) for each of the residential land use categories were calculated by Dolinka Group. Dolinka Group calculated SGFs for the School District through an analysis which consisted of cross-referencing the School District's actual enrollment data against residential data from the Office of the Assessor for the County ("County Assessor").

D. School Facilities Cost Impacts

School facilities cost impacts were calculated by determining the additional elementary school, middle school, and high school facilities needed to adequately house students generated from Future Units and the total cost for those school facilities, as well as determining the costs of modernizing school facilities in order to adequately serve students in the future.

E. Maximum School Fee Revenues

Maximum School Fee revenues for residential development were based on the current maximum residential School Fee authorized by the SAB (currently $3.48 per square foot) under AB 2926.

F. Comparison of School Facilities Cost Impacts and Maximum School Fee Revenues

If school facilities cost impacts per residential square foot are greater than maximum School Fee revenues, then the levy of the maximum residential School Fee is justified to cover as much of school facilities cost impacts per residential square foot as possible. Should school facilities cost impacts per residential square foot be less than maximum School Fee revenues, then only a School Fee equivalent to the school facilities cost impacts per residential square foot can be justified to cover facilities needs generated by future residential development. Under this latter circumstance, the School District would not be justified in imposing the maximum residential School Fee per square foot.

IV. Facilities Capacity and Student Enrollment

In order to determine whether the School District's existing school facilities contain excess capacity to house students generated by new residential development, school year 2015/2016 student enrollment and school facilities capacity of the School District were evaluated.

Collectively, the School District's school facilities in school year 2015/2016 have a capacity of 3,331 students based on classroom utilization information provided by the School District (see Exhibit A). Of these 3,331 existing seats, 1,350 are at the elementary school level, 826 are at the middle school level, and 1,155 are at the high school level. The enrollment of the School District in school year 2015/2016 is 2,990 students. As shown in Table 1 below, the School District's facilities capacity exceeds student enrollment at all school levels in school year 2015/2016.

Table 1
Existing School Facilities Capacity and Student Enrollment

School Level	2015/2016 Facilities Capacity[1]	2015/2016 Student Enrollment[2]	Excess/ (Shortage) Capacity
Elementary School (Grades K-5)	1,350	1,175	175
Middle School (Grades 6-8)	826	718	108
High School (Grades 9-12)	1,155	1,097	58
Total	**3,331**	**2,990**	**341**

[1] Capacity information provided by the School District (see Exhibit A).
[2] 2015/2016 student enrollment provided by the School District.

Based on current loading standards and educational programs, the School District has excess capacity in school year 2015/2016. Going forward, the School District has reserved the current excess capacity to accommodate students from existing residential units to preserve space for future programmatic changes that may alter the capacity of existing facilities. The existing school facilities identified in Table 1 cannot accommodate additional students generated from Future Units. Therefore, no surplus capacity is available to offset the impact of students generated from Future Units.

V. Impact of Residential Development on School Facilities Needs

As discussed in Section III, the objective of the Study is to determine the appropriateness of the imposition of a School Fee on residential property to finance school facilities necessitated by students to be generated from new residential development. Section III outlined the methodology which was employed in the Study to meet that objective. Section V is a step-by-step presentation of the results of the analysis.

A. Projected Residential Development within the School District

The initial step in developing a nexus as required by AB 2926 and AB 1600 is to determine the number of Future Units to be constructed within the School District's boundaries. Based on information provided by the City of Laguna Beach, Dolinka Group has estimated that the School District could experience the construction of approximately 265 Future Units through calendar year 2021. Of these 265 Future Units, 236 are expected to be SFD units and 29 are expected to be MFA units. Table 2 distinguishes Future Units by land use.

Table 2
Future Units

Land Use	Total Future Units
Single Family Detached	236
Multi-family Attached	29
Total Units	**265**

B. Reconstruction

Reconstruction is the act of replacing existing structures with new construction, which may have an alternative land use (i.e., commercial/industrial versus residential) or may consist of different residential unit types (i.e., SFD versus MFA, etc.).

B1. Residential Reconstruction

Residential Reconstruction consists of voluntarily demolishing existing residential units and replacing them with new residential development. To the extent Reconstruction increases the residential square footage more than 500 square feet beyond what was demolished ("New Square Footage"), the increase in square footage beyond the New Square Footage is subject to the applicable School Fee as such construction is considered new residential development.

As for the amount of square footage constructed that replaces only the previously constructed square footage ("Replacement Square Footage"), the determination of the applicable fee, if any, is subject to a showing that the Replacement Square Footage results in an increase in student enrollment and, therefore, an additional impact being placed on the School District to provide school facilities for new student enrollment.

Prior to the imposition of fees on Replacement Square Footage, the School District shall undertake an analysis on any future proposed projects(s) to examine the extent to which an increase in enrollment can be expected from Replacement Square Footage due to any differential in SGFs as identified in the Study for the applicable unit types between existing square footage and Replacement Square Footage. Any such fee that is calculated for the Replacement Square Footage shall not exceed the School Fee that is in effect at such time.

B2. Reconstruction of Commercial/Industrial Construction into Residential Construction

The voluntary demolition of existing commercial/industrial buildings and replacement of them with new residential development is a different category of Reconstruction for which a fee credit for any previous square footage will not be provided.

C. Student Generation Factors per Residential Unit

In order to analyze the impact on the School District's student enrollment from Future Units, Dolinka Group calculated SGFs for SFD and MFA units. The process of determining SGFs involved cross-referencing the School District's enrollment data against the County Assessor residential data.

Sorting and extracting the County Assessor records by land use, Dolinka Group developed a database of 9,609 SFD units. This database was then compared with the School District's student enrollment database to identify address matches. Upon comparison of the two (2) databases, 2,318 student matches were found, resulting in the SGFs shown in Table 3.

Table 3
Student Generation Factors for Single Family Detached Units

School Level	Students Matched	Single Family Detached Units	Student Generation Factors
Elementary School	885	9,609	0.0921
Middle School	563	9,609	0.0586
High School	870	9,609	0.0905
Total	**2,318**	**N/A**	**0.2412**

A procedure identical to the one used in calculating the SGFs for SFD units was used to determine SGFs for MFA units. A total of 404 students matched to the MFA database which consisted of 4,137 units. The resulting SGFs for MFA units are shown in Table 4 below.

Table 4
Student Generation Factors for Multi-family Attached Units

School Level	Students Matched	Multi-family Attached Units	Student Generation Factors
Elementary School	190	4,137	0.0459
Middle School	87	4,137	0.0210
High School	127	4,137	0.0307
Total	**404**	**N/A**	**0.0976**

However, due to incomplete and incorrect address information in both the student enrollment and residential databases, Dolinka Group was unable to match all of the School District's students. The results are SGFs that understate the number of students generated by SFD and MFA units. After accounting for incoming interdistrict students that reside outside of the School District's boundaries as well as students matching to uncoded parcels, there were 215 unmatched students. Therefore, Dolinka Group adjusted the SGFs listed in Tables 3 and 4 based on a rate which considers the number of students successfully matched to a school level and land use. The adjusted SGFs for each land use by school level are shown in Table 5.

Table 5
Adjusted Student Generation Factors

School Level	Single Family Detached Units	Multi-family Attached Units
Elementary School	0.0996	0.0496
Middle School	0.0626	0.0225
High School	0.0978	0.0331
Total	**0.2600**	**0.1052**

D. School District Facilities Requirements

By multiplying the Future Units as listed in Table 2 by the SGFs identified in Table 5, the Study determined the projected number of new students to be generated from Future Units. The Projected Student Enrollment by school level is shown in Table 6.

Table 6
Projected Student Enrollment from Future Units

School Level	Projected Student Enrollment from Future SFD Units	Projected Student Enrollment from Future MFA Units	Projected Unhoused Students
Elementary School	24	1	25
Middle School	15	1	16
High School	23	1	24
Total	62	3	65

To determine the number of elementary school, middle school, and high school facilities necessary to adequately house the Projected Unhoused Students, Dolinka Group divided the Projected Unhoused Students by the estimated school facilities capacity at each school level, as provided by the School District. The additional school facilities requirements are identified in Table 7.

Table 7
Additional School Facilities for Projected Unhoused Students

School Level	Projected Unhoused Students	Estimated Teaching Station Capacity	Additional Teaching Stations Needed
Elementary School	25	25	1.0000
Middle School	16	27	0.5926
High School	24	27	0.8889

E. School District Facilities Costs

The cost of expanding the existing elementary school, middle school, and high school facilities by adding additional teaching stations is based on per-pupil grant amounts established by SB 50. It must be noted that the facilities costs are in 2016 dollars and do not include interest costs associated with debt incurred to finance the construction of facilities. The estimated facility construction costs by school level are shown in Table 8.

Table 8
Estimated School Facilities Costs (2016$)

School Level	Estimated Total Cost per Teaching Station
Elementary School	$541,200
Middle School	$619,704
High School	$786,240

The costs in Table 8 do not include costs associated with Central Administrative and Support Facilities. As indicated in Table 6, Future Units will cause the enrollment of the School District to increase by approximately 65 students. In accordance with the Provisions of Chapter 341, Statutes of 1992, SB 1612, the SAB adopted a report on January 26, 1994, requiring approximately four (4) square feet of central administrative and support facilities for every student.

As was mentioned in Section IV, based on class size policies and plans of the School District, future programmatic capacity has been reserved to accommodate students from existing residential units and the existing school facilities cannot accommodate additional students generated beyond their existing enrollment. In order to adequately house all of the students generated from future residential units, the School District will also need to perform significant reconstruction of its existing school facilities at all school levels in order to adequately serve students in the future.

In order to determine the modernization impact of students generated from future residential units, Dolinka Group divided the total reconstruction costs associated with adding capacity throughout the School District as identified in the School District's Master Plan, by the total number of students expected to utilize the School District's facilities. Based on cost estimates provided by the School District, modernization of School District facilities will have a cost of $7,700,000 at the elementary school level, $2,950,000 at the middle school level, $15,550,000 at the high school level, and $1,308,000 for Central Administrative and Support Facilities.

In order to appropriately estimate the cost impact of students generated from future residential units, Dolinka Group projected gross future student enrollment by adding existing student enrollment to the number of students expected to be generated from future residential units. Next, the total project costs were divided by gross future student enrollment to derive a cost impact per student. This calculation was performed on the basis that each student within the School District presently, and in the future, will have an equal impact on the School District. Table 9 illustrates the total facilities cost per student by school level.

Table 9
Modernization Costs (2016$)

Item	Projected Modernization Costs	Total Student Enrollment	Total Modernization Costs/Student[1]
Elementary School	$7,700,000	1,200	$6,417
Middle School	$2,950,000	734	$4,019
High School	$15,500,000	1,121	$13,827
Central Admin. Impacts	$1,308,000	3,055	$428

[1] Numbers may not sum due to rounding.

F. Total School Facilities Cost Impacts

To determine the total school facilities cost impacts caused by Future Units, Dolinka Group (i) multiplied the school facilities costs (Table 8) by the additional school facilities needed (Table 7), (ii) multiplied the central administrative and support facilities costs per student by the Projected Unhoused Students (Table 6), and (iii) multiplied the total modernization costs per student (Table 9) by the Projected Unhoused Students (Table 6). Table 10 illustrates the total school facilities cost impacts from future residential development.

Table 10
Total School Facilities Cost Impacts (2016$)

Item	Cost per Teaching Station/Student	Teaching Stations Required/Students Generated	Total School Facilities Cost Impacts
Elementary School	$541,200	1.0000	$541,200
Middle School	$619,704	0.5926	$367,237
High School	$786,240	0.8889	$698,889
Central Admin. Impacts	$800	65	$52,000
ES Modernization	$6,417	25	$160,425
MS Modernization	$4,019	16	$64,304
HS Modernization	$13,827	24	$331,848
Central Admin. Modernization	$428	65	$27,820
Total	**N/A**	**N/A**	**$2,243,723**

G. School Facilities Cost Impacts per Residential Unit

To determine the total school facilities cost impacts per future residential unit, the total school facilities cost impacts listed above need to first be apportioned by land use based on the number of elementary, middle, and high school students to be generated from such land use. Table 11 shows total school facilities cost impacts by land use.

Table 11
Total School Facilities Cost Impacts by Land Use (2016$)

School Level	Single Family Detached Units	Multi-family Attached Units	Total School Facilities Cost Impacts
Elementary School	$703,032	$29,293	$732,325
Middle School	$422,990	$28,199	$451,189
High School	$1,016,034	$44,175	$1,060,209
Total	**$2,142,055**	**$101,668**	**$2,243,723**

Total school facilities cost impacts for each land use were then divided by the number of Future Units in such land use to determine school facilities cost impacts per SFD unit and MFA unit. These impacts are shown in Table 12.

Table 12
School Facilities Cost Impacts per Future Unit (2016$)

Land Use	Total School Facilities Cost Impacts	Future Units	School Facilities Cost Impacts per Residential Unit
Single Family Detached	$2,142,055	236	$9,077
Multi-family Attached	$101,668	29	$3,506

H. School Facilities Cost Impacts per Square Foot

To determine the school facilities cost impacts per square foot of residential construction for each land use, the school facilities cost impacts per unit listed in Table 12 were divided by the average square footage of such type of residential unit. Using square footage information obtained from the City of Laguna Beach, Dolinka Group estimates that the average square footage of an SFD unit in the School District is projected to be 3,040 square feet while the average square footage of an MFA unit is projected to be 1,582 square feet. Table 13 shows the school facilities cost impacts per square foot of residential construction in the School District.

Table 13
School Facilities Cost Impacts per Residential Square Foot (2016$)

Land Use	School Facilities Cost Impacts per Residential Unit	Average Square Footage	School Facilities Cost Impacts per Square Foot
Single Family Detached	$9,077	3,040	$2.99
Multi-family Attached	$3,506	1,582	$2.22

I. Comparison of School Facilities Cost Impacts and School Fee Revenues per Residential Square Foot

On February 24, 2016, the SAB increased the maximum residential School Fee authorized by Section 17620 of the Education Code from $3.36 to $3.48 per residential building square foot for unified school districts. Based on the square footage of the average residential unit constructed within the School District, the School Fees would provide for more than 100 percent of the school facilities cost impacts. Therefore, the Study concludes that the School District is justified in levying a maximum residential School Fee of $2.99 per square foot for all new SFD residential development and a maximum of $2.22 per square foot for all new MFA residential development within its boundaries.

Exhibit A

School Facilities Capacity Calculation

Laguna Beach Unified School District
School Facilities Capacity Calculation

School Site	Elementary School	Middle School	High School
El Morro Elementary School	678		
Top of the World Elementary School	672		
Thurston Middle School		826	
Laguna Beach High School			1,155
Total Capacity	**1,350**	**826**	**1,155**

15. ACTION **June 28, 2016**

Approval: Local Control and Accountability Plan (LCAP)

Proposal

Staff proposes the Board of Education approve the Local Control and Accountability Plan.

Background

The Local Control and Accountability Plan (LCAP) is a State requirement. Each school district must obtain input from various stakeholders to establish their plan. The plan describes the school district's overall vision for students, annual goals, specific actions the district will take to achieve the vision and goals, and an annual update regarding progress toward goals and actions.

The LCAP must focus on eight areas identified as State priorities. The plan also details how the district's budget will help achieve the goals, and assesses how well the strategies in the plan improve outcomes.

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

1. Basic Services - Providing all students with access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities.
2. Implementation of State Standards - Implementing of California's academic standards, including the California State Standards in English language arts and math, Next Generation Science Standards, English language development, history social science, visual and performing arts, health education and physical education standards.
3. Parent Involvement - Parent involvement and participation, to engage the local community in the decision-making process about the educational programs of students.
4. Pupil Achievement - Improving student achievement and outcomes using multiple measures, including test scores, English proficiency, and college and career preparedness.
5. Pupil Engagement - Supporting student engagement, including student attendance rates.
6. School Climate - Highlighting school climate and connectedness through a variety of measures, such as suspension and expulsion rates and other locally identified means.
7. Course Access - Ensuring all students have access to classes that prepare them for college and careers, regardless of the school they attend or where they live.
8. Other Pupil Outcomes - Measuring other important student outcomes related to required areas of study, including physical education and the arts.

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

The Superintendent and LCAP Planning Team, composed of the Assistant Superintendent, Instructional Services, Darlene Messinger; Assistant Superintendent, Business, Dean West; Assistant Superintendent, Human Resources and Public Communications, Leisa Winston; Coordinator of Assessment and Special Projects, Amy Kernan; Principal, Chris Duddy; and Executive Assistant, Victoria Webber, met this year to review LCAP goals and refine and update the plan for 2017-18. The LCAP Planning Team also established action steps. Data was collected, reviewed, and analyzed, and further data needs indentified.

tool was created and posted on the District website and a group of stakeholders was invited to participate on the District LCAP Advisory Committee. Informational meetings were scheduled to seek input from various stakeholder groups.

After gathering information from stakeholder groups and the website survey, the LCAP Advisory Committee met to synthesize this information, analyze District data, and identify gaps in District services or programs. Additionally, each School Advisory Council (SAC) met several times to analyze school-wide date and create the Single Plan for Student Achievement (SPSA), which outlines school goals and actions. Information from the SPSAs, the District Advisory Committee, and the LCAP survey was compiled to form the draft LCAP and Annual Update.

The District budget was built around the needs identified in the LCAP. Funding was planned for various District initiatives in accordance with the eight priorities established by the State. A public hearing was held on June 14 and the draft LCAP, with its goals, budget allocations, and annual update, was presented to the Board. The final deadline for districts to adopt their LCAPs is July 1.

Budget Impact

The Local Control and Accountability Plan (LCAP) is a companion document that aligns with the budget document. The LCAP contains the goals and action steps for achieving each goal. The LCAP public hearing and adoption is followed by the budget public hearing and adoption. Both the budget book and LCAP include the reporting documents that are submitted to the Orange County Department of Education and the California Department of Education.

Recommended Action

Staff recommends the Board of Education approve the Local Control and Accountability Plan.

Prepared and submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

16. ACTION **June 28, 2016**

Approval: Final 2016 - 2017 All Funds Budget

Proposal

Staff proposes the Board of Education approve the final 2016-17 All Funds Budget.

Background

The annual budget is a significant part of the overall planning process for the District. The District budget is more than an accounting tool; it is the educational program of the District expressed in dollars. The District's budget is a year-long plan that is monitored and updated for the Board of Education as conditions change.

The budget was created by using a variety of sources to determine best estimates of annual income and expenditures and developed using the prior year's allocations and currently known legally required or contractually required expenditures.

The District budget is submitted for Board of Education approval after the public hearings of the Local Control Accountability Plan (LCAP) and Budget, which were conducted on June 14, 2016. The LCAP approval must precede the Budget approval.

Budget Impact

Approval by the Board of Education establishes the expenditure limits within budgeted categories for the 2016-17 All Funds Budget.

Recommended Action

Staff recommends the Board of Education approve the 2016-17 All Funds Budget as presented.

Prepared by:

Shannon Soto
Director, Fiscal Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

17. ACTION **June 28, 2016**

Approval: Amendment of the Joint Powers Agreement of the South Coast Regional Occupation Program: Name Change to *College and Career Advantage*

Proposal

Staff proposes the Board of Education approve a name change for the South Coast Regional Occupational Program to College and Career Advantage.

Background

The governing board of the South Coast Regional Occupational Program (ROP) wishes to amend its Joint Powers Agreement to change their program name to "College and Career Advantage." This change requires approval by both the Laguna Beach Unified School District Board of Trustees and the Capistrano Unified School District Board of Trustees, followed by final approval by the ROP Governing Board. South Coast ROP estimates the cost of this change will not exceed $8,000, including costs for new stationery, business cards, and signage for the ROP facilities. These costs will be paid by ROP, not the two school districts. The exhibit for this item includes legal information compiled by Orange County Department of Education Attorney Kelly Barnes and a formal amendment to the Joint powers Agreement to initiate the name change.

Budget Impact

There is no budget impact for LBUSD.

Recommended Action

Staff recommends the Board of Education approve the amendment to the Joint Powers Agreement to change the name of South Coast Regional Occupation Program to College and Career Advantage.

Prepared by:

Darlene Messinger
Assistant Superintendent
Instructional Services

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

AMENDMENT TO THE SOUTH COAST REGIONAL OCCUPATIONAL PROGRAM JOINT POWERS AGREEMENT

The Title of the Second Amended Joint Powers Agreement is amended to state: "College and Career Advantage Regional Occupational Program Joint Powers Agreement."

Page 1 of the South Coast Regional Occupational Program Second Amended Joint Powers Agreement is hereby amended to state: "THIS THIRD AMENDED JOINT POWERS AGREEMENT ("Agreement") is entered into pursuant to the provisions of Government Code section 6500 et seq. relating to joint exercise of governmental powers between CAPISTRANO UNIFIED SCHOOL DISTRICT ("CUSD") and LAGUNA BEACH UNIFIED SCHOOL DISTRICT ("LBUSD"), and amends and supersedes the South Coast Regional Occupational Program Joint Powers Agreement entered into by the Parties on December 7, 1995 and all subsequent amendments and modifications."

Page 1, Recitals, of the Second Amended Joint Powers Agreement is amended to state: "WHEREAS, the Parties have determined and declared that it is in the best public interest of the Parties to cooperate in maintaining the College and Career Advantage ("ROP") pursuant to Education Code section 52300 et seq., and this ROP be hereinafter referred to as College and Career Advantage; and"

Paragraph 1 is hereby amended to state: "It shall be the purpose and responsibility of the College and Career Advantage Governing Board ("ROP Governing Board") to exercise administrative responsibility for this ROP to plan, implement, and serve, with the Parties, the CTE and related needs of people and communities in the area comprising the Parties' respective school districts."

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the South Coast Regional Occupational Program Joint Powers Agreement to be duly executed by their authorized officers thereunder duly authorized as set forth below on this ____ day of _____, 2016.

CAPISTRANO UNIFIED SCHOOL DISTRICT

_____

Amy Hanacek, President, Board of Trustees

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

_____

William Landsiedel, President, Board of Trustees

SOUTH COAST REGIONAL
OCCUPATIONAL PROGRAM

_____

Gila Jones, President, Board of Trustees

18. ACTION **June 28, 2016**

Approval: Revised Job Description and Re-classification of CSEA Position

Proposal

Staff proposes the Board of Education approve revisions to the job description, title, and re-classification of the Activities Accounting Specialist, a CSEA position.

Background

The LBUSD Re-Classification Committee has convened on a bi-monthly basis throughout 2015-16 to review four series of job classifications: Special Categories Series, Library Series, Special Clerical Series and Technology Series. The Committee also reviews individual re-classification requests from employees in the CSEA bargaining group, in accordance with the provisions in the collective bargaining agreement. The Committee consists of three representatives from CSEA and three District management representatives. The Committee reviewed several job classification series to consider whether the job descriptions, titles, pay ranges, and organizational structures were clear and comparable to like districts.

At its May 2016 meeting, the Committee reviewed the Activities Account Clerk position in the Special Clerical Series, and made the following recommendations:

Current Position Title	Proposed Position Title	Current Salary Range	Proposed Salary Range	Revisions to Job Description
Activities Account Clerk	Activities Accounting Specialist	No change	No change	Yes

Budget Impact

There is no budget impact.

Recommended Action

Staff recommends the Board of Education approve revisions to the job description, title and, re-classification of the Activities Accounting Specialist, a CSEA position.

Prepared by:

Leisa Winston
Assistant Superintendent,
Human Resources &
Public Communications

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Activities Accounting ~~Clerk~~ Specialist

~~DEFINITION~~ BASIC FUNCTION:
Under general supervision of the assigned site administrator, to perform responsible general clerical and accounting clerical work involved with financial, statistical, and other records of student body, club, and class funds; to assist in a variety of sales and promotion functions pertaining to a student store and student activities; and to do other related work as required.

~~EXAMPLE OF~~ ESSENTIAL DUTIES:
- *Establishes and maintains financial records, accounts, journals, and ledgers, verifies, balances, and adjusts financial records on a continuing basis.
- Transacts business for campus student organizations.
- ~~*May open and close accounts.~~
- *Prepares and submits financial statements and reports to the Business Services Office and to certified public accountants for audit purposes.
- *Prepares and files 1099 reports and maintains supporting records and files.
- *Receives student body monies, maintains records of receipt, accounts for and maintains cash collections, issues checks in payment of obligations of the student body, prepares bank deposits and reconciles monthly bank statements.
- *Prepares monthly and year-end reports.
- *Prepares trial balances of student body accounts.
- *Maintains fiscal records of student body, club, and class accounts payable and accounts receivable funds.
- Organizes, prepares and maintains procedures for transactions and record keeping for activities such as paid admission events, student body cards, and student organization collections.
- ~~*May assist in the sale of tickets to student activities and student store goods, materials, and supplies.~~
- *Performs a variety of clerical tasks, including ~~the typing of~~composing bulletins and correspondence.
- *Serves as a receptionist and maintains the activity personnel appointment calendars.
- *Assists in the facility use process, including the maintenance of a facility use calendar and arrangement for security personnel services.
- Assists in the organization and dissemination of student activity information, including contracts, permission slips, and student elections.

OTHER REPRESENTATIVE DUTIES:
- May open and close accounts.
- May assist in the sale of tickets to student activities and student store goods, materials, and supplies.
- Performs related work as required.

~~QUALIFICATIONS~~KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of:
- Methods, practices, procedures, and terminology pertaining to financial and statistical record keeping;
- Budgeting practices, including monitoring and control;
- Modern office practices, procedures, and equipment;

- Data management, storage, and retrieval systems, including those specific to accounting;
- District policies, regulations, and guidelines pertaining to the maintenance of student body, club, and class financial records and expenditure control procedures.

Ability to:

- Effectively and efficiently perform responsible general clerical and bookkeeping functions pertaining to a variety of student body, club, and class funds;
- Perform arithmetical calculations with speed and accuracy;
- Prepare complete and accurate financial summaries and reports;
- Skillfully operate standard office machines and equipment;
- Strong interpersonal skills and ability to maintain clear lines of communication between various components of the student body and the administrative staff;
- Demonstrated organizational skills and ability to work within set timelines and schedules;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

Two years of experience performing responsible financial, statistical, and general clerical services.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in accounting, office practices, or other related areas.

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 moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment and school environment.
- Frequent interruptions.

Physical ~~Ability to Meet the Following~~ Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.

- Ability to operate a computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.
- Ability to sit for long periods of time, bend, crouch, or kneel to access information from ground level to desk height and/or to assist students; push and/or pull and lift instructional equipment and supplies; reach in all directions and work at a computer and/or telephone for prolonged periods of time.
- Ability to climb stairs.
- ~~Stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.~~
- ~~Move up to 15 pounds.~~
- ~~Some locations may have stairs and may not have elevators.~~

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 wording relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures functions and limitations of assigned duties

19. ACTION **June 28, 2016**

Approval: Revised Job Description: Administrative Assistant, Business Services

Proposal

Staff proposes the Board of Education approve revisions to the job description of Administrative Assistant, Business Services.

Background

In the field of personnel, it is a best practice to review a job description whenever the duties are updated or modified. The proposed revisions reflect updated duties and requirements of the position.

Budget Impact

There is no budget impact for this item.

Recommended Action

Staff recommends the Board of Education approve the revisions to the job description of Administrative Assistant, Business Services.

Prepared by:

Leisa Winston
Assistant Superintendent,
Human Resources &
Public Communications

Submitted by:

Sherine Smith, Ed.D.
Superintendent of Schools

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Administrative Assistant, Business Services
(Confidential Employee)

BASIC FUNCTION:

Under direct supervision of the Assistant Superintendent, Business Services, assists in the planning, organization, and administration of the Business Services Offices; serves as an assistant to all Business Department Managers, providing relief from administrative and clerical detail; performs complex and specialized secretarial and clerical functions; does other related work as appropriate and required.

ESSENTIAL DUTIES:

- Assists in the planning, organization, and administration and coordination of the District's Business Services Offices, including direct assistance for all Business Department Managers.
- Coordinates and/or directly prepares Board of Education agenda items.
- Supports administration and coordination of outside contracts, ~~and~~ District contracts and negotiation processes.
- Assists in meeting all related legal requirements.
- Handles office correspondence, sorts and distributes all Central Office U.S. and county mail.
- Coordinates all office functions such as ~~supply~~ purchasing supplies, employee attendance, organizing and scheduling ~~for~~ meetings, maintaining office equipment and/or coordinating services.
- Oversees maintaining central filing system.
- Types and maintains employee evaluations and other notices and handles confidential employee records.
- Prepares information for District bargaining unit negotiations and maintains appropriate meeting records.
- Provides technical input and support for other Business Services staff members.
- Extensive contact with public regarding~~,~~ ~~student accidents,~~ bus passes, claims, and developers ~~fees.~~
- Prepares and p~~P~~rocesses District invoices and accounts receivable including preparing cash journals crediting proper accounts and forwards cash receipts to appropriate staff for posting into the applicable current year's income.
- Processes CFD administrative expense requisitions.
- Coordinates the Bus Pass Program ~~Provides support for bus pass~~ by providing all necessary clerical support; including processing, receipting, ~~and~~ distributing and maintaining files. ~~on.~~
- Calculation, collection and processing of developer fees.
- Performs all assigned business services functions similar to Accounting Technician with added administrative duties.
- Prints, distributes and reconciles all District purchase orders using the OCDE purchase order system, including processing of 1099 requests and updating and maintaining vendor list.
- Receives, processes and records all incoming payments; including batching, receipting and bank deposits.
- Processes credit card payments.
- Prints revolving cash and expedited checks.
- Prepares, processes and records Retiree/COBRA insurance billing; including invoicing, receipting and deposits.
- Fulfills public disclosure responsibilities with posting and distribution.
- Coordinates desktop publishing and finishing functions to business reports.

- Maintains and posts relevant updates to the Business and Transportation websites.
- Supervises attendance reporting with site personnel. Coordinates and prepares the District's student attendance accounting for monthly reports to OCDE and P-1, P-2, Class Size Penalties and Annual reporting to CDE.
- Prepares yearly district attendance calendar.
- Prepares quarterly financial reports.

OTHER REPRESENTATIVE DUTIES:

- Engage in cross training on business functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, methods, procedures, and techniques of office management, business administration, and accounting;
- Modern office methods, practices, procedures including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment usage including proficiency in multiple software data management systems and Microsoft Office Suite, including Word, Excel and Power Point.
- Legal mandates, policies and regulations pertaining to public education;
- Goals, objectives, and philosophical aspects of public education.

Ability to:

- Effectively and efficiently write, edit, and rewrite letters and documents, proposals, and other technical material.
- Conduct action research and collect data and compile the results in a clear, succinct, and comprehensible manner.
- Effectively communicate with the public, parents, students, and District personnel.
- Effectively utilize current office technology, including word processing, spreadsheets, e-mail and Internet access.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative relationships with administrators, teachers, other employees, and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
- Understand and carry out complex oral and written instructions.
- Use correct English usage, spelling, grammar, and punctuation.
- Perform desktop publishing.

MINIMUM QUALIFICATIONS:

Experience:

Minimum of four years of responsible executive or administrative secretarial experience including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or formal training in business office procedures and management, organization and supervision, and related technical skill areas at the community college level.

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 moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Moderate noise level.
- Frequent interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 25 pounds, including office supplies and printed materials.
- 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 wording relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures functions and limitations of assigned duties
- Ability to collaborate and contribute to continuous improvement of business department
- Ability to identify office needs and engage in cross training to provide seamless customer service during team member absences.

Laguna Beach Unified School District

20. ACTION **June 28, 2016**

Approval: Services Agreement with Leader Services for the provision of Medi-Cal LEA Billing Claims

Proposal

Staff proposes the Board of Education approve the services agreement between Leader Services and Laguna Beach Unified School District for the provision of LEA Billing services.

Background

The District has billed Medi-Cal for reimbursable services for over ten years. PractiCal has been our billing services provider during this time. However, service requirements have changed, resulting in training and form changes. District staff has found it difficult to access services through our current billing agent and have investigated options for a new service provider this past school year, including consultations with other districts. It was determined that Leader Services will better meet District needs. The District will benefit from more hands on training, as well as increased reimbursements since Leader Services fees are 5% less than the current provider. The dollars generated are used to fund a variety of pilot programs, including after school math interventions, purchasing materials to support our work with students, and staff conferences.

Budget Impact

The budget will be enhanced by decreased costs.

Recommended Action

Staff recommends the Board approve the services agreement between Leader Services and Laguna Beach Unified School District for the provision of LEA Billing services.

Prepared by: Submitted by:

Irene White
Director, Special Education

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

SERVICES AGREEMENT

This Agreement made and entered this_____, 2016 between Laguna Beach Unified School District (hereinafter referred to as the **"CLIENT"**) having an address at 550 Blumont Street, Laguna Beach, California 92651-2356 and LDP, Inc., d/b/a Leader Services (hereinafter referred to as **"LEADER"**) having an office at 75 Kiwanis Blvd., West Hazleton, Pennsylvania 18202.

The parties hereto agree that **LEADER** will provide Medi-Cal LEA Billing Option Claiming Services to **CLIENT**. If **CLIENT** enters into subcontract agreements with other organizations for the purpose of incorporating their claiming with that of **CLIENT**, all terms and conditions of this Agreement will be binding for **CLIENT** and **CLIENT** will hold **LEADER** harmless from claims by its subcontracting organizations. **CLIENT** will inform **LEADER** within fourteen (14) days after **CLIENT** has entered into or terminated a contract with another organization.

1. COMMENCEMENT, DURATION AND TERMINATION OF SERVICES

This Agreement will be effective for twelve (12) consecutive months commencing on July 1, 2016 and ending June 30, 2017 for preparing claims for **CLIENT**. Claims will be submitted on a weekly basis.

This Agreement will automatically renew for additional periods of twelve (12) months up to a maximum of five (5) years as authorized by Education Code Section 17596 unless one party has provided written notice of cancellation to the other party not less than thirty (30) days prior to the renewal date.

2. FEE SCHEDULE

- **10.0% for first $500,000 in annual LBO revenue**
- **9.5% for second $500,000 in annual LBO revenue**
- **9.0% for everything above $1,000,000 in annual LBO revenue**

LEADER's fee will not exceed 10% of Medi-Cal reimbursement. This fee is all-inclusive and includes assisting and preparing the CRCS report. Billing fee schedule is enclosed at the end of this agreement.

LEADER shall invoice **CLIENT** each month that Medi-Cal payments are received by **CLIENT**. **LEADER** shall provide a report indicating which services were reimbursed to **CLIENT** and the corresponding service fee charged by **LEADER**. **CLIENT** is not obligated to pay **LEADER** until the district has received reimbursement related to each invoice from the Medi-Cal Billing Option Program.

3. OWNERSHIP OF PROGRAMS AND CONFIDENTIALITY OF REPORTS

All computer hardware, operating system software, application software, programs, documentation, specifications, tapes, instruction manuals and similar material utilized and/or developed by **LEADER** in connection with its systems and all patents, trade secrets, copyrights, trademarks, and other intellectual property rights are, as between **LEADER** and **CLIENT**, the sole and exclusive property of **LEADER**.

CLIENT agrees to make no unauthorized use of these materials and systems and to preserve these materials and maintain the confidentiality of any and all of these materials in its possession.

4. **CONFIDENTIALITY OF DATA**

The parties agree that, because of the sensitive nature of data and in view of the proprietary nature of business information, it is essential that all information, data and materials, whether transmitted in hard copy or in electronic media form, be maintained in each party's confidence. Each party agrees for itself, its employees, agents and independent contractors, that all information and/or data and/or materials received from the other party will be held in confidence and each party agrees not to reproduce, disclose, or relinquish any data, information or materials to any party other than an authorized representative of the other party.

The parties agree that, because of the unique nature of the data and/or information and/or materials to be transmitted that money damages for breach of the foregoing provision will be wholly inadequate to fully compensate the aggrieved party and therefore the aggrieved party will be entitled to full temporary and/or permanent injunctive relief against any breach or threat of breach of the foregoing provisions.

LEADER, as both a Covered Entity and Business Associate of **CLIENT**, agrees to adhere to all HIPAA and FERPA requirements related to the electronic transmission of data, privacy and security.

5. **INPUT DATA**

Accurate, complete, and correct data necessary for **LEADER** to perform its services hereunder will be the sole responsibility of **CLIENT**. **LEADER** will not be responsible for any delays or failure to prepare a claim because of incomplete, inaccurate, or incorrect data provided by **CLIENT.**

LEADER will be responsible for the input of all information given to **LEADER** by **CLIENT** in a reasonably accurate, complete and correct form provided same is provided to **LEADER** by **CLIENT**. Any errors, mistakes or liability in connection with the failure of **LEADER** to input such data, provided such data has been accurately, completely and correctly transmitted to **LEADER**, will be the sole responsibility of **LEADER** and will be corrected by **LEADER**.

6. **LIMITATION OF LIABILITY ARISING FROM DEFAULT IN SERVICES**

LEADER will not be liable or deemed to be in default for any delays or failure in performance or non-performance or interruption of service under this Agreement resulting from any cause beyond the reasonable control of **LEADER. LEADER's** liability, under this Agreement, is limited to the amount paid by client for the services under this Agreement. **LEADER** will not be liable for any indirect, consequential, or incidental damages arising out of this Agreement.

7. **OPERATING PROCEDURES**

LEADER will be responsible for the processing of all those claims for services rendered by **CLIENT** and its employees, which have been turned over to **LEADER** for processing.

LEADER agrees to:

Provide training, continuing education, and forms required by **CLIENT** staff for the preparation of data required for the submission of the claims to Medi-Cal.

Provide a web application for the entry of billing service transactions by CLIENT staff (CAMRA).

Maintain knowledge of current billing procedures, rules, and laws for California's Medi-Cal LEA Billing Option claiming program. Maintain knowledge of the Centers of Medicare and Medicaid Services (CMS), formerly HCFA, guidelines as they pertain to the provision of services under this Agreement.

Establish and maintain procedures for the timely preparation of claims to Medi-Cal. This includes setting time schedules that must be adhered to by **CLIENT's** staff.

Provide monthly management reports to **CLIENT** as support for the claims submitted to Medi-Cal. Prepare and submit weekly claims to Medi-Cal for payment.

Assign an account manager to provide technical assistance to **CLIENT** with gathering and maintaining data required for claiming. The account manager will provide all program support to **CLIENT** and will direct other **LEADER** resources to **CLIENT** as required. The account manager will coordinate all training and on-site support activities for **CLIENT**.

Assist and prepare the Cost and Reimbursement Comparison Schedule (CRCS) report at no charge while a current client.

CLIENT agrees to:

Provide **LEADER**, on a timely basis, all forms and documentation in a manner prescribed by **LEADER** and as required for the successful preparation and submission of claims.

Arrange for **CLIENT** staff to attend mandatory training sessions related to forms completion. Oversee the completion of forms by staff.

Provide a contact person who will serve as coordinator for all **CLIENT** activities. This person will work directly with **LEADER's** account manager.

Notify **LEADER** of any errors and/or omissions in information sent to **LEADER** so that **LEADER** may process a claim adjustment for submission to Medi-Cal.

8. GENERAL

a) **ENTIRE AGREEMENT** - This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith.

b) **SUCCESSORS** - This Agreement will be binding upon and inure to the benefit of the successors, assigns and legal representatives of the respective parties hereto. Each party agrees that there are no third party beneficiaries to this Agreement. Neither party may assign this Agreement in whole or in part, without the prior written consent of the non-assigning party except in connection with the sale of all or substantially all of its assets or outstanding capital stock.

c) **ATTORNEYS** - In the event that either **LEADER** or **CLIENT** commences a legal proceeding, each party will pay their own attorney's fees.

d) **SEVERABILITY** - In the event that any term or provision of this Agreement is held to be illegal, invalid or unenforceable under the laws, regulations or ordinances of any federal, state or local government, such term or provision will be deemed severed from this Agreement and the remaining terms and provisions will remain unaffected thereby.

e) **NOTICES** - Any notice sent pursuant to this Agreement will be sent by certified mail to the parties at their respective addresses.

f) **STATE LAW** - This Agreement will be governed by and construed in accordance with the laws of California.

g) **SURVIVAL OF NON-DISCLOSURE OBLIGATION** - The obligation of non-disclosure and confidentiality recited in this Agreement will survive the termination of this Agreement and will be in full force and effect notwithstanding such expiration or termination.

h) **ANTI-FRAUD AND ABUSE** - Notwithstanding anything to the contrary herein this Agreement will be subject to all applicable federal, state and local laws, regulations and directives concerning the Medicare/Medicaid and other medical reimbursement fraud and abuse limitations. To the extent anything contained herein purportedly or actually violates or is challenged as violating any of the above laws, statutes, regulations or interpretations, then the provision in question or this entire Agreement, if necessary, will be automatically void and of no effect whatsoever.

i) **DESCRIPTIVE HEADINGS** - The descriptive headings in this Agreement are for convenience and reference only and in no way affect or alter the intent or effect of this Agreement.

9. **EQUAL EMPLOYMENT OPPORTUNITY**

It is and has been the policy of **LEADER** to provide equal employment and individual opportunity to all job applicants and employees without regard to race, color, religion, sex, age, national origin, veteran or disability status. It is **LEADER**'s policy not to violate Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Americans with Disabilities Act, or any other local, state or federal law, regulation or ordinance prohibiting discrimination in employment.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year below written.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT		**LEADER SERVICES**	
By:	_____	**By:**	_____
Name:	_____	**Name:**	Charles J. Mason, Jr.
Title:	_____	**Title:**	Chief Financial Officer
Date:	_____	**Date:**	April 26, 2016

21. ACTION **June 28, 2016**

Approval: Revisions to South Orange County SELPA Local Plan

Proposal

Staff proposes the Board of Education approve the revised South Orange County SELPA Local Plan.

Background

The current South Orange County Local Plan, was adopted in 2002, and amended in 2007-2008. Changes in the Local Plan requirements and assurances prompted the need for revision. The following changes have been made:

- Changes in administration, which now reference positions/roles instead of names
- Revised Table of Contents
- Adoption of person first language throughout plan
- Updated LEA Assurance Statement per California Department of Education SED-5
- Embedded policies/procedures in alignment with assurances
- SOC SELPA Organizational Structure chart
- Voting structure updated per December, 2014 Pupil Count to reflect 2015-2016 voting
- Streamlining of Regionalized Services and SELPA Director responsibilities
- Revision of Community Advisory roles per CAC input and by-laws
- Addition of Orange County Department of Education responsibilities/roles per requirements
- Addition of LEA responsibilities per requirements
- Updated Appendices (Interagency Agreements, Annual Service Plan, Annual Budget Plan, Early Start and Transition Referral Information, Orange County PIES Program Contacts, CAC By-Laws)

Stakeholders from both Saddleback Valley and Laguna Beach Unified School Districts have participated in the review and writing of the proposed plan. Both the Community Advisory Council (CAC) and the Governance Council have reviewed the plan.

Budget Impact

There is no budget impact.

Recommended Action

Staff recommends the Board of Education approve the revised South Orange County SELPA Local Plan.

Prepared by:

Irene White
Director, Special Education

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

SOUTH ORANGE COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)
Serving Saddleback Valley Unified School District and Laguna Beach Unified School District

SPECIAL EDUCATION LOCAL PLAN

Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, CA 92691
(949) 586-1234

Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, CA 92651
(949) 497-7700

Revised June 2016

SOUTH ORANGE COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)
Serving Saddleback Valley Unified School District and Laguna Beach Unified School District

MEMBER LOCAL EDUCATION AGENCIES

Saddleback Valley Unified School District

Clint Harwick, Ed. D
Superintendent

Date of SELPA Governance Council Meeting: June 15th, 2016

Laguna Beach Unified School District

Sherine Smith, Ed. D
Superintendent

Date of SELPA Governance Council Meeting: June 15th, 2016

LOCAL PLAN DEVELOPMENT COMMITTEE

District	Name	Title
SOC SELPA	Scott Turner	SELPA Director
SOC SELPA	Karen Erkel	Program Specialist
LBUSD	Jennifer Bullington	Parent, CAC Chair
SVUSD	Diane Lohrman, Ed. D	Director, Special Education
LBUSD	Irene White	Director, Special Education
LBUSD	Lila Samia	Psychologist
LBUSD	Tracey Slater	Speech and Language Pathologist
LBUSD	Christine Wagner	General Education Teacher
LBUSD	Kim Adams	Special Education Teacher
SVUSD	Francis Dizon, Ph. D.	Program Specialist
SVUSD	Patricia Hammond	Program Specialist
SVUSD	Debbie Miller	Program Specialist
SVUSD	Sue DePass	Program Specialist
SVUSD	Sarah Bouer, Ed. D	Special Education Site Specialist-Adult Transition
SVUSD	Rae Lynn Nelson	Program Specialist- ERMHS
SVUSD	Rebecca Lenhausen	Speech and Language Pathologist
SVUSD	Jade Dowbachuk	Special Education Teacher
SVUSD	Marion Springett	School Psychologist
SVUSD	Michelle Mock	General Education Teacher

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California Department of Education
Form SED-LP-1 (Revised 3/2016)

Special Education Division

Certification of Participation, Compatibility, and Compliance Assurances

1. Designate the Special Education Local Plan Area (SELPA) Option:

[ ] Single District [X] Multiple District [ ] District/County

SELPA Code	SELPA Name	Application Date
3002	South Orange County SELPA	June 15, 2016

SELPA Address	SELPA City	SELPA Zip Code
25631 Peter A. Hartman Way	Mission Viejo	92691

SELPA Director Name (Print)	Director Telephone Number	Director E-mail
Scott Turner	(949) 580-3411	turners@svusd.org

2. Certification of Assurances by the Designated Administrative and Fiscal Agency for this Program (Responsible Local Agency/Administrative Unit [RLA/AU])

Designated RLA/AU Name

Saddleback Valley Unified School District

RLA/AU Address	RLA/AU City	RLA/AU Zip Code
25631 Peter A. Hartman Way	Mission Viejo	92691

Name of RLA/AU Superintendent	Superintendent Phone Number	Superintendent E-mail
Clint Harwick, Ed.D.	(949) 586-1234	harwickc@svusd.org

Date of Governing Board Approval	
July 14, 2016	

I certify that this plan has been adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs; and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the Individuals with Disabilities Education Act, 20 *United States Code* (*U.S.C.*) 1400 et seq, and implementing regulations under 34 *Code of Federal Regulations* Parts 300 and 303, 29 *U.S.C.* 705 (20) and 794–794b, the Federal Rehabilitation Act of 1973 as amended, the provisions of the California *Education Code* (*EC*) Part 30, and Chapter 3 Division 1 of Title V of the *California Code of Regulations*.

Signature of RLA/AU Superintendent	Date

3. Certification of Compatibility by the County Superintendent of Schools

Name of County Office of Education (COE)

Orange County Department of Education

COE Address	COE City	COE Zip Code
200 Kalmus Drive	Costa Mesa	926218-9050

Name of COE Superintendent	Superintendent Phone Number	Superintendent E-mail
Al Mijares, Ph.D.	(714) 966-4000	amijares@ocde.us

Pursuant to *EC* Section 56140, I certify that this plan ensures that all individuals with exceptional needs residing within the county, including those enrolled in alternative education programs, including but not limited to, alternative schools, charter schools, opportunity schools and classes, community day schools operated by school districts, community schools operated by the county office of education, and juvenile court schools, will have access to appropriate special education programs and related services.

Signature of County Superintendent or Authorized Representative	Date

4. Certification of the Community Advisory Committee

(Complete Form SED-LP-2)

For Department of Education Use Only

Recommended for Approval by the Superintendent of Public Instruction

Date: By: Approval Date:

Certification of Participation, Compatibility, and Compliance Assurances

Community Advisory Committee Certification		
CAC Compliance Verification	**Yes**	**No**
The Community Advisory Committee (CAC) has advised the policy and administrative agency during the development of the Local Plan pursuant to California *Education Code* (*EC*) Section 56194.	✓	
To ensure adequate and effective participation and communication pursuant to *EC* 56195.9, parent members of the CAC, or parents selected by the CAC, participated in the development and update of the Local Plan for special education.	✓	
The plan has been reviewed by the CAC, and the committee had at least 30 days to conduct this review, prior to submission of the Local Plan to the Superintendent pursuant to *EC* 56205(b)(6).	✓	
The CAC has reviewed any revisions made to the Local Plan as a result of recommendations or requirements from the California Department of Education.	✓	

Certifying Signature	
Name of Chairperson (print) Jennifer Bullington	Phone 949-282-3941
Signature of CAC Chairperson JLDe	Date 5/26/16

If you checked [✓] "No" for any of the above certifications, you may submit specific information, in writing, as to why you did not certify that the special education local plan area (SELPA) met the requirement. (Attach a separate sheet, if necessary.) The Department will take this into consideration in its review of this Local Plan application.

SPECIAL EDUCATION LOCAL PLAN AREA
LOCAL EDUCATIONAL AGENCY ASSURANCES

1. FREE APPROPRIATE PUBLIC EDUCATION (20 UNITED STATES CODE (USC) SECTION (§) 1412 (A)(1))

Assurance

It shall be the policy of the South Orange County Special Education Local Plan Area (SOC SELPA) that a free appropriate public education is available to all children with disabilities residing within the member Districts between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school.

Procedures

In order to ensure that a free, appropriate public education is available to all children with disabilities, the SOC SELPA shall provide a combination of educational and related services determined through the development and review of each child's Individualized Education Program (IEP) that meets the unique needs of the individual in such a manner as to benefit from access to educational opportunities and to prepare them for employment and independent living. Free and Appropriate Public Education (FAPE) is defined as special education and related services provided at public expense, under public supervision and direction; that meet the standards of the State of California and of federal law. This includes preschool, elementary school, and secondary school education; and is provided in conformity with the IEP.

FAPE shall be reasonably calculated to provide educational benefit to the student. It shall be the responsibility of each member District to monitor such benefit for each child with a disability, through both individual review and agency-wide process reviews. Evidence may include passing grades, advancement from grade to grade, academic progress, and progress towards goals and objectives.

To determine whether an IEP is reasonably calculated to provide meaningful benefit, each District should ask:

1. Is the student's IEP individualized to meet the unique needs of the child?
2. Has the student been educated in the Least Restrictive Environment (LRE)?
3. Have the student's educational services been provided in a collaborative and coordinated manner?
4. Has the student demonstrated positive academic and non-academic benefits?

The SOC SELPA and member Districts shall ensure that a student-focused and compliant process to develop IEPs for each child with a disability will be followed based on state and federal laws/regulations.

The SOC SELPA shall support member Districts and all school sites in their implementation through professional development opportunities, technical assistance, support, and monitoring.
20 USC § 1412,CFR 300.24,300.300 (a) (3), 300.340-300.351of Part Regulations 56205 (a), S CCR Chapter 3, Article 1,Section 3001(b)

2. FULL EDUCATIONAL OPPORTUNITY (20 USC § 1412 (A)(2))

Assurance
It shall be the policy of the SOC SELPA that all children with disabilities have access to educational programs, non-academic programs, and services available to children without disabilities.

Procedures
The SOC SELPA ensures that a continuum of program options is available to meet the unique needs of students with disabilities. The IEP team's determination of appropriate services needed and curriculum options to be offered is based upon the unique needs of each student rather than the label describing the disabling condition or the availability of a specific program. Program and placement options include, but are not limited to:

- General Education Classroom: Students are educated in their school of residence within age appropriate general education classrooms with the necessary accommodations, support, and services as indicated in their IEP to ensure progress towards goals and objectives.
- Specialized Academic Instruction: Students receive direct and/or indirect specially designed instruction from a credentialed Education Specialist. Delivery models could include, but are not limited to: push-in services to the general education classroom, pull-out services from the general education classroom, consultation and/or collaboration with the general education teacher, co-teaching with both a general and special education teacher, and a variety of self-contained special education classrooms to meet the individual needs of all students with disabilities.
- Nonpublic, Nonsectarian School Services: Students are educated in nonpublic settings based on unique needs that cannot be met within the programs operated and available within the SELPA. Nonpublic school placements are considered only after all programs within the SELPA have been thoroughly considered and exhausted to ensure that students are educated in the least restrictive environment, as appropriate. Nonpublic placements could include, but are not limited to, residential settings and day schools.

- Orange County Department of Education Programs: Students are educated in County Programs based on unique needs that cannot be met within the programs operated and available within the SELPA. County placements are considered after all programs within the SELPA have been thoroughly considered and exhausted to ensure that students are educated in the least restrictive environment, as appropriate.
- State Special Schools: Students are educated in State Special Schools (ex. California School for the Deaf and California School for the Blind) based on unique needs that cannot be met within the programs operated and available within the SELPA. State Special School placements are considered after all programs within the SELPA have been thoroughly considered and exhausted to ensure that students are educated in the least restrictive environment, as appropriate.
- Placements within other SELPAs and Districts are considered when the needs of a student cannot be met within the programs operated and available within the SOC SELPA. Interagency agreements are developed and maintained to facilitate these placements, as appropriate.
- Instruction in home, hospitals, jails, and other institutions could be provided based on the individual needs of a students and to the extent required by state and federal laws/regulations.
- Extended School Year (ESY): Students are recommended for ESY services when the IEP determines that the student's unique needs require special education and/or related services in excess of the regular academic year in order to prevent regression beyond what could be recouped within a reasonable period of time at the beginning of the following school year.

Related Services could be recommended by the IEP team based upon the student's unique needs and to ensure progress towards goals and objectives. The Related Services available within the SELPA are determined annually through the Annual Service Report (see Appendix B). In order to ensure the availability of Related Services, the SELPA develops and maintains Interagency Agreements with other agencies, as appropriate.

3. CHILD FIND (20 USC § 1412 (A)(3))

Assurance

It shall be the policy of the SOC SELPA that all children with disabilities residing in the state, including children who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and

evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Procedures

The SOC SELPA recognizes the need to actively seek out and evaluate residents from birth to age twenty-one who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal laws. In addition, the SOC SELPA shall consult with appropriate representatives of private school children with disabilities on how to identify, locate, and evaluate children attending private schools. (20 USC 1412 (a) (3); 34 CFR300.451)

The SOC SELPA and member Districts shall establish a means whereby parents/guardians, teachers, appropriate professionals, and others may request assessment for any child they believe to have a disability that significantly interferes with his/her learning. Each District shall identify a process to determine when an individual's academic, behavioral, and/or other difficulties may be related to disabilities and shall establish systematic procedures for special education program identification including referral, assessment, planning, program implementation, and ongoing review.

The District shall notify parents/guardians in writing of their rights related to identification, referral, assessment, instructional planning, implementation and review, including the district's procedures for initiating a referral for assessment to identify individuals who may be in need of special education services. (EC 56301)

Public notices are provided in English, Spanish, and other primary languages of families in the community, as appropriate. Parents and service providers are also encouraged to inform the community of the availability of evaluations and special educations services. In addition to the public notice in local newspapers, a notice regarding the process for referring children with suspected disabilities for evaluation is sent to each private school annually. The private schools are encouraged to post and send this notice to parents of children enrolled in their schools. Parents and/or private school representatives may refer children for special education evaluations through their local schools, as appropriate.

In collaboration with Orange County Regional Center, Infant and Child Find procedures have been developed through active networking with agencies representing education, health (hospitals, public health services, and physicians), developmental services, social services, and parent groups. School-age students are referred upon request from parents, staff, or district personnel through the Student Success Team (SST) process. Vision and hearing screening activities are completed on all students within the district in accordance with state guidelines. District and statewide testing programs may provide information to assist with the Child Find process. Intervention procedures are also implemented for students not enrolled in public school programs residing within the district, including infants, preschoolers, and private school attendees. This process

assures that students who may be in need of special education are located and identified in a timely manner.

Administrators at the district office and school sites are knowledgeable about the services available within the SELPA. Site administrators are regularly informed of changes in procedures related to special education.

Identification and Referral Procedures

Referral for evaluations may be initiated by any parent/guardian, teacher, administrator, support personnel, outside agency, or individual who has knowledge that a student may be in need of special education services. Referrals will be processed in a systematic manner, held in strict confidence, and include the written Notice of Procedural Safeguards for parents. If parents believe their child has a disability which requires special education services, they may submit a written request for evaluation. When a verbal referral is made, staff of the school, District, SOC SELPA, or the County Office of Education shall offer assistance to the individual in making a request in writing. Interpreters are provided to assist parents in the SST process to discuss their concerns, possible interventions, and areas of suspected disability to be considered in developing an evaluation plan. Families of children under the age of three with identified or suspected disabilities are referred to the Orange County Regional Center.

Initial referrals for preschool children are processed through each member District's Preschool Assessment Team. Assessment team staff collect information from the child's parent/guardian and, when appropriate, preschool staff/teacher. The team meeting provides the opportunity to discuss the child's growth and development relative to expectations, intervention strategies, and the child's potential need for evaluations to determine eligibility for special education.

The process for referring school age students for special education services begins at the child's school of residence. An individual with a concern about a student's progress may request a meeting with the SST. Forms to request a SST meeting are available at each school site. The SST is a general education function and may be composed of the principal or designee, general education staff member, the student's teacher, and other categorical staff. The team may also include special education staff such as the school psychologist, speech pathologist, and/or education specialist. The SST Chair sends notification of SST meetings to the appropriate participants, including parents, and facilitates the meeting. If the SST finds that the student's needs cannot be appropriately met with modifications of the general program, a referral for special education evaluation is considered. At the time of referral, parents are given a copy of the Notice of Procedural Safeguards.

Referral procedures are coordinated with other school site programs to ensure that students in all regular and supplemental programs have access to needed special education services. Referrals from private schools, private preschools, and other agencies are processed in the same manner as referrals from the public schools. School

personnel assist in the preparation of referral forms and provide orientation to persons making referrals. Private schools must show that accommodations of their programs have been attempted and the results of those accommodations. The modifications attempted may be verified by assessment team members through personal interviews with private school teachers and parents.

A completed referral form includes information regarding the reasons for the referral, the results of modifications of the student's general school program, review of academic performance, indication of health status and a checklist of student behaviors, which provide the basis for the referral. The data reported at the time of referral by the person(s) making the referral indicates the suspected areas of disability to be considered by the assessment team and are considered in developing the evaluation plan. Referrals are processed for all potential special education students in accordance with state-mandated procedures and timelines.

Utilization of General Education

The Student Success Team (SST) process is a general education function. The SST may recommend implementation of accommodations of the general education program before referring students for a special education evaluation. The SST may recommend additional instruction and/or behavioral intervention strategies, utilization of other categorical programs, provide various interventions based on need, recommend assessment, refer for Section 504 of the Rehabilitation Act of 1973, and/or make other recommendations. The SST must consider if the student's needs can be met with accommodation(s) to the general education instructional program. A student may be referred for special education instruction and services only after the resources of the general education program have been considered and utilized, as appropriate.

If there is a suspected area of disability, a proposed assessment plan is developed and shared with parents and assessments/evaluations are conducted only after the parent has signed the assessment plan. Students in need of accommodations in the general education classroom under Section 504 of the Rehabilitation Act of 1973 may be recommended for assessment to determine the need for a formal plan. Students needing additional evaluation may be referred for an appropriate multi-disciplinary assessment to be conducted by special education staff.

20 USC § 1412 (a) (3) (A-B), 34 CFR Sections 300.125 56205 (a)

4. INDIVIDUALIZED EDUCATION PROGRAM (IEP) AND INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) (20 USC § 1412 (A)(4))

Assurance

It shall be the policy of the SOC SELPA that an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP) that meets the requirements of 20 USC § 1436 (d)), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 USC § 1414 (d). It shall be the policy of this SELPA that a review of an IEP will be

conducted on at least an annual basis to review a student's progress and make appropriate revisions.

Procedures

The SOC SELPA provides a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) to all students residing within the SELPA. The SELPA provides a full range of special education programs to facilitate services for students with disabilities in a supportive, cooperative, and mutually respectful environment. The appropriate special education placement in the LRE, for each child with a disability, is determined by the IEP team. The IEP team is comprised of the child's parents, school staff, and other professionals with knowledge or expertise regarding the child.

The IEP team shall consider the educational and nonacademic benefits of placing the student in a regular class and shall determine what support services would be needed in order to support this placement. All placement decisions should promote maximum interaction between students with disabilities and their typically developing peers, in a manner that is appropriate to the needs of both. Special education services shall be provided when the IEP team determines that the student's individual needs cannot be appropriately met in the general education setting without support.

Parents/guardians shall have the right to approve the student's placement in a special education program, and written parental consent shall be obtained before any such placement is made unless a due process hearing officer authorizes the placement. Once an IEP team has determined an appropriate placement with parent/guardian consent, that placement remains in effect unless modified through the IEP process, mutual agreement, or a due process hearing officer's order.

Individualized Educational Program (IEP) Procedures

The District will initiate and conduct meetings for the purpose of developing, reviewing, and/or revising the IEP of each student with a disability. The description of IEP development included in EC Sections 56340-7 and 34 CFR 300.340-350, are hereby included.

IEP Timelines

An IEP will be developed (a) within 30 days of an interim placement from outside the SELPA, (b) within 60 days [not including days between sessions or terms, or vacation of more than five days in length] of the parent's/guardian's consent to the Assessment Plan, and (c) at least annually. Timelines for development of an IEP are as follows:

a. An IEP required as a result of initial assessment shall be developed within 60 calendar days of receipt of the parent's signed consent for assessment [not including days between school sessions or terms, or vacation days in excess of five consecutive days].

b. An IEP shall be developed within 30 days of the beginning of the subsequent school year for each student for whom written consent for assessment is received within 30 days prior to the end of the school year.
c. A meeting of the IEP team shall be held within 30 days of a parent's written request, not including days between school sessions or terms, or vacation days in excess of five consecutive days.
d. The IEP meeting will always include a parent (or surrogate parent) unless the parent is unwilling/unable to attend and the district has maintained a record of attempts to include the parent at a mutually agreeable time and location. Additionally, an IEP team meeting can be convened if the parent agrees for the meeting to be convened without their attendance.
e. The district encourages meaningful participation of parents at IEP meetings by scheduling meetings at times convenient for parents within reason, providing interpreters for parents who are non-English speaking or deaf/hard of hearing, encouraging parents to send a representative in their absence, conducting teleconferences when appropriate, etc.

Parents are notified in advance of a need for an IEP team meeting. Every attempt is made to schedule a student's IEP team meeting at a time that is mutually agreeable for the parent/guardian and school staff. Staff will utilize a variety of communication modes, offer alternative meeting dates and locations, and/or suggest that the parent send a representative if he/she is unable to attend. Notification forms will include the purpose, time, and location of the meeting and the staff who will attend.

Required IEP Participants

a. The parent(s) of the child;
b. At least one regular education teacher or general education representative of the child (if the child is, or may be, participating in the regular education environment);
c. At least one special education teacher of the child, or if appropriate, at least one special education service provider of the child;
d. A representative of the public agency who is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities and who is knowledgeable about the availability of resources in the public agency;
e. An individual who can interpret the instructional implications of assessment results, who may be a member of the team described in a-d;
f. At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate;

g. The child, if appropriate.

Excusal of IEP Participants

An IEP team member could be excused from a meeting only when mutually agreeable and with the written consent of the parent. The excused IEP team member will provide prior written input to the parent prior to the IEP meeting if his/her area of expertise is to be discussed.

IDEA 2004 allows for amendments to the IEP, which may be made with a District Administrative representative and the parent, so long as all members of the IEP team are notified of any change(s).

As appropriate, representatives of other agencies are invited to participate in IEP meetings that are held to discuss transition services. In addition to written invitations and telephone calls, other efforts are made to encourage their participation. If an agency representative does not attend the IEP meeting where transition services are discussed, a district designee will contact the agency representative if appropriate to coordinate transition services.

Purpose of the IEP Meeting

The IEP team meets when

a. The student has received an assessment for special education;
b. The student's special education placement is to be initiated, changed or discontinued;
c. The student's progress is less than anticipated;
d. A parent or teacher requests a meeting to develop, review, or revise the IEP;
e. It has been one year since the previous IEP was developed. The purpose of the annual meeting is to review the student's annual achievement, the appropriateness of the designated services, as and to determine ongoing needs and supports.

At the IEP Meeting

To facilitate the meeting, districts may arrange for interpreters for parents who are hearing impaired or whose primary language is not English. Prior IEP goals and objectives are reviewed to determine to what degree they were met. The discussion of present levels of performance includes not only progress on goals but can also include results of standardized achievement test scores, classroom performance, observations, and parent and teacher reports. The IEP process enables the team to develop a completed IEP which shows a direct relationship among the levels of performance and the goals and objectives, and to identify the specific services required to enable the student to advance appropriately toward attaining the annual goals, to what extent the student should be involved and progress in the general curriculum, to participate in extracurricular or other nonacademic activities, and to be educated and participate with

children with disabilities and children without disabilities in these activities, as appropriate.

The IEP team refers to established eligibility standards as set forth in Title 5 CCR 3030 (a- j) as appropriate. Eligibility for special education is written on each IEP developed by the team.

At the IEP meeting, introductions are made, and the purpose and format of the meeting are described. Each required component of the IEP is discussed by the team and recorded on the form including:

a. The strengths, interests, and learning preferences of the student;
b. The child's present levels of educational and social functioning, including the results of the initial or most recent assessment of the child and/or the results of the child's performance on any general State or district-wide assessment programs as appropriate;
c. Annual goals and when appropriate, short-term objectives or benchmarks related to meeting the child's needs that result from the disability to enable the child to be involved in and progress in the general curriculum or to meet each of the child's other educational needs that result from the disability;
d. The concerns of the parent relevant to the child's educational progress;
e. A description of how the child's disability affects involvement and progress in the general curriculum
f. An explanation of the extent, if any, to which the child will not participate with children without disabilities in the regular class and extracurricular activities;
g. A statement of the supplemental aids and services to be provided to or on behalf of the student;
h. A statement of program accommodations, modifications, or supports for school personnel that are required for the child to advance appropriately toward attaining the annual goals specified in the IEP;
i. A determination of the student's need for assistive technology devices and services or low incidence services, equipment, and materials to meet the educational goals and objectives;
j. A statement of how the child's progress toward the annual goals will be measured and how the parents will be informed of their child's progress;
k. If the child is Limited English Proficient, a description of how his or her level of English proficiency, related to the IEP, will be addressed;
l. If the child is deaf or hard of hearing, a description of specialized communication strategies, if needed, and opportunities for direct instruction and communication with peers and adults in the student's language and mode

of communication;

m. If the child's behavior impedes learning, a description of positive behavior interventions, strategies, and supports to address the behavior, including a Behavior Intervention Plan, if required;
n. By the time a student reaches the age of 16, a statement of needed transition services for the student, including, if appropriate, a statement of the interagency responsibilities or needed linkages;
o. For students age 17 or older, verification that the student has been apprised of his or her rights at the age of majority;
p. A statement of the special education and related services to be provided to the child, including the projected date for beginning the services and modifications, anticipated frequency, location, and duration of those services and modifications;
q. Individual accommodations and/or embedded supports in the administration of State or district-wide assessments of pupil achievement, or a statement of why that assessment is not appropriate for the child, designating an alternate assessment as the means to measure the student's progress;
r. The determination of the need for Extended School Years ervices, participation in Workability, and specialized transportation services;
s. A review of the Notification of Procedural Safeguards; and
t. Parental consent to all or part of the IEP.

A copy of the completed IEP is provided to the parent(s). Upon request, the IEP will be translated into the primary language of the parent, unless it is clearly not feasible to do so. Case managers are responsible for informing all appropriate IEP team members of the IEP components and their respective roles immediately following parent consent to the IEP. Service providers from other agencies who provide instruction or a related service will be provided a copy of the IEP. IEPs are maintained in accordance with state and federal pupil record confidentiality laws.
20 USC §1412 (a) (4), 1414(d), 1436(d), CFR 300.344 (c) (1) (ii), 300.345 (a) 56205(a), 56195.7(a), 56195.8(a)(3)

5. LEAST RESTRICTIVE ENVIRONMENT (20 USC § 1412 (A)(5))

Assurance

It shall be the policy of the SOC SELPA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of a student with disabilities from the general educational environment, occurs only when the nature or severity of the disability of the student is

such that education in regular classes with the use of supplemental aids and services cannot be achieved satisfactorily.

Procedures

It is the intent of the SOC SELPA to serve students with disabilities in the least restrictive environment consistent with their academic and non-academic needs. Students with disabilities shall receive their education in chronologically age-appropriate general education classrooms at neighborhood school sites unless there is a compelling educational reason why this cannot be accomplished. Close cooperation of all school personnel is encouraged by district and site administrators to facilitate opportunities for social interaction between individuals with and without disabilities.

The SOC SELPA provides a full range of program options to meet students' educational needs in the least restrictive environment. This includes District programs, County programs, regionalized services, state schools and non-public schools. The determination of the least restrictive environment is based on the IEP team's consideration of each individual student's unique needs, including present levels of performance, goals and objectives, and the configuration of special education support required to implement the IEP.

Removal of students from regular classes occurs only when the nature of the student's disability is such that education in a regular class with the use of supplementary aides and services cannot be achieved satisfactorily. To the maximum extent appropriate, individuals with exceptional needs are educated, and participate with, students without disabilities in academic, non-academic, and extracurricular activities. Students attend their school of residence, unless their IEP requires other arrangements. If other arrangements are determined necessary, students are served in the appropriate school based upon the District developed feeder pattern.

Special education services and supports will be provided for students with disabilities to ensure maximum interaction with their peers in the regular education environment as appropriate for the student's individual needs. The IEP team will make decisions regarding the least restrictive environment for each child on at least an annual basis. Individuals with exceptional needs shall have equal access to all activities, programs and facilities in the general school environment. Participation in activities will be determined based on the individual needs of the student.

The location of specialized academic instruction classes and other special education support programs will be included in decisions regarding facilities planning. District commitments to ensure appropriate size, configuration, and location for special classroom space on regular school campuses will continue in order to avoid frequent or disruptive program relocations. Ramps, handrails, and adapted equipment are provided as necessary to ensure access and safety for students with disabilities.

Continuity in the assignment of appropriate classroom space for the provision of special education services allows students with disabilities the opportunity to develop relationships with typically developing peers, and timely access to general education programs will be prioritized for all students.

Programs are available to assist typically developing students in understanding, supporting, and interacting with children with disabilities. Staff development, collaborative activities and consultation by special education staff are provided to regular education staff to assist them in addressing the unique needs of students with disabilities.

6. PROCEDURAL SAFEGUARDS (20 USC § 1412 (A)(6))

Assurance

It shall be the policy of the SOC SELPA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations.

Procedures

Students with disabilities and their parents/guardians shall be provided written notice of their rights in a language easily understood by the general public, in the primary language of the parent/guardian, or in another mode of communication used by the parent/guardian, unless to do so is clearly not feasible. The notice shall include, but not be limited to, those rights prescribed by Education Code 56341. (Education Code 56341, 56506; 34CFR 300.503)

If the native language or other mode of communication of the parent/guardian is other than English, the notice will be translated or interpreted by other means to the parent/guardian in his/her native language or other mode of communication, to ensure the parent/guardian understands the contents of the notice.

Procedural Safeguards Notice

A procedural safeguards notice shall be made available to parents/guardians of students with a disability annually and upon: (20 USC § 1415 (d))

1. Initial referral for evaluation,
2. Reevaluation of the student, and
3. Registration of a complaint.

This notice shall include information on the procedures for requesting an informal meeting, a resolution session, a pre-hearing mediation conference, a mediation conference, or a due process hearing; the timelines for completing each process; whether the process is optional; the type of representative who may be invited to participate; and the right of the parent/guardian and/or the district to electronically record the proceedings of IEP meetings in accordance with Education Code 56341. A copy of this

notice shall be attached to the student's assessment plan and referred to at each annual IEP meeting. (Education Code 56321, 56321.5)

In addition, this notice shall include the procedural safeguards relating to: independent educational evaluation; prior written notice; parental consent; access to educational records; opportunity to present complaints; the student's placement while due process proceedings are pending; procedures for students who are subject to placement in an interim alternative educational setting; requirements for unilateral placement by parent/guardians of students in private schools at public expense; mediation; due process hearings; state-level appeals; civil action; and attorney's fees.
(20 USC § 1415 (d); 34 CFR 300.504)
(See Special Education Rights of Parents and Children--October 2000) CDE Publication
20 USC § 1412 (a) (6) 20 USC § 1415 56205 (a), 56195.7 (a), 56195.8 (a)(3)

7. EVALUATION (20 USC § 1412 (A)(7))

Assurance

It shall be the policy of the SOC SELPA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate.

Procedures

Annual Assessments

The SOC SELPA procedures for IEP Parent Notification and Participation ensure that annual assessments are completed within required timelines. The student's IEP is scheduled for review by the IEP team at least once a year. IEP meetings to review assessment will take place within 60 calendar days of receipt of the signed assessment plan, not including official school breaks exceeding 5 days. In addition, a special review of the placement may be requested at any time by:

- Any staff member who provides services to, or who knows the student and has a specific concern;
- The student's parent/guardian;
- A student whose due process rights were transferred at the age of 18.

Upon receipt of a written request, for an IEP meeting, the administrative designee or case carrier shall schedule a review meeting within 30 calendar days, not exceeding official school breaks of more than 5 days.

Parents and members of the IEP team must be notified by established notification procedures. The IEP team may:

- Review student progress on goals and objectives.
- Modify the IEP by recommending a more intensive program, less intensive program, or by adding or discontinuing specialized services.

- Recommend the continuation of the current program.

Triennial Assessments

All reevaluations are conducted within three calendar years of the last assessment or more frequently if requested by the student's parent or teacher. The reevaluation determines if the student continues to have a disability and if he/she continues to require special education services. It also determines how he/she is involved in and is progressing in the general education curriculum. Assessment and IEP meetings shall be completed within 60 calendar days upon receipt of the signed assessment plan, not including official school breaks in excess of 5 days.

The SELPA utilizes a Management Information System which tracks student IEPs and the due dates for annual and triennial reviews to ensure that timelines are met.

Assessment Plan

For all individuals referred for special education services with an area of suspected disability, an initial Assessment Plan is developed within 15 days of receipt of the referral. If the referral is received with 10 days or fewer to the end of school year, the assessment plan will be due to the parent within the first 10 days of the next school year. The assessment plan is based upon the intake interview information referral question, Student Success Team findings/recommendations, and consideration of the parent's request for evaluation. The Notice of Procedural Safeguards is included. An Assessment Plan is developed for all initial and triennial evaluations or any time an individual assessment is conducted. The Assessment Plan contains the following:

a. Reason for the proposed assessment, other options considered, interventions and modifications attempted, and description of evaluation procedures relevant to the proposed action;
b. Description of the type of evaluation, materials, and procedures;
c. Assessment personnel identified by title and evaluation area;
d. The student's primary language and English language proficiency status;
e. A statement that tests and other evaluation materials will be provided and administered in the student's primary language or other mode of communication, and if not, the reasons why it is clearly not feasible, including any available independent evaluations;
f. Results of recent evaluations, including any available independent evaluations;
g. Information the parent requests to be considered;
h. The necessity for alternative modes of assessment, if appropriate;
i. Parent consent and date.

The proposed Assessment Plan is provided in the primary language of the parent/guardian, unless to do so is clearly not feasible to do so, and written in language easily understood by the general population. The parents have at least 15 days from

receipt of the proposed Assessment Plan to arrive at a decision. Written consent of the parent or guardian is obtained prior to conducting the assessment.

The assessment will be completed within 60 days of receipt of the parent's/guardian's written consent (not including days between the student's regular school sessions or terms or days of school vacation in excess of five school days from the date of receipt of referral).

Assessment Process

Evaluations are conducted by competent multi-disciplinary team members, including at least one teacher or specialist knowledgeable in the area of the suspected disability. Attention is given to the student's need for specialized services, materials, and equipment when the low incidence disabilities of visual impairment, deafness, hard of hearing, deaf-blindness, or orthopedic impairment are suspected. Students assessed for initial and three-year evaluations have a vision and hearing screening unless parental permission is denied.

Assessment personnel are competent and appropriately trained to administer and interpret test results and, when necessary, are knowledgeable and understanding of cultural and ethnic backgrounds and competent in both the oral and written skills of English Language Learners. When appropriate, an interpreter is used and reported in the evaluation.

Individuals are assessed in their primary language or other mode of communication unless it is clearly not feasible to do so. All areas of suspected disability are evaluated. Tests and materials used for evaluation are selected and administered so as not to be racially, culturally, or sexually discriminatory and to reflect the individual's skills and aptitude levels. The evaluation process ensures that no single procedure or evaluation is the sole criterion for determining placement. Staff work collaboratively to ensure that a student with a suspected low-incidence disability is assessed by qualified and trained personnel, in all areas related to the suspected disability, consistent with state guidelines.

Assessment Report

Assessment personnel prepare (a) written report(s) of the results of each evaluation. Each report contains the following required components:

a. Results of test(s) administered in the primary language of the student by qualified personnel;
b. A statement regarding the validity of the evaluation;
c. A statement regarding whether the tests are valid for the purpose for which they are used;
d. Whether the student's needs can be met in the regular classroom;

e. If the student may need special education and related services;
f. Relevant behavior noted during the observation of the student in an appropriate setting;
g. The educationally relevant health, developmental, and medical findings, if any;
h. A determination of the effects of environmental, cultural, or economic disadvantage;
i. The need for specialized services, materials, and equipment for students with low incidence disabilities;
j. Consideration of independent assessments; and
k. The basis for making the determination of eligibility.

For a student with a suspected learning disability, the members of the IEP team shall document the determination of eligibility including:

a. The student has a specific learning disability;
b. The basis for making the determination;
c. Observations in the pupil's learning environment where the effects of the suspected disability is likely to occur
d. The relationship of that behavior to the student's academic functioning;
e. The educationally relevant medical findings, if any;
f. Whether there is a significant discrepancy between achievement and ability that is not correctable without special education and related services; and
g. The determination of the IEP team's analysis regarding the effects of environmental, cultural, or economic disadvantage.

Independent Educational Evaluations

If a parent disagrees with an evaluation conducted by the District, the parent may inform the District in writing of the disagreement and request an independent educational evaluation. Upon receipt of a parent request for an independent educational evaluation (IEE), the district must either initiate a due process hearing to show that its evaluation is appropriate, or provide the parents with information about how an IEE may be obtained at public expense and the applicable criteria for the evaluation. An evaluator must not be a regular employee of the district responsible for the education of the child, must conduct evaluations in accordance with all requirements of federal and state law, and be appropriately credentialed and/or licensed to conduct the evaluation. If the parent declines to use the independent evaluators contracted by the district, the parent may retain another individual to conduct the evaluation at public expense if the evaluator meets the agency criteria. If the parent wishes to use an evaluator that does not meet the agency criteria, the parent may elect to fund the IEE at private expense and the results of the assessment will be considered by the IEP team. The parent may also elect to demonstrate, in writing, the unique circumstances that warrant the need to choose an

assessor that does not meet the criteria of the district, but should be provided at public expense.
20 USC § 1412 (a) (7), 1414 (A-C), 34 CFR 300.128, 300.220
56205 (a), 56320-333, 56380(a), CCR Title 5, 3021-3029

8. CONFIDENTIALITY (20 USC § 1412 (A)(8))

Assurance
It shall be the policy of the SOC SELPA that the confidentiality of personally identifiable data, information, and records maintained by the member LEAs relating to children with disabilities and their parents shall be protected pursuant to the Family Educational Rights and Privacy Act (FERPA).

Procedures
"Confidentiality" means the restriction of access to verbal and written communications, including clinical, medical and educational records, to appropriate parties under Section 99.3 of Title 45 of the code of Federal Regulations, Section300.560 et seq. of Title 34 of the Code of Federal Regulations, Sections 827, 4514, 5328, and 10850 of the Welfare and Institutions Code, Section 2890 of Title 17 of the California Code of Regulations, and Sections 49060 through 49079 of the Education Code. The SOC SELPA and member Districts will ensure that all student records and identifiable information is stored in a secure manner to maintain confidentiality for all students receiving special education and/or related services.

9. PART C, TRANSITION (20 USC § 1412 (A)(9))

Assurance
It shall be the policy of the SOC SELPA that a transition process for a child who is participating in Early Intervention Programs (IDEA, Part C), and who will participate in preschool programs, experience a smooth and effective transition to those preschool programs in a manner consistent with 20 USC § 1437 (a)(9). The transition process shall begin prior to the child's third birthday.

Procedures
The SOC SELPA and member Districts will develop procedures to ensure that IEP teams meet no later than the third birthday for any child that received services through Part C of IDEA in order to allow for a smooth transition and determination of eligibility for special education and/or related services under Part B of IDEA.

For infants previously identified as candidates for special education services under Part C, the transition process to determine eligibility for Part B begins at 2.6 years when the Regional Center of Orange County discusses a transition plan with the family and makes

the referral to the SELPA. The SELPA will review all relevant information in consultation with the family to develop an assessment plan. The evaluation is conducted and the results are reviewed to determine eligibility for Part B before the child's third birthday to ensure a smooth transition of services and prevent any delay (see Appendix C).

10. Private Schools (20 USC § 1412 (a)(10))

Assurance

It shall be the policy of the SOC SELPA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents.

Procedures

The SOC SELPA policy ensures that the SOC SELPA locates, identifies, and evaluates all children who may be eligible for special education and related services. Child-find activities for parentally placed private school children are similar to those activities undertaken for pupils in public schools.

IDEA 2004 determined that the District where the private school is located is responsible for conducting child-find activities for children enrolled by their parents in private schools. All Districts in Orange County have signed a written agreement that states that the District of residence of the private school student will be responsible for the evaluation and determination of eligibility for special education services.

For private school children who are parentally placed, there is no individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school. The SELPA determines the scope and type of services after consultation with private school representatives. A proportionate share of the SELPA's special education federal funds is utilized to provide services to parentally placed private school students with disabilities.

11. Local Compliance Assurances (20 USC § 1412 (a)(11))

Assurance

It shall be the policy of the SOC SELPA that the Local Plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs; and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the Individuals with Disabilities Education Act,

the Federal Rehabilitation Act of 1973, Section 504 of Public Law and the provisions of the California Education Code, Part 30.

12. INTERAGENCY AGREEMENTS (20 USC § 1412 (A)(12))

Assurance
It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for FAPE are provided, including the continuation of services during an interagency dispute resolution process.

Procedures
The SOC SELPA participates with the Orange County Department of Education and other agencies in the development and maintenance of Interagency Agreements to ensure that all eligible special education students receive appropriate services through designated agencies, as outlined in their Individualized Education Programs.

13. GOVERNANCE (20 USC § 1412 (A)(13))

Assurance
It shall be the policy of the SOC SELPA and member LEAs to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the Local Plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency.

Procedures

Please see Governance section beginning on page 35.

14. PERSONNEL QUALIFICATIONS (20 USC § 1412 (A)(14))

Assurance
It shall be the policy of the SOC SELPA to ensure that personnel providing special education and related services meet the highly qualified requirements as defined under federal law, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications.

Procedures
The SOC SELPA shall take steps to ensure that there is an adequate supply of qualified and adequately prepared special education, general education and related services personnel. Such steps shall include, but not be limited to, the following:

1. Widespread recruitment of teachers and support personnel;

2. Collaboration with surrounding colleges, in their teacher education programs, design and supervision of student teachers/interns;
3. Ongoing staff development activities for special education administrators, teachers and support staff;
4. Ongoing staff development activities for general education administrators, teachers, and support staff.; and
5. Effective evaluation of special education staff to ensure the utilization of research-based interventions and methodologies.

15. Performance Goals and Indicators (20 USC § 1412 (a)(15))

Assurance

It shall be the policy of the SOC SELPA and the member LEAs to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by CDE.

Procedures

A review of the SELPA and/or District performance goals and indicators is made on at least an annual basis to determine priorities for program improvement. The SELPA and member LEAs provide required data and reports to CDE, as necessary.

16. Participation in Assessments (20 USC § 1412 (a)(16))

Assurance

It shall be the policy of the SOC SELPA that all students with disabilities shall participate in state and district-wide assessment programs, with appropriate accommodations, where necessary. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments, consistent with state standards governing such determinations.

Procedure

Students with disabilities are included in general state and district-wide assessment programs, with appropriate accommodations and/or supports where necessary. Each student's IEP team shall determine, at least on an annual basis, the individual accommodations and/or supports in the administration of state or district-wide assessments necessary to minimize the impact of the student's disability on test performance. If the IEP team determines that the child will not participate in a particular state or district-wide assessment of student achievement, or part of an assessment, the IEP shall include a statement of why that assessment is not appropriate for the child and how the child will be assessed.

Students with significant cognitive disabilities should participate in the state alternate assessment system, in accordance with state guidelines for determination of appropriate assessment participation. Such determination is made by the student's IEP team.

17. SUPPLEMENTATION OF STATE/FEDERAL FUNDS (20 USC § 1412 (A)(17))

Assurance
It shall be the policy of the SOC SELPA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA and will be used to supplement and not to supplant state, local and other Federal funds.

18. MAINTENANCE OF EFFORT (20 USC § 1412 (A)(18))

Assurance
It shall be the policy of the SOC SELPA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in Federal law and regulations.

19. PUBLIC PARTICIPATION (20 USC § 1412 (A)(19))

Assurance
It shall be the policy of the SOC SELPA that public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA.

Procedure
Members of the public, including parents or guardians of students with disabilities who are receiving services under the Local Plan, may address questions or concerns at regularly scheduled meetings according to Brown Act requirements to receive and take action on information or business related to special education and the administration of the SOC SELPA.

20. RULE OF CONSTRUCTION (20 USC § 1412 (A)(20))
(N/A, Federal requirement for State Education Agency only)

21. STATE OF ADVISORY PANEL (20 USC § 1412 (A)(21))
(N/A, Federal requirement for State Education Agency only)

22. SUSPENSION/EXPULSION (20 USC § 1412 (A)(22))

Assurance
The SOC SELPA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the SELPA and member LEAs assure that policies, procedures, and practices related to the development and implementation of the IEPs will be revised.

Procedures

California has extensive law with regard to suspension and expulsion. Educational opportunities are provided to all expelled students. The principal of each school is responsible for keeping detailed records and reporting each incident to the district and board of education. The district in turn is responsible to report annually to the California Department of Education (CDE) data on the numbers of students recommended for expulsion, the grounds for the recommendation, the action taken, the type of referral for education, and the disposition of the pupil at the end of the expulsion period. The CDE analyzes the data to determine if an LEA has a significant discrepancy from state averages. Failure to submit a timely report requires the State Superintendent to withhold further apportionment of funds to the LEA. The California Code of Regulations requires LEAs to report annually to the CDE all events requiring an "emergency behavioral report" indicating a student with a disability has had an event of serious behavior the nature of which could be grounds for suspension or expulsion. The Department is required annually to provide the data from these reports to the Commission on Special Education.

The Special Education Division is organized into geographic regions for providing focused monitoring and technical assistance and for the purpose of maintaining a close relationship with the LEAs and the performance of their students with disabilities. A database of performance indicators is kept and analysis is made on an ongoing basis to provide assistance whenever performance indicators indicate a potential problem. In this mode, excessive suspension and expulsion rates will trigger an action for CDE and SOC SELPA staff to work towards a resolution to the problem. Such an indicator may also target the LEA for an on-site review if a timely and satisfactory resolution has not been implemented.

23. Access to Instructional Materials (20 USC § 1412 (a)(23))

Assurance

It shall be the policy of the SOC SELPA to provide instructional materials to students who are blind or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard.

24. Overidentification and Disproportionality (20 USC § 1412 (a)(24))

Assurance

It shall be the policy of the SOC SELPA to prevent the inappropriate disproportionate representation by race and ethnicity of students with disabilities.

25. Prohibition on Mandatory Medicine (20 USC § 1412 (a)(25))

Assurance
It shall be the policy of the SOC SELPA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substance Act as a condition of attending school or receiving a special education assessment and/or services.

26. DISTRIBUTION OF FUNDS (20 USC § 1411 (E), (F)(1-3))
(N/A, Federal requirement for State Education Agency only)

27. DATA (20 USC § 1418 (A-D))
It shall be the policy of the SOC SELPA to provide data or information to the CDE that may be required by regulations.

28. CHARTER SCHOOLS EC 56207.5 (A-C)

Assurance
It shall be the policy of the SOC SELPA that a request by a charter school to participate as an LEA in a SELPA may not be treated differently from a similar request made by a school district.

Procedures
This assurance applies to all charter schools wishing to be chartered by a member District or a charter school wishing to join the SELPA as it's own LEA. This assurance also applies to any charter school petition granted by the State Board of Education in which oversight responsibilities have been assigned to the SOC SELPA per EC 4605.S(k)(l).

Charter schools will comply with all requirements of State and Federal law regarding provisions of special education services. Children with disabilities attending charter schools retain all rights under the IDEA and implementing state law when enrolling in a charter school. No student will be denied enrollment in a charter school due to a disability or a charter school's inability to provide certain placement and or services called for on the student's IEP.

Special education and related services shall be provided to all eligible students in the jurisdiction of SOC SELPA in accordance with this local plan, policies, and procedures. Students enrolled in charter schools chartered by SOC SELPA or operating within the SOC SELPA's jurisdiction shall receive services in a manner similar to students enrolled in other schools within the District. Funding for special education services and responsibility for provision of services shall be based on the status of the individual charter school and any local agreements and accompanying administrative regulations.

Prior to approval of a new charter school to a member District, or renewal of an existing charter school, the Director of Special Education and Director of SOC SELPA shall

consult with the Governing Board of the member District, or designees, to ensure that the charter school responds to District guidelines and timelines as they relate to special education. The Director of Special Education and Director of SOC SELPA shall review all proposed charter petitions, including petitions for renewal, and advise the Governing Board on whether the petitions contain reasonable assurances that all eligible students enrolled in the Charter school will receive appropriate special education services.

The charter school will be held fiscally responsible for a proportional share of any encroachment on district general funds that is created by the provision of special education services throughout the District. The District and the charter school may enter into agreements whereby the charter school is billed for excess costs associated with providing special education services to identified students, including the administration of special education programs.

For the purpose of providing special education services, charter schools shall be deemed public schools within the District.

In accordance with federal and state laws and regulations, the Saddleback Valley Unified School District Governing Board certifies that this plan has been adopted and is the basis for the operation and administration of special education programs, and that the agency herein represented will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the Individuals with Disabilities Education Act, 20 *U.S.C.* 1400 et seq., and implementing regulations under 34 *CFR*, Parts 300 and 303, 29 *U.S.C.* 794, 705 (20), 794- 794b, the Federal Rehabilitation Act of 1973, as amended, and the provisions of the California *Education Code*, Part 30 and Chapter 3, Division 1 of Title V of the *California Code of Regulations.*

Be it further resolved, the LEA superintendents shall administer the local implementation of procedures, in accordance with state and federal laws, rules, and regulations, which will ensure full compliance.

Furthermore, the LEA superintendents ensure that policies and procedures covered by this assurance statement are on file at the LEA and the SELPA offices, and are available to any interested party.

Adopted this day of

AYE: ____

NOES: ____

ABSENT: ____

ABSTAIN: ____

* Student Preferential Vote

By: _____

Clint Harwick, Ed. D
Superintendent
Saddleback Valley Unified School District
Responsible Local Administrative Agency (RLA)

In accordance with federal and state laws and regulations, the Laguna Beach Unified School District Governing Board certifies that this plan has been adopted and is the basis for the operation and administration of special education programs, and that the agency herein represented will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the Individuals with Disabilities Education Act, 20 *U.S.C.* 1400 et seq., and implementing regulations under 34 *CFR*, Parts 300 and 303, 29 *U.S.C.* 794, 705 (20), 794- 794b, the Federal Rehabilitation Act of 1973, as amended, and the provisions of the California *Education Code*, Part 30 and Chapter 3, Division 1 of Title V of the *California Code of Regulations.*

Be it further resolved, the LEA superintendents shall administer the local implementation of procedures, in accordance with state and federal laws, rules, and regulations, which will ensure full compliance.

Furthermore, the LEA superintendents ensure that policies and procedures covered by this assurance statement are on file at the LEA and the SELPA offices, and are available to any interested party.

Adopted this day of

AYE: ____

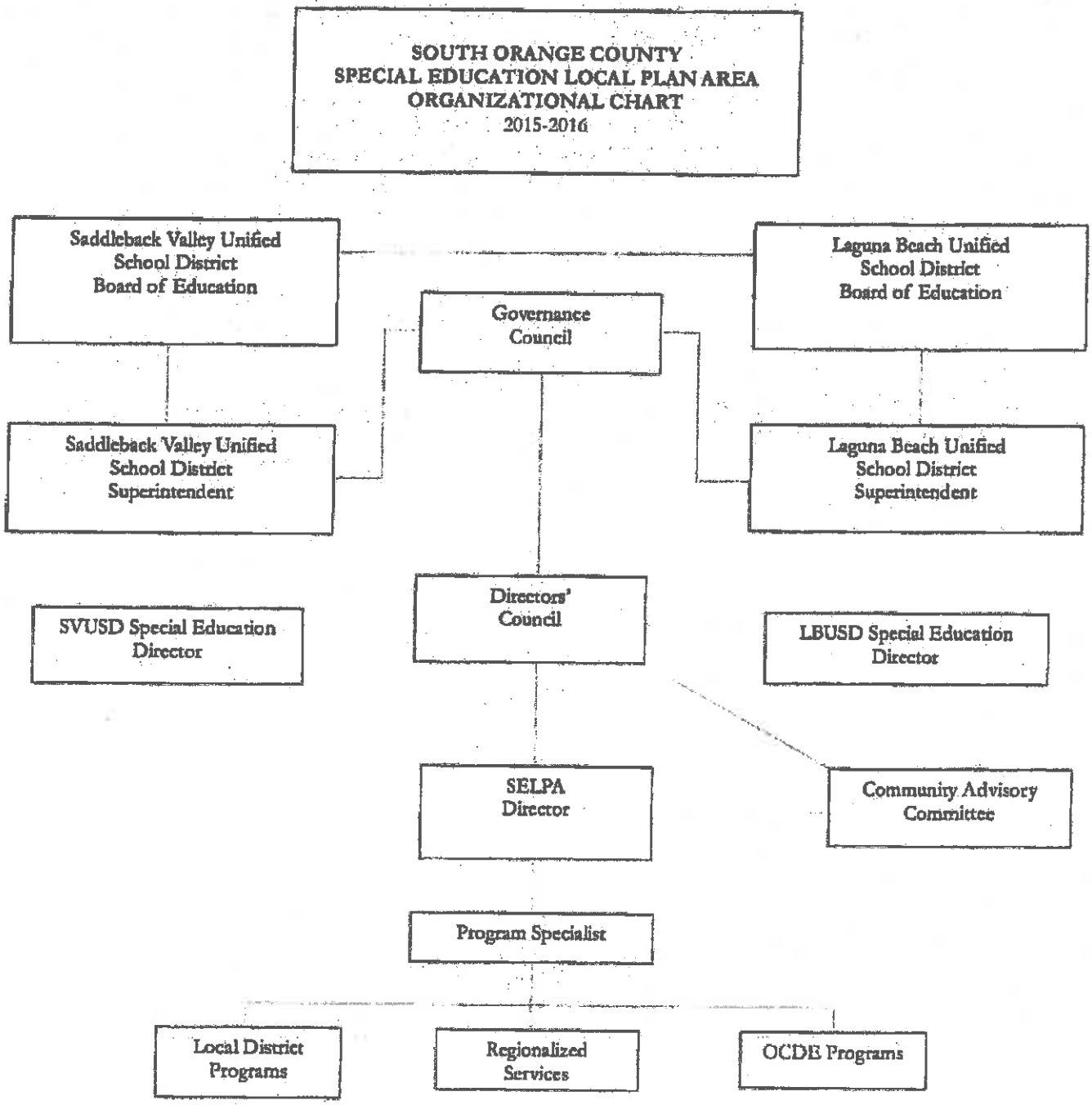
NOES: ____

ABSENT: ____

ABSTAIN: ____

* Student Preferential Vote

By: _____
Sherine Smith, Ed. D
Superintendent
Laguna Beach Unified School District


SOUTH ORANGE COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA
ORGANIZATIONAL CHART
2015-2016
Saddleback Valley Unified School District Board of Education
Laguna Beach Unified School District Board of Education
Governance Council
Saddleback Valley Unified School District Superintendent
Laguna Beach Unified School District Superintendent
Directors' Council
SVUSD Special Education Director
LBUSD Special Education Director
SELPA Director
Community Advisory Committee
Program Specialist
Local District Programs
Regionalized Services
OCDE Programs

ESTABLISHMENT AND PURPOSE

The Saddleback Valley and Laguna Beach Unified School Districts join together pursuant to California Education Code Section 56195.1(c) and adopt a plan for the purpose of providing coordinated programs and services to students with disabilities. This Special Education Local Plan Area (SELPA) shall be known as the South Orange County (SOC) SELPA. The purpose of the SOC SELPA is to provide quality special education and related services to all students eligible for services residing within the boundaries of either district. In adopting the Local Plan, the Saddleback Valley and Laguna Beach Unified School Districts agree to carry out the duties and responsibilities assigned within the plan. The Saddleback Valley Unified School District is designated as the Responsible Local Agency and is, therefore, responsible for the receipt and administration of funds for SELPA use and for the provision of administrative support and the coordination of the implementation of the Local Plan.

A. GOVERNANCE

Federal Reference: 20 USC § 1412 (a), 20 USC § 1413(a)(1), 20 USC § 1413(a)(5)
State Reference: EC 56001(f), 56190-4, 56195, 56195.1(b)(c), 56195.3, 56195.9, 56205(a)(12), 56205(b)(4), 56205 (b)(5), 47640-47647

Responsible Local Administrative Agency (RLA)

The Saddleback Valley Unified School District's Board of Education and Superintendent shall serve as the Responsible Local Administrative Agency (RLA) for the SELPA with responsibilities including:

- The RLA is designated to perform such functions as receipt and allocation of regionalized services funds, and the provision of administrative support.
- The RLA shall be responsible for the employment, evaluation, and discipline of the SELPA staff, unless otherwise determined through a Memorandum of Understanding. It shall be the responsibility of the SELPA Governance Council Chairperson to evaluate the SELPA Director with input from the Governance Council.
- Upon recommendations of the Governance Council, the RLA Board is responsible for approving the annual service and budget plans. The development of the annual service and budget plans shall coincide with the RLA budget process.
- The RLA shall implement policies and procedures for special education programs and services provided in the SOC SELPA, according to the Local Plan and Governance Council's direction. Such policies and procedures shall include, but not be limited to, all areas specified in applicable sections of the Education Code.

Local Educational Agencies (LEA)

The governing board of each member district is responsible for the review, approval, and implementations of the Local Plan with responsibilities including:

- Operation of local programs in a manner consistent with federal and state laws and regulations.
- Participation in the development and adoption of policies consistent with those of the SELPA and in alignment with the implementation of the Local Plan.
- Provision of suitable housing for special education programs and classrooms maintained within the LEA.
- Provide one year's notice to the RLA Board if the member district does not plan to operate a program that may affect another member district.
- Consideration and approval of the Local Plan and any amendments prior to the review by the County Superintendent of Schools and the State Board of Education.
- Each LEA's special education administrators are responsible for the administration and supervision of programs operated by their respective districts.
- Ensuring compliance with all elements of the local plan.

Governance Council

The SOC SELPA shall include all school sites located within the member districts, and will serve all eligible individuals with exceptional needs residing within the boundaries of member districts. The Governance Council will ensure implementation of the Local Plan with responsibilities including:

- The District Superintendents of the Saddleback Valley and Laguna Beach Unified School Districts shall serve on the Governance Council, providing cooperative leadership to the SELPA. The Chairperson of the Governance Council will be selected annually at the beginning of the fiscal year for the term of one year. The Superintendents shall be responsible to the Governing Boards of their respective LEA. The County Superintendent or designee may participate as an ex-officio non-voting member of the Governance Council. The primary function of the Governance Council shall be to provide leadership for matters including, but not limited to, personnel, budget, program development, policy, and contracts.

- The SELPA Director will serve as a non-voting member and as Executive Secretary to the Governance Council. The SELPA Director will establish a standing Finance Committee and other committees, as requested by the Governance Council. The responsibilities of the SELPA Finance Committee shall include, but not be limited to, the review of the budget and bill-back formulas. The Committee shall be composed of at least one finance person and one program person from each LEA, and the SELPA Director.

- Each SELPA member shall receive one vote for every ten special education students enrolled, based upon the prior year's December pupil count, and one for each school operated within the district. In order to be approved, an action item must receive ninety-four percent of the available votes. Any future members to the SELPA, including a charter school, shall be treated in the same manner as other SELPA members, and will be accorded weighted voting on the same basis. If the addition of other LEAs, charter schools, or enrollment growth results in the Laguna Beach Unified School District's votes no longer being necessary to implement decisions, the voting formula would be reassessed and amended. The following example displays the votes available for the 2015-2016 school year.

	(Dec. 2014 Count)				
District	# Sp Ed Students	1 Vote Per 10	1 Vote Per School	Total Votes	Passing % & #
SVUSD	3318	331	34	365	
LBUSD	294	29	4	33	
				398	94%/374

Directors' Council

The SVUSD Director of Special Education, the LBUSD Director of Special Education, the SELPA Director, and the SELPA Program Specialist shall meet regularly in the Directors' Council in order to effectively plan and address local, state, and federal issues pertaining directly to Special Education.

Upon consultation amongst the Directors' Council, recommendations will be presented to the Superintendents, Governance Council, an/or their designee, as appropriate. Recommendations regarding the number, type, and location of special education classes, programs and services will be based upon (a) service limits and proportions established by the state, and (b) the number of students with special education needs. Students residing in one attendance area may be placed in an appropriate program located at another school site in order to maintain service proportions, assure equal access of all students to special education programs and services, and to provide each student with an appropriate education as required by law.

Community Advisory Committee

The Community Advisory Committee has specific and important roles and responsibilities that are vital in the overall functioning of SOC SELPA's Special Education programs. Community Advisory Committees are commissioned by law and are a reflection of the community they serve. The Community Advisory Committee is designed to be a dynamic collaborative partnership of educators, parents, and community members. This mandated group exemplifies the need for informed involvement among those who provide Special Education programs and services and those who receive Special Education programs and services. The CAC has an overall advisory responsibility to the Saddleback Valley and Laguna Beach Unified School Districts. Ongoing input is provided by the CAC to our SELPA Director who also provides ongoing updates on topics such as pending legislation, SELPA plan implementation status, and effects of fiscal constraints on provision of services, parent rights and other appropriate subjects. Input is provided to the Superintendents and School Boards about any concerns from the CAC that are appropriate to their responsibilities. The SELPA authorizes the CAC to fulfill the responsibilities that are defined in EC 56190 – 56194, the Local Plan, and the Bylaws of the CAC (See Appendix D).

Certification of Participation, Compatibility, and Compliance Assurance SED-LP-2 (See Page 6)

Policy Making

The Governing Board of each district is responsible for the review and approval of the Local Plan and any policies required for it's implementation.

The Governance Council is the policy-making group, which provides cooperative leadership for the SELPA. Operational and program questions are negotiated at this level and decisions are communicated to the Special Education Directors' Council by the Superintendents or SELPA Director, as appropriate.

The RLA coordinates the development and monitors the implementation of policies and procedures, which ensure compliance with procedural safeguards and due process requirements.

The district special education administrators are responsible for the administration and supervision of programs operated by their respective districts.

General Provisions

- The RLA shall ensure that public liability, property damage, workman's compensation, and unemployment insurance adequate to protect the agency's operations are provided.

- Any deficit in financing, as a result of a Statewide deficit or a total SELPA deficit resulting from factors out of the control of the SELPA, will be borne by the districts according to the ADA allocation formula, as established by State laws and regulations.

Effective Date

This agreement shall become effective upon its approval and adoption by the governing boards of the participating LEA's, the County Superintendent, and the State Superintendent.

Amendments and Review

- The process used to develop the Local Plan will include the cooperative involvement by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent, and with participation by parent members of the Community Advisory Committee, or parents selected by the Community Advisory Committee, to ensure adequate and effective participation and communication.

- This local plan shall be reviewed whenever new legislation, regulations, and/or guidelines, or major changes in funding or services indicate the need for possible modification of the plan.

- The LEA and/or SELPA must notify the department, impacted special education local plan areas, and participating county offices of its intent to elect on an alternative option from those specified in the Local Plan at least one fiscal year prior to the proposed effective date of the implementation to the alternative plan.

- Amendments to the Local Plan may be proposed by the SELPA and shall be approved and permanent upon subsequent approval by the governing boards upon review by the County Superintendent of Schools and subsequent approval of the State Board of Education. Nothing in this section shall modify the requirements of Education Code 56836 requiring an annual budget and service plan.

- Changes or amendments to the permanent portion of the Local Plan may be considered during the annual service and budget plan process. The Governance Council is authorized to adopt amendments to the permanent portion of the Local Plan on an "interim" basis, not to exceed six months. Amendments approved in this manner would become permanent upon subsequent approval by all LEA governing boards, County Superintendent of Schools, and the State Board of Education. This procedure is intended to allow the SELPA to operate conditionally under amendments approved by the Governance Council until local governing boards have approved the amendments and they have been forwarded to the State Board of Education and officially approved.

Changes in Governance Structure and/or Membership

Any changes to the governance structure of the South Orange County SELPA including changing membership of an LEA to another SELPA, dividing the SELPA in to more than one operating entity, or changing the designation of and/or responsibilities of the Responsible Local Agency are subject to the provisions of California Education Code sections 56140, 56195 et seq., 561975.7 et seq., and 56205 et seq.

- Any public agency wishing to join the SELPA may, by written application of its governing board, join the South Orange County SELPA if (1) the public agency meets all eligibility requirements, (2) such membership is approved by all of the governing boards of member districts, (3) the prospective member executes and abide by all required agreements, and (4) the County Superintendent of Schools approves of such changes in the Local Plan Area. The written application must be submitted to the Governance Council by the public agency's governing board at least 1 year prior to the date such joining is to become effective.

- A request by a charter school to participate as a local educational agency within South Orange County SELPA shall not be treated differently from a similar request made by a school district. The charter school would be expected to meet all requirements of the SELPA policy.

- Any member district may withdraw from membership effective June 30th of any year, provided the member district has discharged or arranged for discharge to the satisfaction of the remaining members. Written notice of intention to withdraw must be sent to the RLA Board at least 1 year prior to the date such withdraw is to become effective.

- Any alternative plan proposed by a member LEA is subject to the approval of the County Superintendent of Schools and must meet the standards established by the State Board of Education. Approval must be based on the size and scope of the district to ensure that special education programs and services are provided to all students with disabilities, including but not limited to, alternative schools, charter schools, opportunity schools and classes, community day schools operated by school districts, community schools operated by the county office of education, and juvenile court schools.

- If the County Superintendent of Schools does not approve an alternate plan, the plan shall be returned with comments and recommendation to the district. The district may appeal the decision to the Superintendent of Public Instruction.

- Any changes in the designation of the Responsible Local Agency must conform to the above code provisions and the administrative provisions as specified in the Local Plan.

Dispute Resolution

Within the SELPA, the Governance Council has the responsibility to establish operational procedures and make decisions on any matter regarding implementation, administration, and operation of special education program and services in accordance with the voting procedures established in the Local Plan.

In the event of a disagreement between LEA's within the SOC SELPA regarding the distribution of funding, responsibility for service provision, and any other governance activities specified in the Local Plan, it is the intent of the Governance Council that issues be resolved at the lowest level possible in the governance structure outlined in the Local Plan.

If a LEA disagrees with a decision or practice of another agency or the SOC SELPA Office, that LEA has a responsibility to discuss and attempt resolution of the disagreement with the party, or parties, directly involved. The parties involved will present the issues to their respective Superintendents.

Should resolution fail, a Superintendent may request for the SELPA Director to schedule mediation by a mutually agreeable party. If mediation fails, an independent review panel will be established per the following administrative guidelines:

- To establish an Independent Review Panel, the SELPA Director shall establish a list of persons from nearby SELPA's, districts, or county offices, who are knowledgeable in the area of special education and who would be willing to serve as a member of a review panel.

- From the list of available panel members, the LEA's shall each select a representative for the panel. These representatives then select one additional neutral member to serve as chairperson.

- The panel shall meet as often as necessary to consider the facts of the complaint and prepare a written report and recommendations, which shall be advisory to the parties. After receipt and consideration of the advisory report, any party may have the issues reviewed and decided by a Superior Court of the State of California.

- Any costs resulting from this process are to be shared equally by the LEA's.

B. REGIONALIZED SERVICES

State Reference: EC 56205 (a)(12), 56195.7 (c)(1)

SELPA Director's Responsibilities

Under the supervision of the Governance Council Chairperson, the SELPA Director shall serve on behalf of the member's local education agencies and implement the Local Plan ensuring that the LEA's receive an appropriate level of regionalized services.

Under the direction of the SELPA Director, SELPA staff shall coordinate regionalized services to each LEA as follows:

- Coordinating the administration and implementation of the SELPA Local Plan and a calendar of meetings.
- Provide the services and support of a Program Specialist, including support to Laguna Beach Unified School District in the assistance of out-of-district placements (NPS Programs, County Programs, SELPA Programs, etc.).
- Coordinate a system curriculum development to include training of staff within member Districts.
- Coordinate a system of identification, referral, assessment, placement, and monitoring of special education students in accordance with Education Code Sections 56300 et. seq., requirements and pertinent CCR Title 5 regulations.
- Coordinate, document, and report child find activities in public and private schools.
- Participate in public awareness activities for the SELPA, as required by State and Federal laws and regulations
- Coordination of a information management system to record, document, and report: student referrals, assessments, program planning, parent involvement, and notifications.
- A system of procedural safeguards in accordance with State and Federal laws/regulations.
- Develop and implement a plan for providing staff development opportunities to staff, parents, CAC, and others.
- A system of internal program review, accountability, and evaluation of the effectiveness of the local plan.

- Coordination of interagency agreements between CDE, OCDE, public agencies, other agencies, and SELPAs. The SELPA will participate, as necessary, in meetings with other public agencies established to coordinate and/or fund services for students with disabilities.

- A coordination of provision of services to medical facilities, licensed children's facilities, and foster family homes.

- Coordination of career, vocational, and transition services.

- Maintain an inventory, complete required reports, receive funds, and approve purchases for low-incidence pupils utilizing low-incidence funds for equipment and services based upon State Department of Education approved guidelines and local policies and procedures.

- Preparation and transmission of State, Federal, Local Plan reports and updates, as necessary. The SELPA shall comply with all compliance reporting requirements.

- Coordination of the Community Advisory Committee activities, fiscal support, and logistical support, including the development of an annual calendar of meetings.

- Providing coordination, as needed, for nonpublic school placements, County Office of Education placements, and SELPA placements.

- Receipt and distribution of regionalized services funds as directed by the Governance Council.

- Developing and providing forms and procedures in collaboration with member LEAs.

- Prepare and submit any and all State waiver requests that are needed to allow for the provision of appropriate programs and services to students with disabilities residing within the SELPA.

- Coordinate services to students with disabilities and to other local public agencies through agreements and ongoing collaboration.

- Collect, process, and report program, personnel, and fiscal data related to the state evaluation of special education as specified in accordance with State and Federal laws and regulations.

- The SELPA Director shall propose to a committee, as indicated below, when amendments to the Local Plan are necessary in order to bring the plan into compliance due to:

- Conflict with existing State or Federal laws or regulations, or
- Conflict with changes in State or Federal laws or regulations, or
- Invalidation by an administrative law judge or court of law.

C. PARENT PARTICPATION

State Reference: EC 56195.3 (a)

The SOC SELPA, member LEAs, and their governing boards believe that parent participation is important in the planning, development, and operation of education programs. The SOC SELPA actively encourages the participation of the public.

Members of the public, including parents or guardians of students with disabilities, may address questions or concerns first to school site staff and administration, next to district level administration, and finally to the governing boards of the LEA's. It shall be the policy of the SELPA to resolve issues at the site level as promptly as possible.

D. COORDINATION WITH OTHER AGENCIES

State Reference: EC 56195.7 (d-g)

Each LEA's Governing Board shall have authority over the programs it directly maintains, consistent with the local plan. Equal access to all programs and services will be awarded to all students within the Local Plan Area, regardless of district of residence. Contracts between the County Office of Education and it's employees governing wages, hours and working conditions shall supersede like provisions contained in the South Orange County SELPA plan (E.C. 56195.5).

Each LEA in the SELPA may provide for the education of individual pupils in special education programs maintained by other districts or counties, and may include within the special education programs, pupils who reside in other districts or counties. All Education Code sections of 46600 (Inter-District Agreements) shall apply for programs pursuant to this part (E.C. 56195.5).

The SELPA shall develop written agreements to be entered into by entities participating in the Local Plan, in accordance with Board Policy 5117 regarding Inter-District agreements. The agreements need not be submitted to the State Superintendent. The agreements shall include, but are not limited to, all of the provisions in Education Code 56195.7, and Education Code 56207.

The South Orange County SELPA shall have inter-SELPA and interagency contractual agreements, when necessary, to provide appropriate services to students.

E. HOSPITAL, LCI, AGENCIES, JUVENILE COURT

State Reference: EC 56195.7 (d-g)

The LEA in which the hospital, foster home, group home, or LCI is located has the responsibility for providing educational programs and services.

The County Superintendent of Schools shall provide special education programs and services for incarcerated youth in juvenile court placements.

F. NPS MONITORING

State Reference: EC 56195.8(b)(1), 56205 (c)

Procedures for Ensuring that all IEP Requirements are Met

The LEA contracts with nonpublic, nonsectarian schools and shall evaluate the placement of its student(s) in such schools on at least an annual basis as part of the annual IEP review. The LEA representative shall review the master contract, the individual services agreement, and the IEP to ensure that all services agreed upon and specified in the IEP are provided.

The LEA must provide the nonpublic school (NPS) with the name of a representative to contact regarding any concerns about the student's progress. That representative should monitor periodic progress reports and attend the student's IEP meetings.

Procedures for Evaluating Progress

Nonpublic, nonsectarian schools are required by the master contract and the IEP to annually evaluate the students to determine if they are making appropriate educational progress. The LEA representative shall collaboratively review with the parent and the nonpublic, nonsectarian school the evaluations conducted by the nonpublic, nonsectarian school to ensure that they were appropriate and valid for measuring student progress. The LEA may choose to administer additional assessments as necessary, with parent consent, to determine whether the student is making appropriate educational progress.

G. SPECIALIZED EQUIPMENT AND LOW INCDIENCE SERVICES

State Reference: EC 56206

The South Orange County SELPA shall maintain adaptive technology materials and low incidence equipment. Specialized equipment and services shall be provided to each eligible student with disabilities at his/her school, thereby ensuring that students needs are met in the least restrictive environment.

H. LITERACY PLAN

In order to assure the educational progress of student with disabilities, special education instructional staff participate in professional development and in-service opportunities in the area of literacy, including, but not limited to:

- Current information about literacy and learning research that aligns with the state-adopted Common Core State Standards and frameworks; and
- Research-based instructional strategies for providing instruction in reading to a wide range of diverse learners in order to increase literacy skills in all students.

The goals of the SOC SELPA relative to literacy are:

- To increase the effective literacy levels of all students
- To foster an interest in reading for all students
- To increase the participation of students with disabilities in statewide assessments
- To increase the percentage of students who are literate
- To assure that students with disabilities receive effective instruction in alignment to the Common Core State Standards in the area of reading.

To meet these goals, the SOC SELPA ensures that all students with disabilities have access to all required core curriculum, including state-adopted core curriculum textbooks, supplemental textbooks, and any other supports appropriate in assisting students to become proficient readers.

Special education students receive instruction in the least restrictive environment, as appropriate, to promote maximum interaction with typically developing peers. Special education staff is included in general education curriculum development and professional development to the maximum extent possible in order to coordinate instruction and curriculum for all students, including those with IEPs.

I. CONSIDERATION OF GENERAL EDUCATION RESOURCES

The LEA shall ensure that a student will be referred for special education assessment only after the resources of the regular education program have been considered and, where appropriate, utilized and/or exhausted. Such resources may include, but not be limited to, additional instruction other categorical programs, and intervention programs.

J. IMPLEMENTATION/REVIEW

The SELPA has adopted uniform practices and procedures that are available and updated regularly and stored electronically in the each District's IEP management system.

K. EARLY EDUCATION PROGRAM DESCRIPTION

State Reference: EC 56205 (b)(3), 56249, 14 GC 95000 et seq., 17 CCR 52000-52175

The SOC SELPA operates Early Intervention Programs for students eligible under Part C and Part B of IDEA as follows:

Both SVUSD and LBUSD operate assessment teams and offer the following continuum of preschool programs and placement options at various school site for students ages 3-5:

- General Education Programs
- Blended Co-Taught Program
- Specialized Academic Instruction (Mild/Moderate)
- Specialized Academic Instruction (Moderate/Severe)
- Specialized Academic Instruction (Autism)
- Speech and Language Programs
- Designated Instruction Services per Annual Service Report

SVUSD operates an infant/toddler assessment team and program for students with primarily low-incidence disabilities, providing services in the home through an Itinerant Deaf and Hard of Hearing Teacher, Speech and Language Pathologist, and School Psychologist, as appropriate. Other infant/toddlers residing within the SELPA attendance area are served through the Regional Center of Orange County (see Appendix C).

L. ANNUAL SERVICE PLAN

State Reference: EC 56205 (b)(2)

The SOC SELPA submits an Annual Service Plan to the California Department of Education (see Appendix E). The Governance Council holds a public hearing, as required, prior to submission to provide the public with an overview of the programs and services available within the SELPA.

The Directors' Council shall develop and adopt descriptions of programs and classes to be used in the SELPA to identify the continuum of program and service options available. The SOC SELPA encourages an innovative and research-based approach to program development to meet the needs of students with disabilities.

M. SELPA AND RLA FISCAL RESPONSIBILITIES

Federal Reference:
State Reference: EC 56205 (a)(16-17), 56205 (b)(1)(A-G), 56195.1, 56195.7 (h)(1-4)

Method of Distributing Funds

The SELPA shall distribute funds as follows:

- Local Assistance Funds based on LEA's prior December pupil count.
- Federal Preschool Funds based on LEA's prior December pupil count.
- Local Preschool Funds based on LEA's prior December pupil count.
- Personnel Development Funds based on LEA's prior December pupil count.
- Infant Funds based on LEA's prior December pupil count.
- Competitive grant funds based on LEA's prior December pupil count, unless otherwise specified.
- Educationally Related Mental Health Funds based on LEA's general education ADA.
- AB602 State Entitlement based on the LEA's general education ADA.
- Low Incidence material and supply funds shall be distributed to the Administrative Unit and requests from districts will be processed and allocated as needed based upon the student's IEP. Low Incidence Services funds shall be distributed as needed based upon the student's IEP.
- Regionalized Services Funds will be received by the Administrative Unit and used to support regionalized services as determined by the Governance Council.

Annual Budget Plan

A budget for special education and related services that shall be maintained by the Special Education Local Plan Area and be open to the public covering the entities providing programs or services within the Special Education Local Plan Area. The budget language shall be presented in a form that is understandable by the general public. For each local educational agency or other entity providing a program or service, the budget, at a minimum, shall display the following:

- Expenditures by object code and classification for the previous fiscal year and the budget by the same object code classification for the current fiscal year.

- The number and type of certificated instructional and support personnel, including the type of class setting to which they are assigned, if appropriate.

- The number of instructional assistants and other qualified classified personnel.

- The number of enrolled individuals with exceptional needs receiving each type of service provided

Appendices

A. Annual Budget Plan
B. Annual Service Plan
C. Part C Interagency Agreement
D. Community Advisory Committee By-Laws

A. ANNUAL BUDGET PLAN

Annual Budget and Service Plan
SOC SELPA 3002
Checklist of Items to Submit to the California Department of Education by June 30, 2015

Annual Budget Plan:

- [X] **Form ABP–01:** Certification of Annual Budget Plan
- [X] Annual Budget Plan–Page 2
- [X] Copy of Public Hearing Notice

Annual Service Plan:

- [X] **Form ASP–03:** Certification of Annual Service Plan
- [X] **Form ASP–01a:** California Special Education Management Information System (CASEMIS) Service Descriptions
- [ ] **Form ASP–01b:** Modified or Customized CASEMIS Descriptions

  Description of CASEMIS Code 900, if applicable

- [X] **Physical Location of Services Plan–Form ASP–02a**

  - [X] Annual Service Plan (001)
  - [X] Other Facilities (002)
  - [X] Infant Services (003)
  - [X]

  Pre-School Services (004)

- [X] **Facility 32: County Jails** Included in the Plan
- [X] Copy of Public Hearing Notice

Certification of Annual Budget Plan
Fiscal Year 2015–16

1. Check one, as applicable:
[ ] Single District [X] Multiple District [ ] District/County

Special Education Local Plan Area (SELPA) Code	SELPA Name	Application Date
3002	South Orange County SELPA	June 19, 2015
SELPA Address 25631 Peter A. Hartman Way	SELPA City Mission Viejo	SELPA Zip code 92691
Name SELPA Director (Print) Diane Lohrman, Ed.D.		SELPA Director's Telephone Number (949) 580-3411

2. Certification by Designated Administrative And Fiscal Agency for This Program (Responsible Local Agency [RLA] or Administrative Unit [AU])

RLA/AU Name Saddleback Valley Unified School District	Name/Title of RLA/AU Superintendent Clint Harwick, Ed.D.	RLA/AU Telephone Number (949) 586-1234
RLA/AU Street Address 25631 Peter A. Hartman Way	RLA/AU City Mission Viejo	RLA/AU Zip code 92691
Date of Governing Board Approval June 19, 2015		

Certification of Approval of Annual Budget Plan Pursuant to California *Education Code* Section 56205(b)

I certify that the Annual Budget Plan was developed according to the SELPA's local plan governance and policy making process. Notice of this public hearing was posted in each school within the SELPA at least 15 days prior to the hearing.

The **Annual Budget Plan** was presented for public hearing on June 19, 2015.

Adopted this 19th day of June, 2015.

Signed: _____

Clint Harwick, Ed.D.
RLA/AU Superintendent

South Orange County SELPA
Annual Budget Plan
Fiscal Year 2015–16

The Annual Budget Plan shall identify expected expenditures for all items required by this part as listed below. The Standardized Account Code Structure (SACS) codes provide source information from the local educational agency (LEA) reporting.

	Reference/Label	Instructions	Estimated Totals
A	Funds received in accordance with Chapter 7.2 (commencing with California *Education Code* [*EC*] Section 56836) (Special Education Program Funding)	SACS Resource Code 6500 (State), 3300–3499 (Federal) 6512–6535 (General Fund)	16,694,650 6,677,368 2,367,535
B	Administrative costs of the plan	SACS Goal Code 5001 Function 2100	1,994,656
C	Special Education services to pupils with: (1) **severe disabilities**, and (2) **low-incidence disabilities**	SACS Goal Code 5710	178,144
		SACS Goal Code 5730	5,374,271
		SACS Goal Code 5750	18,596,123
D	Special education services to pupils with **non-severe disabilities**	SACS Goal Code 5770	26,077,748
E	Supplemental aids and services to meet the individual needs of pupils placed in **regular education classrooms** and environments	Any SACS Goal Code with SACS Function Code 1130[1]	1,176,103
F	Regionalized operations and services, and direct instructional support **by program specialists** in accordance with Article 6 (commencing with Section 56836.23) of Chapter 7.2. (SELPA Program Specialists Funding)	SACS Goal Code 5050	271,478
		SACS Goal Code 5060	147,354
G	The use of **property taxes** allocated to the special education local plan area pursuant to *EC* Section 2572.	Statement is included in Local Plan	

[1] Function Activity Classification can be found at http://www.cde.ca.gov/be/ag/ag/yr08/mar08item24a6.doc

For California Department of Education Use Only

Received by the State Superintendent of Public Instruction: Date: _____ By: _____

Saddleback Valley Unified School District
Annual Budget Plan
Fiscal Year 2015–16

The Annual Budget Plan shall identify expected expenditures for all items required by this part as listed below. The Standardized Account Code Structure (SACS) codes provide source information from the local educational agency (LEA) reporting.

	Reference/Label	Instructions	Estimated Totals
A	Funds received in accordance with Chapter 7.2 (commencing with California *Education Code* [*EC*] Section 56836) (Special Education Program Funding)	SACS Resource Code 6500 (State), 3300–3499 (Federal) 6512–6535 (General Fund)	15,250,748 6,172,530 2,152,267
B	Administrative costs of the plan	SACS Goal Code 5001 Function 2100	1,544,082
C	Special Education services to pupils with: (1) **severe disabilities**, and (2) **low-incidence disabilities**	SACS Goal Code 5710	178,144
		SACS Goal Code 5730	5,089,993
		SACS Goal Code 5750	17,625,418
D	Special education services to pupils with **non-severe disabilities**	SACS Goal Code 5770	21,660,470
E	Supplemental aids and services to meet the individual needs of pupils placed in **regular education classrooms** and environments	Any SACS Goal Code with SACS Function Code 1130[1]	888,440
F	Regionalized operations and services, and direct instructional support by **program specialists** in accordance with Article 6 (commencing with Section 56836.23) of Chapter 7.2. (SELPA Program Specialists Funding)	SACS Goal Code 5050	271,478
		SACS Goal Code 5060	147,354
G	The use of **property taxes** allocated to the special education local plan area pursuant to *EC* Section 2572.	Statement is included in Local Plan	

[1] Function Activity Classification can be found at http://www.cde.ca.gov/be/ag/ag/yr08/mar08item24a6.doc

For California Department of Education Use Only

Received by the State Superintendent of Public Instruction: Date: _____ By: _____

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Annual Budget Plan
Fiscal Year 2015–16

The Annual Budget Plan shall identify expected expenditures for all items required by this part as listed below. The Standardized Account Code Structure (SACS) codes provide source information from the local educational agency (LEA) reporting.

	Reference/Label	Instructions	Estimated Totals
A	Funds received in accordance with Chapter 7.2 (commencing with California *Education Code* [*EC*] Section 56836) (Special Education Program Funding)	SACS Resource Code 6500 (State), 3300–3499 (Federal) 6512–6535 (General Fund)	$1,443,902 504,838 215,268
B	Administrative costs of the plan	SACS Goal Code 5001 Function 2100	450,574
C	Special Education services to pupils with: (1) **severe disabilities**, and (2) **low-incidence disabilities**	SACS Goal Code 5710	0
		SACS Goal Code 5730	284,278
		SACS Goal Code 5750	970,705
D	Special education services to pupils with **non-severe disabilities**	SACS Goal Code 5770	4,417,278
E	Supplemental aids and services to meet the individual needs of pupils placed in **regular education classrooms** and environments	Any SACS Goal Code with SACS Function Code 1130[1]	287,663
F	Regionalized operations and services, and direct instructional support by **program specialists** in accordance with Article 6 (commencing with Section 56836.23) of Chapter 7.2. (SELPA Program Specialists Funding)	SACS Goal Code 5050	0
		SACS Goal Code 5060	0
G	The use of **property taxes** allocated to the special education local plan area pursuant to *EC* Section 2572.	Statement is included in Local Plan	

[1] Function Activity Classification can be found at http://www.cde.ca.gov/be/ag/ag/yr08/mar08item24a6.doc

For California Department of Education Use Only

Received by the State Superintendent of Public Instruction: Date: _____ By: _____

South Orange County Special Education
Local Plan Area (SELPA)

NOTICE OF PUBLIC HEARING

The South Orange County SELPA Governance Council Hereby Gives Notice
that a Public Hearing will be held as follows:

TOPIC OF HEARING:

- **Annual Service Plan and Annual Budget Plan for 2015-2016 (Action)**

Copies of these Plans may be inspected at:
South Orange County SELPA Office
Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, California 92691

After the Public Hearing, the SELPA Governance Council will adopt the Plans for the South Orange County SELPA

HEARING DATE:	**Friday, June 19, 2015**
TIME:	**9:00 a.m.**
LOCATION:	**Laguna Beach Unified School District** **Board Room** **550 Blumont Street** **Laguna Beach, CA 92651**

The Public is welcome to remain for the remainder of the agenda.

FOR ADDITIONAL INFORMATION CONTACT:
Diane Lohrman, Ed.D.
Director
South Orange County SELPA
(949) 580-3411

B. ANNUAL SERVICE PLAN

Certification of Annual Service Plan
Fiscal Year 2015–16

1. Check one, as applicable:
[ ] Single District [X] Multiple District [ ] District/County

Special Education Local Plan Area (SELPA) Code	SELPA Name	Application Date
3002	South Orange County SELPA	6/19/15
SELPA Address 25631 Peter A. Hartman Way	SELPA City Mission Viejo	SELPA Zip code 92691
Name SELPA Director (Print) Diane Lohrman, Ed.D.		SELPA Director's Telephone Number (949) 580-3411

2. Certification by Designated Administrative And Fiscal Agency for This Program (Responsible Local Agency [RLA] or Administrative Unit [AU])

RLA/AU Name	Name/Title of RLA/AU Superintendent (Type)	RLA/AU Telephone Number
Saddleback Valley Unified School District	Clint Harwick, Ed.D.	(949) 586-1234
RLA/AU Street Address 25631 Peter A. Hartman Way	RLA/AU City Mission Viejo	RLA/AU Zip code 92691
Date of Governing Board Approval 6/19/15		

Certification of Approval of Annual Service Plan Pursuant to California *Education Code* Section 56205(b)

I certify that the Annual Service Plan was developed according to the SELPA's local plan governance and policy making process. Notice of this public hearing was posted in each district within the SELPA at least 15 days prior to the hearing.

The **Annual Service Plan** was presented for public hearing on June 19, 2015

Adopted this 19th day of June, 2015.

Signed: _____
Clint Harwick, Ed.D.
RLA/AU Superintendent

For California Department of Education Use Only

Received by the State Superintendent of Public Instruction: Date: _____ By: _____

California Department of Education
Form ASP-01a (rev March 2015)

California Special Education Management Information System
Service Descriptions

Special Education Division

Special Education Local Plan Area: South Orange County SELPA (3002)

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
210	**Family training, counseling, and home visits (ages 0–2 only):** This service includes: services provided by social workers, psychologists, or other qualified personnel to assist the family in understanding the special needs of the child and enhancing the child's development. Note: Services provided by specialists (such as medical services, nursing services, occupational therapy, and physical therapy) for a specific function should be coded under the appropriate service category, even if the services were delivered in the home.	X			34 *Code of Federal Regulations* (*CFR*) sections 300.34 (c)(3), 300.226
220	**Medical services (for evaluation only) (ages 0–2 only):** Services provided by a licensed physician to determine a child's developmental status and need for early intervention services.	X			34 *CFR* sections 300.34 (c)(3), 300.226
230	**Nutrition services (ages 0–2 only):** These services include conducting assessments in: nutritional history and dietary intake; anthropometric, biochemical, and clinical variables; feeding skills and feeding problems; and food habits and food preferences.	X			34 *CFR* sections 300.34 (c)(3), 300.226
240	**Service coordination (ages 0–2 only)**	X			34 *CFR* sections 300.34 (c)(3), 300.226
250	**Special instruction (ages 0–2 only):** Special instruction includes: the design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction; curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's individualized family service plan (IFSP); providing families with information, skills, and support related to enhancing the skill development of the child; and working with the child to enhance the child's development.	X			34 *CFR* sections 300.34 (c)(3), 300.226
260	**Special education aide in regular development class, childcare center, or family childcare home (ages 0–2 only)**	X			34 *CFR* sections 300.34 (c)(3), 300.226

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
270	**Respite care services (ages 0–2 only):** Through the IFSP process, short-term care given in-home or out-of-home, which temporarily relieves families of the ongoing responsibility for specialized care for child with a disability. (Note: only for infants and toddlers from birth through 2, but under 3.)	X			34 *CFR* sections 300.34 (c)(3), 300.226
330	**Specialized academic instruction:** Adapting, as appropriate to the needs of the child with a disability, the content, methodology, or delivery of instruction to ensure access of the child to the general curriculum, so that he or she can meet the educational standards within the jurisdiction of the public agency that apply to all children.	X			34 *CFR* Section 300.39(b)(3)
340	**Intensive individual instruction:** IEP Team determination that student requires additional support for all or part of the day to meet his or her IEP goals.	X			30 California *Education Code* (*EC*) Section 56364
350	**Individual and small group instruction:** Instruction delivered one-to-one or in a small group as specified in an IEP enabling the individual(s) to participate effectively in the total school program.	X			5 *California Code of Regulations* (*CCR*) Section 3051; 30 *EC* Section 56441.2
415	**Language and speech:** Language and speech services provide remedial intervention for eligible individuals with difficulty understanding or using spoken language. The difficulty may result from problems with articulation (excluding abnormal swallowing patterns, if that is the sole assessed disability); abnormal voice quality, pitch, or loudness; fluency; hearing loss; or the acquisition, comprehension, or expression of spoken language. Language deficits or speech patterns resulting from unfamiliarity with the English language and from environmental, economic or cultural factors are not included. Services include specialized instruction and services: monitoring, reviewing, and consultation, and may be direct or indirect, including the use of a speech consultant.	X			5 *CCR* Section 3051.1; 30 *EC* Section 56363; 34 *CFR* sections 300.34 (c)(15), 300.8 (c)(11)

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
425	**Adapted physical education:** Direct physical education services provided by an adapted physical education specialist to pupils who have needs that cannot be adequately satisfied in other physical education programs as indicated by assessment and evaluation of motor skills performance and other areas of need. It may include individually designed developmental activities, games, sports, and rhythms, for strength development and fitness suited to the capabilities, limitations, and interests of individual students with disabilities who may not safely, successfully, or meaningfully engage in unrestricted participation in the vigorous activities of the general or modified physical education program.	X			5 *CCR* Section 3051.5; 30 *EC* Section 56363; 34 *CFR* sections 300.108, 300.39 (b)(2)
435	**Health and nursing–specialized physical health care services:** Specialized physical health care services means those health services prescribed by the child's licensed physician and surgeon, requiring medically related training of the individual who performs the services and which are necessary during the school day to enable the child to attend school (5 CCR Section 3051.12[b]). Specialized physical health care services include but are not limited to suctioning, oxygen administration, catheterization, nebulizer treatments, insulin administration, and glucose testing.	X			5 *CCR* Section 3051.12; 30 *EC* sections 56363, 49423.5(d) 34 *CFR* Section 300.107;
436	**Health and nursing–other services:** This includes services that are provided to individuals with exceptional needs by a qualified individual pursuant to an IEP when a student has health problems which require nursing intervention beyond basic school health services. Services include managing the health problem, consulting with staff, group and individual counseling, making appropriate referrals, and maintaining communication with agencies and health care providers. These services do not include any physician supervised or specialized health care service. IEP required health and nursing services are expected to supplement the regular health services program.	X			5 *CCR* Section 3051.12; 30 *EC* Section 56363; 34 *CFR* Section 300.107

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
445	**Assistive technology services:** Any specialized training or technical support for the incorporation of assistive devices, adapted computer technology, or specialized media with the educational programs to improve access for students. The term includes a functional analysis of the student's needs for assistive technology; selecting, designing, fitting, customizing, or repairing appropriate devices; coordinating services with assistive technology devices; training or technical assistance for students with a disability, the student's family, individuals providing education or rehabilitation services, and employers.	X			5 *CCR* Section 3051.16; 30 *EC* Section 56363; 34 *CFR* sections 300.6, 300.105
450	**Occupational therapy:** Occupational Therapy (OT) includes services to improve student's educational performance, postural stability, self-help abilities, sensory processing and organization, environmental adaptation and use of assistive devices, motor planning and coordination, visual perception and integration, social and play abilities, and fine motor abilities. Both direct and indirect services may be provided within the classroom, other educational settings, or the home, in groups or individually, and may include therapeutic techniques to develop abilities, adaptations to the student's environment or curriculum, and consultation and collaboration with other staff and parents. Services are provided, pursuant to an IEP, by a qualified occupational therapist registered with the American Occupational Therapy Certification Board.	X			5 *CCR* Section 3051.6; 30 *EC* Section 56363; 34 *CFR* Section 300.34 (c)(6)

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
460	**Physical therapy:** These services are provided, pursuant to an IEP, by a registered physical therapist, or physical therapist assistant, when assessment shows a discrepancy between gross motor performance and other educational skills. Physical therapy includes, but is not limited to, motor control and coordination, posture and balance, self-help, functional mobility, accessibility and use of assistive devices. Services may be provided within the classroom, other educational settings or in the home, and may occur in groups or individually. These services may include adaptations to the student's environment and curriculum, selected therapeutic techniques and activities, and consultation and collaborative interventions with staff and parents.	X			5 *CCR* Section 3051.6; 30 *EC* Section 56363; 34 *CFR* Section 300.34 (c)(9); California *Business and Professions Code* (*B&PC*) Chapter 5.7 sections 2600–2696; *Government Code* (*GC*) Interagency Agreement Chapter 26.5 Section 7575(a)(2)
510	**Individual counseling:** One-to-one counseling, provided by a qualified individual pursuant to an IEP. Counseling may focus on such student aspects as education, career, personal, or be with parents or staff members on learning problems or guidance programs for students. Individual counseling is expected to supplement the regular guidance and counseling program.	X			5 *CCR* Section 3051.9; 34 *CFR* Section 300.34(c)(2)
515	**Counseling and guidance:** Counseling in a group setting, provided by a qualified individual pursuant to an IEP. Group counseling is typically social skills development, but may focus on such student aspects as education, career, personal, or be with parents or staff members on learning problems or guidance programs for students. IEP required group counseling is expected to supplement the regular guidance and counseling program. Guidance services include interpersonal, intrapersonal, or family interventions, performed in an individual or group setting by a qualified individual pursuant to an IEP. Specific programs include social skills development, self-esteem building, parent training, and assistance to special education students supervised by staff credentialed to serve special education students. These services are expected to supplement the regular guidance and counseling program.	X			34 *CFR* sections 300.24.(b)(2), 300.306; 5 *CCR* Section 3051.9

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
520	**Parent counseling:** Individual or group counseling provided by a qualified individual pursuant to an IEP to assist the parent(s) of special education students in better understanding and meeting their child's needs and may include parenting skills or other pertinent issues. IEP required parent counseling is expected to supplement the regular guidance and counseling program.	X			5 *CCR* Section 3051.11; 34 *CFR* Section 300.34(c)(8)
525	**Social work services:** Social work services, provided by a qualified individual pursuant to an IEP, include, but are not limited to, preparing a social or developmental history of a child with a disability, group and individual counseling with the child and family, working with those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school, and mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program. Social work services are expected to supplement the regular guidance and counseling program.	X			5 *CCR* Section 3051.13; 34 *CFR* Section 300.34(c)(14)
530	**Psychological services:** These services, provided by a credentialed or licensed psychologist pursuant to an IEP, include interpreting assessment results for parents and staff in implementing the IEP, obtaining and interpreting information about child behavior and conditions related to learning, and planning programs of individual and group counseling and guidance services for children and parents. These services may include consulting with other staff in planning school programs to meet the special needs of children as indicated in the IEP. IEP required psychological services are expected to supplement the regular guidance and counseling program.	X			5 *CCR* Section 3051.10; 34 *CFR* Section 300.34 (c)(10)
535	**Behavior intervention services:** A systematic implementation of procedures designed to promote lasting, positive changes in the student's behavior resulting in greater access to a variety of community settings, social contacts, public events, and placement in the least restrictive environment.	X			5 *CCR* Section 3001(d); 34 *CFR* Section 300.34 (c)(10)

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
540	**Day treatment services:** Structured education, training, and support services to address the student's mental health needs.	X			Health & Safety Code, Div.2, Chap.3, Article 1, Section 1502(a)
545	**Residential treatment services:** A 24-hour, out-of-home placement that provides intensive therapeutic services to support the educational program.	X			Welfare and Institutions Code, Part 2, Chapter 2.5, Art. 1, Section 5671
610	**Specialized services for low incidence disabilities:** Low incidence services are defined as those provided to the student population who have orthopedic impairment (OI), visual impairment (VI), who are deaf, hard of hearing (HH), or deaf-blind (DB). Typically, services are provided in education settings by an itinerant teacher or an itinerant teacher/specialist. Consultation is provided to the teacher, staff, and parents as needed. These services must be clearly written in the student's IEP, including frequency and duration of the services to the student.	X			5 *CCR* sections 3051.16, 3051.18; 34 *CFR* Section 300.34
710	**Specialized deaf and hard of hearing services:** These services include speech therapy, speech reading, auditory training, and/or instruction in the student's mode of communication. Rehabilitative and educational services; adapting curricula, methods, and the learning environment; and special consultation to students, parents, teachers, and other school personnel.	X			5 *CCR* sections 3051.16, 3051.18; 34 *CFR* Section 300.34
715	**Interpreter services:** Sign language interpretation of spoken language to individuals, whose communication is normally sign language, by a qualified sign language interpreter. This includes conveying information through the sign system of the student or consumer and tutoring students regarding class content through the sign system of the student.	X			5 *CCR* Section 3051.16; 34 *CFR* Section 300.34 (c)(4)
720	**Audiological services:** These services include measurements of acuity, monitoring amplification, and frequency modulation system use. Consultation services with teachers, parents, or speech pathologists must be identified in the IEP as to reason, frequency, and duration of contact; infrequent contact is considered assistance and would not be included.	X			5 *CCR* Section 3051.2; 34 *CFR* Section 300.34 (c)(1)

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
725	**Specialized vision services:** This is a broad category of services provided to students with visual impairments. It includes assessment of functional vision; curriculum modifications necessary to meet the student's educational needs including Braille, large type, and aural media; instruction in areas of need; concept development and academic skills; communication skills including alternative modes of reading and writing; and social, emotional, career, vocational, and independent living skills. It may include coordination of other personnel providing services to the students such as transcribers, readers, counselors, orientation and mobility specialists, career/vocational staff, and others, and collaboration with the student's classroom teacher.	X			5 *CCR* Section 3030(d); 30 *EC* Section 56364.1
730	**Orientation and mobility:** Students with identified visual impairments are trained in body awareness and to understand how to move. Students are trained to develop skills to enable them to travel safely and independently around the school and in the community. It may include consultation services to parents regarding their children requiring such services according to an IEP.	X			5 *CCR* Section 3051.3; 30 *EC* Section 56363; 34 *CFR* Section 300.34 (c)(7)
735	**Braille transcription:** Any transcription services to convert materials from print to Braille. It may include textbooks, tests, worksheets, or anything necessary for instruction. The transcriber should be qualified in English Braille as well as Nemeth Code (mathematics) and be certified by appropriate agency.	X			5 *CCR* Section 3051.16; 30 *EC* Section 56363; 34 *CFR* Section 300.8 (c)(13)
740	**Specialized orthopedic services:** Specially designed instruction related to the unique needs of students with orthopedic disabilities, including specialized materials and equipment.	X			5 *CCR* sections 3030(e), 3051.16; 30 *EC* Section 56363; 34 *CFR* Section 300.8 (c)(8)
745	**Reading services**	X			5 *CCR* Section 3051.16

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
750	**Note taking services:** Any specialized assistance given to the student for the purpose of taking notes when the student is unable to do so independently. This may include, but is not limited to, copies of notes taken by another student or transcription of tape-recorded information from a class or aide designated to take notes. This does not include instruction in the process of learning how to take notes.	X			5 *CCR* Section 3051.16
755	**Transcription services:** Any transcription service to convert materials from print to a mode of communication suitable for the student. This may also include dictation services as it may pertain to textbooks, tests, worksheets, or anything necessary for instruction.	X			5 *CCR* Section 3051.16
760	**Recreation services, includes therapeutic recreation:** Therapeutic recreation and specialized instructional programs designed to assist pupils to become as independent as possible in leisure activities, and when possible and appropriate, facilitate the pupil's integration into general recreation programs.	X			5 *CCR* Section 3051.15; 34 *CFR* Section 300.34 (c)(11)
820	**College awareness:** College awareness is the result of acts that promote and increase student learning about higher education opportunities, information, and options that are available including, but not limited to, career planning, course prerequisites, admission eligibility, and financial aid.	X			34 *CFR* sections 300.39 (b)(5), 300.43
830	**Vocational assessment, counseling, guidance, and career assessment:** Organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment, and may include provision for work experience, job coaching, development and/or placement, and situational assessment. This includes career counseling to assist a student in assessing his/her aptitudes, abilities, and interests in order to make realistic career decisions.	X			5 *CCR* Section 3051.14; 34 *CFR* sections 300.39 (b)(5), 300.43
840	**Career awareness:** Transition services include a provision for self-advocacy, career planning, and career guidance. This also emphasizes the need for coordination between these provisions and the Perkins Act to ensure that students with disabilities in middle schools will be able to access vocational education funds.	X			5 *CCR* Section 3051.14; 34 *CFR* sections 300.39 (b)(5), 300.43

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
850	**Work experience education:** Work experience education means organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.	X			5 *CCR* Section 3051.14; 34 *CFR* sections 300.39 (b)(5), 300.43
855	**Job Coaching:** Job coaching is a service that provides assistance and guidance to an employee who may be experiencing difficulty with one or more aspects of the daily job tasks and functions. The service is provided by a job coach who is highly successful, skilled and trained on the job who can determine how the employee that is experiencing difficulty learns best and formulate a training plan to improve job performance.	X			5 *CCR* Section 3051.14; 34 *CFR* sections 300.39 (b)(5), 300.43
860	**Mentoring:** Mentoring is a sustained coaching relationship between a student and teacher through ongoing involvement. The mentor offers support, guidance, encouragement and assistance as the learner encounters challenges with respect to a particular area such as acquisition of job skills. Mentoring can be either formal, as in planned, structured instruction, or informal that occurs naturally through friendship, counseling, and collegiality in a casual, unplanned way.	X			5 *CCR* Section 3051.14; 34 *CFR* sections 300.39 (b)(5), 300.43
865	**Agency linkages (referral and placement):** Service coordination and case management that facilitates the linkage of individualized education programs under this part and individualized family service plans under part C with individualized service plans under multiple Federal and State programs, such as title I of the Rehabilitation Act of 1973 (vocational rehabilitation), title XIX of the Social Security Act (Medicaid), and title XVI of the Social Security Act (supplemental security income).	X			30 *EC* Section 56341.5 (f); 34 *CFR* Section 300.344 (3)(b)
870	**Travel training (includes mobility training)**	X			5 *CCR* Section 3051.3; 34 *CFR* sections 300.39 (c)(7)
890	**Other transition services:** These services may include program coordination, case management and meetings, and crafting linkages between schools and between schools and postsecondary agencies.	X			

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
900**	**Other special education/related services:** Any other specialized service required for a student with a disability to receive educational benefit.			X	
* *B&PC–Business and Proessional Codes* *CCR–California Code of Regulations* *CFR–Code of Federal Regulations* *EC–Education Code* *GC–Government Code*					
** **Use of CASEMIS Code 900 necessitates further explanation. Please list the other special education/related services to be provided as Code 900 on the form ASP-01b: Customized Service Descriptions.**					

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.

SELPA: 3002 South Orange County SELPA

LEA: 3066555 LAGUNA BEACH UNIFIED

Annual Service Plan (001)

Site name and type of facility providing services to students enrolled in the LEA		Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
6028906	El Morro Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
3033206	Laguna Beach High	10	330 | 340 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6028914	Thurston Middle	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6028922	Top of the World Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	63-State Preschool program
35-Charter School (operated by an LEA)	32-Correctional Institution		64-Private Preschool
36-Charter School (operated AS an LEA)			65-Extended Day Care

SELPA: 3002 South Orange County SELPA

LEA: 3066555 LAGUNA BEACH UNIFIED

Other Facilities (002)

	Site name and type of facility providing services to students enrolled in the LEA	Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
6130975	Cathedral Home for Children - Mae Olson Education	72	| 330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
CTYJAIL	County Jail	32	| 330
6937278	Mardan School	70	| 330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
7071533	Oak Grove Institute/Jack Weaver School	71	| 330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
7098866	Ocean View School	70	| 330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6937437	Speech and Language Development Center	70	| 330 | 340 | 350 | 415 | 425 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	63-State Preschool program
55-Charter School (operated by an LEA)	32-Correctional Institution		64-Private Preschool
56-Charter School (operated AS an LEA)			65-Extended Day Care

SELPA: 3002 South Orange County SELPA

LEA: 3066555 LAGUNA BEACH UNIFIED

Pre-school Services (004)

Site name and type of facility providing services to students enrolled in the LEA	Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
6028906 El Morro Elementary	10	| 330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6028922 Top of the World Elementary	10	| 330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	63-State Preschool program
35-Charter School (operated by an LEA)	32-Correctional Institution		64-Private Preschool
36-Charter School (operated AS an LEA)			65-Extended Day Care

SELPA: 3002 South Orange County SELPA

LEA: 3073635 SADDLEBACK VALLEY UNIFIED

Annual Service Plan (001)

Site name and type of facility providing services to students enrolled in the LEA		Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
6109540	Cielo Vista Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6068639	Cordillera Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6071153	Del Cerro Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6101059	Del Lago Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6085936	Deportola Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
3030061	El Toro High	10	330 | 340 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6089510	Esperanza	15	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6112577	Foothill Ranch Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6030183	Gates (Ralph A.) Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6089502	Glen Yermo Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6097372	La Madera Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6030142	La Paz Intermediate	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
3030244	Laguna Hills High	10	330 | 340 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	63-State Preschool program
55-Charter School (operated by an LEA)	32-Correctional Institution		64-Private Preschool
56-Charter School (operated AS an LEA)			65-Extended Day Care

SELPA: 3002 South Orange County SELPA

LEA: 3073635 SADDLEBACK VALLEY UNIFIED

Annual Service Plan (001)

Site name and type of facility providing services to students enrolled in the LEA		Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
6110845	Lake Forest Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6030159	Linda Vista Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6094668	Lomarena Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6071161	Los Alisos Intermediate	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6114888	Melinda Heights Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
3030509	Mira Monte High (Alternative)	10	330 | 340 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
3034956	Mission Viejo High	10	330 | 340 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6089494	Montevideo Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6030175	Olivewood Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6110936	Portola Hills Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6096044	Rancho Canada Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6111561	Rancho Santa Margarita Intermediate	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6112452	Robinson Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	63-State Preschool program
35-Charter School (operated by an LEA)	32-Correctional Institution		64-Private Preschool
55-Charter School (operated AS an LEA)			65-Extended Day Care

SELPA: 3002 South Orange County SELPA

LEA: 3073635 SADDLEBACK VALLEY UNIFIED

Annual Service Plan (001)

Site name and type of facility providing services to students enrolled in the LEA		Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
6094676	San Joaquin Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6085351	Santiago Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6095145	Serrano Intermediate	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
3030079	Silverado High (Cont.)	10	330 | 340 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6030530	Trabuco Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
3030392	Trabuco Hills High	10	330 | 340 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6106926	Trabuco Mesa Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6066872	Valencia Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	63-State Preschool program
55-Charter School (operated by an LEA)	32-Correctional Institution		64-Private Preschool
56-Charter School (operated AS an LEA)			65-Extended Day Care

SELPA: 3002 South Orange County SELPA

LEA: 3073635 SADDLEBACK VALLEY UNIFIED

Other Facilities (002)

Site name and type of facility providing services to students enrolled in the LEA		Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
7102924	Canal Street Elementary School	70	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545
CTYJAIL	County Jail	32	330
6131056	Devereux Texas - League City	72	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
HOMEHOS	Home Instruction	40	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6979603	Junior Blind of America	70	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6030142	La Paz Intermediate	30	330 | 415 | 510
3030244	Laguna Hills High	30	330 | 820 | 840
6937278	Mardan School	70	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
7098866	Ocean View School	70	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
0129429	Port View Preparatory	70	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6130553	Rossler Park Elementary School	70	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545
6926471	Rossler Park Jr./Sr. High School	70	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
6937437	Speech and Language Development Center	70	330 | 340 | 350 | 415 | 425 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890
7085954	Therapeutic Education Center-Santa Ana - Site # 1	70	330 | 340 | 350 | 415 | 435 | 445 | 450 | 510 | 515 | 520 | 530 | 535 | 545 | 820 | 830 | 840 | 850 | 855 | 860 | 865 | 870 | 890

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	68-State Preschool program
35-Charter School (operated by an LEA)	82-Correctional Institution		64-Private Preschool
36-Charter School (operated AS an LEA)			65-Extended Day Care

SELPA: 3002 South Orange County SELPA

LEA: 3073635 SADDLEBACK VALLEY UNIFIED

Infant Services (003)

Site name and type of facility providing services to students enrolled in the LEA		Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
0122895	La Tierra Early Childhood Center	15	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6106926	Trabuco Mesa Elementary	10	330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	63-State Preschool program
55-Charter School (operated by an LEA)	32-Correctional Institution		64-Private Preschool
56-Charter School (operated AS an LEA)			65-Extended Day Care

SELPA: 3002 South Orange County SELPA

LEA: 3073635 SADDLEBACK VALLEY UNIFIED

Pre-school Services (004)

Site name and type of facility providing services to students enrolled in the LEA		Type of Facility	CASEMIS code associated with each service that is provided at the location listed in the left hand column
0122895	La Tierra Early Childhood Center	15	| 330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760
6106926	Trabuco Mesa Elementary	10	| 330 | 340 | 350 | 415 | 425 | 435 | 436 | 445 | 450 | 460 | 510 | 515 | 520 | 525 | 530 | 535 | 540 | 545 | 610 | 710 | 715 | 720 | 725 | 730 | 735 | 740 | 745 | 750 | 755 | 760

The following are included on the respective report for Ages 6-22:

Annual Service Plan - 001	Other Facilities - 002	Infant Services - 003	Pre-School Services - 004
10-Public Day School	30-Juvenile Court	00-No School	10-Public Day School
11-Public Residential School	40-Home Instruction	10-Public Day School	11-Public Residential School
15-Special Education Center/Facility	45-Hospital Facility	11-Public Residential School	19-Other Public School/Facility
19-Other Public School/Facility	50-Community College	19-Other Public School/Facility	40-Home/no school
20-Continuation School	51-Adult Education Program	40-Home	45-Hospital Facility
22-Alternative Work Education	70-Nonpublic Day School	45-Hospital Facility	61-Head Start Program
24-Independent Study	71/72-Nonpublic Residential	62-Child Dev or Child Care	62-Child Dev or Child Care
31-Community School	79-Nonpublic Agency	65-Extended Day Care	63-State Preschool program
55-Charter School (operated by an LEA)	32-Correctional Institution		64-Private Preschool
56-Charter School (operated AS an LEA)			65-Extended Day Care

South Orange County Special Education
Local Plan Area (SELPA)

NOTICE OF PUBLIC HEARING

The South Orange County SELPA Governance Council Hereby Gives Notice
that a Public Hearing will be held as follows:

TOPIC OF HEARING:

- **Annual Service Plan and Annual Budget Plan for 2015-2016 (Action)**

Copies of these Plans may be inspected at:
South Orange County SELPA Office
Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, California 92691

After the Public Hearing, the SELPA Governance Council will adopt the Plans for the South Orange County SELPA

HEARING DATE:	**Friday, June 19, 2015**
TIME:	**9:00 a.m.**
LOCATION:	**Laguna Beach Unified School District** **Board Room** **550 Blumont Street** **Laguna Beach, CA 92651**

The Public is welcome to remain for the remainder of the agenda.

FOR ADDITIONAL INFORMATION CONTACT:
Diane Lohrman, Ed.D.
Director
South Orange County SELPA
(949) 580-3411

AGENDA
South Orange County SELPA
Governance Council Meeting
June 19, 2015
9:00 a.m.
LBUSD Board Room

1. Call to Order of Meeting
2. Approval of Governance Council Minutes for meeting dated 12-10-14 (Action)
3. Approval of Governance Council Meeting Agenda (Action)
4. ♦Call to Order of Public Hearing
   ♦Annual Service Plan and Annual Budget Plan for 2015-2016 (Action)
   ♦Close of Public Hearing
5. Grant Award Notifications (Information)
6. SELPA Restructure (Status)
7. Adjournment

C. PART C INTERAGENCY AGREEMENT

Supplement for
Children from Birth to Three Years of Age
Eligible for Services Under Part C of the Individuals with Disabilities Education Act (I.D.E.A.)
of the
Interagency Agreement Between
Local Education Agency (LEA) and
Regional Center of Orange County (RCOC)

Interagency Agreement between Local Education Agency (LEA) And Regional Center of Orange County (RCOC) Supplement for Children from Birth to Three Years of Age Eligible for Services Under Part C of the Individuals with Disabilities Education Act (I.D.E.A.)

A. REFERRAL PROCEDURES: The Local Education Agency and the Regional Center shall work cooperatively to meet the needs of all children eligible for services under Early Start Part C of the Individuals with Disabilities Education Act (I.D.E.A.). The term, "eligible infant or toddler" means infants and toddlers from birth to three years of age who demonstrate a developmental delay in one or more of the following five areas: cognitive development; physical and motor development, including vision and hearing; communication development; social or emotional development; or adaptive development. The other qualifying criteria is established-risk, including solely low incidence impairments.

Local Education Agency	Regional Center
1.0 All cases regarding children suspected of being eligible for services under Part C will be referred to the Regional Center of Orange County within 2 days of identification.	1.0 All cases regarding children suspected of being eligible for services under Part C will be evaluated for eligibility for services.
2.0 Each LEA is responsible for providing services to solely low incidence children birth to three years of age. Low incidence disabilities are defined as severe disabling conditions that include hearing impairments, vision impairments, and severe orthopedic impairments, or any combination thereof. (E.C. 56425)	2.0 If solely low incidence eligibility can be determined without the Regional Center assessment the Regional Center will refer directly to the LEA infant contact person. If the Regional Center conducts an assessment, as soon as "solely low incidence" eligibility is determined the Regional Center shall make a referral to the LEA within two days. (Govt. Code 95000)
3.0 If a child is 2 years, 10 months of age or more, the LEA will accept referral for educational assessment and recommendations regardless of disabling conditions.	3.0 If a child is 2 years, 10 months of age or more and is referred to the Regional Center, then the RCOC shall refer child (with parental consent) to the LEA for educational assessment and recommendations regardless of disabling condition.
4.0 Each LEA will identify an individual that will act as infant contact for all children birth to three years of age referred to the LEA.	4.0 The Regional Center will identify an individual who will act as infant contact for all children birth to three years of age referred to the LEA.

5.0 Each LEA shall enroll out of state transfer students with an effective IFSP.

6.0 All children currently receiving infant services through the LEA will continue to be served by the LEA regardless of disabling condition.

6.1 An LEA serving infants prior to October 1, 1993, will continue to serve non-categorical infants at their 1980-81 numbers.

6.2 The LEA is under no obligation to continue the Regional Center provided services prior to the LEA referral. When a solely low incidence child is referred to their LEA, the LEA must complete assessment and IFSP within 45 days.

7.0 Education assumes the responsibility to set up the IFSP meeting of all solely low incidence children referred, but not assessed by the Regional Center.

8.0 Within 45 days of the initial referral, the LEA will complete the evaluation and assessment process and have an IFSP meeting for all children referred to education and suspected of being solely low incidence.

8.1 Entering the Orange County system for Part C infant services shall be family directed and voluntary on the part of the family.

8.2 If assessment cannot be completed within 45 days due to unique family circumstances, an interim IFSP may be written. Documentation of family status with proposed follow-up by the LEA will be made in the student file.

5.0 RCOC shall accept out of state transfer children with an effective IFSP.

6.0 All children currently receiving infant services through the Regional Center will continue to be served by RCOC regardless of disabling condition.

6.1 If a child is determined to be no longer eligible for Part C services, The Regional Center will discharge child in accordance with standard practice and applicable regulations.

6.2 If the child is solely low incidence, the Regional Center will refer child to the LEA.

7.0 The Regional Center assumes the responsibility to set up the IFSP meeting of all children assessed by the Regional Center.

8.0 Within 45 days of referral for all children suspected of being eligible for services under Part C, the RCOC will complete the evaluation and assessment process and have an IFSP meeting completed.

8.1 Entering the Orange County system for Part C infant services shall be family directed and voluntary on the part of the family.

8.2 If assessment cannot be completed within 45 days due to unique family circumstances, an interim IFSP may be written. Documentation of family status with proposed follow-up by the Regional Center will be made in the child file.

B. ASSESSMENT PROCEDURES: Assessment means the ongoing procedures used by appropriate qualified personnel throughout the period of a child's eligibility to identify the child's unique strengths and needs in five developmental areas consisting of: 1) cognitive development, 2) physical and motor development including vision and hearing, 3) communication development, 4) social or emotional development, and 5) adaptive development. Assessment and the sharing of results shall be completed within the 45-day timeline. All children referred for assessment and/or services are afforded individual rights and protections as required by federal and state statutes from the time referral is made. (CCR 17 Sec. 52082)

Local Education Agency	Regional Center
1.0 Upon notification of a child suspected of being eligible for services under Part C, the Local Education Agency of pupil's residence will refer the family directly to the Regional Center to enter the Orange County System.	1.0 The Regional Center will evaluate all children suspected of being eligible for services under Part C to enter the Orange County system.
2.0 The LEA will accept referrals from the Regional Center for a child who is solely low incidence and the LEA assumes responsibility for assessment.	2.0 If solely low incidence can be determined without the Regional Center assessment, referral will be made directly to the LEA of residence infant contact person.
2.1 The LEA will accept referrals from the CDE Newborn Hearing Screening Program. The LEA shall contact child's family to initiate assessment.	2.1 The Regional Center shall accept referrals for dually eligible infants and toddlers from the LEA and assumes responsibility for assessment.
2.2 If a child is 2 years 10 months of age or more, the LEA shall accept referral for educational assessment and recommendations regardless of disabling condition.	2.2 If child is 2 years, 10 months of age or more, the Regional Center shall refer child to the LEA for educational assessment and recommendations regardless of disabling condition with parental consent.
3.0 The LEA will provide all service coordination to children determined to be solely low incidence.	3.0 If a child is determined to be solely low incidence after the Regional Center assessment, the Regional Center will convene the IFSP meeting and invite the LEA to this meeting to transition the child to the LEA for all service coordination.

C. INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP): Each child eligible for services under Part C must have an Individualized Family Service Plan. The evaluation, assessment, and meeting to develop the IFSP must be held within 45 calendar days from the time of referral. All IFSP meetings shall be in the home language of the family and the IFSP shall be in writing.

Local Education Agency	Regional Center
1.0 The LEA is responsible for developing the IFSP for solely low incidence children.	1.0 The Regional Center is responsible for developing the IFSP for children not solely low incidence.
1.1 The IFSP team will include representatives from all agencies that can provide necessary services needed by the infant and/or family. Conference by telephone or by written report can be used if IFSP attendance is not possible.	1.1 The IFSP team will include representatives from all agencies that can provide necessary services needed by the infant and/or family. Conference by telephone or by written report can be used if IFSP attendance is not possible.

The following applies to both the LEA and the REGIONAL CENTER

2.0 The IFSP document will be written and implemented in accordance with state and federal regulations.

D. TRANSITION: All children receiving Early Start services are potentially eligible for special education and related services at age three and will be referred to the LEA. The purpose of transition is to begin planning for service options as the individual with exceptional needs approaches age 3. The child who is served by either an LEA or Regional Center shall have the benefit of transition planning from the infant services program to the preschool services operated by an LEA under Part B of the Individuals with Disabilities Education Act. The service coordinator shall notify the LEA where the toddler resides that there will be a transition planning conference/IFSP (TPC/IFSP), requiring the attendance of an LEA representative to establish a transition plan in the IFSP not fewer than 90 days and not more than 9 months before the toddler's third birthday in accordance with 34 CFR 303.209 and 303.344.

Local Education Agency	Regional Center
1.0 The LEA shall confirm receipt of invitation and attend the transition planning conference IFSP between 2.3 and 90 days prior to the child's third birthday.	1.0 The service coordinator shall identify mutually agreeable dates, times, and locations at least 2 weeks in advance and send the invitation to the LEA and parent for the transition planning conference IFSP between 2.3 and 90 days prior to the child's third birthday.
2.0 During the TPC/IFSP, the LEA shall participate in the discussion of the transition steps as part of the IFSP including: • assessment process, • timelines • eligibility criteria • IEP meeting process • review possible preschool program and services options • suggest a notification/referral date at least 90 days prior to the third birthday	2.0 During the TPC/IFSP, the RCOC shall facilitate discussion of the transition process as part of the IFSP. Service Coordinator will update and document: • present levels of development, • resources, priorities, and concerns • review of progress on outcomes and continuing services • transition services and activities the IFSP team identifies as needed • notification referral date of at least 90 days prior to the third birthday • obtain written parental consent for additional information to be sent to the LEA at the time of referral beyond name, birth date, and parent contact information • to provide a copy of the TPC/IFSP to the LEA
2.1 identify additional information to be included with the notification/referral	

3.0 The LEA will notify the RCOC of the date the notification/ referral is received

3.0 The RCOC will send the notification/referral as discussed at the TPC/IFSP and no later than 90 days prior to the third birthday to the LEA, which will include:

- name, date of birth, and parent contact information
- referral may include other information with parent consent

4.0 Upon receipt of the notification/referral the LEA within 15 days will send the assessment plan to the parents for signature

4.0 The RCOC will notify current program(s) service providers of referral to the LEA.

4.1 The LEA will, with parent/guardian consent, assess the child as needed and make program recommendations as appropriate.

5.0 The LEA will schedule an initial public school IEP team meeting to include parent/guardian, the Regional Center Service Coordinator, with parent permission, and all other appropriate personnel. The IEP will be developed and implemented by the student's third birthday.

5.0 The Regional Center Service Coordinator may attend the IEP meeting, with parent/guardian consent.

5.1 The final IFSP may be held concurrently with the initial IEP team meeting. As an exception, the RCOC may continue providing or purchasing services for a preschooler who has been determined eligible for services under the Lanterman Act, until the beginning of the next school term after the child's third birthday during a period when the LEA special education preschool is not in session.

E. SERVICE COORDINATION: Service Coordination is an early intervention service and must be provided under public supervision. The role of the Service Coordinator is to facilitate implementation of the IFSP and to coordinate services with other agencies and persons. The Service Coordinator must be knowledgeable about eligible infant and toddler programs, Part C law and regulations, nature and scope of services under Part C of I.D.E.A., and system of payments for services.

1.0 The LEA/RCOC will appoint a service coordinator that meets the standards under Part C.

2.0 The service coordinator will serve as the primary point of contact for eligible children and families

3.0 The service coordinator shall be responsible for coordinating with other agencies and persons providing services to the family.

4.0 Service coordination is not subject to any fees that might be established for any other federal or state program.

5.0 Service coordination activities include:

- Coordinating evaluations and assessments.
- Facilitating and participating in the development, review, and evaluation of individualized family service plans.
- Assisting families in identifying service providers and informing families about additional non-required services.
- Coordinating and monitoring the delivery of services outlined on the IFSP.
- Informing families of Early Start Parent Rights and procedural safeguards
- Facilitating the development of a transition plan from Part C to Part B preschool service (as appropriate) and/or other community resources.

F. PROVISION OF SERVICES: All services must be provided and monitored by appropriate qualified personnel. Services to families are to provide the "...supports and services necessary to enhance the capacity of the family to meet the developmental needs of the child." It is understood that the level, type, frequency, and provider of services may change upon transfer of a case between agencies.

Local Education Agency	Regional Center
1.0 The LEA shall provide services to all solely low incidence children pursuant to E.C. Chapter 4.4, Section 56026.5	1.0 Regional Center shall coordinate and/or provide services pursuant to Part C, IDEA (34 CFR Part 303) listed on the IFSP, as payor of last resort.
2.0 An LEA serving infants prior to October 1, 1993, shall continue to serve non-categorical infants at their 1980-81 mandated numbers.	2.0 If a child is determined to be no longer eligible for Part C, Regional Center shall discharge child in accordance with standard practice and applicable regulations.
2.1 The LEA is under no obligation to continue the Regional Center provided services prior to LEA referral.	2.1 If the child is solely low incidence, the Regional Center shall refer child to child's LEA of residence.
3.0 The LEA shall consider the Regional Center recommendations, but is not obligated to implement such services provided by Regional Center.	3.0 With parent consent, the Regional Center personnel shall provide records regarding services provided by Regional Center prior to child transitioning to the LEA for services.

G. PAYOR OF LAST RESORT: The Regional Center or the LEA is ultimately responsible to arrange, provide, or pay for appropriate Early Intervention Services as defined in Federal Regulations 34 CFR, Part 303 as listed on an IFSP as required, after all other providers or payors have been fulfilled under state or federal law. Other providers or payors shall include insurance, community resources and other agencies.

Local Education Agency	Regional Center
1.0 The LEAs are payor of last resort for infants and toddlers who meet eligibility as a child with a solely low incidence, vision, hearing, or severe orthopedic impairment, or any combination thereof.	1.0 The Regional Center is the payor of last resort for all other eligible children.
2.0 For children eligible for both the LEA and the Regional Center services, the LEAs must provide services up to their 1980-81 mandated numbers	2.0 For children eligible for services through both the Regional Center and the LEA, the Regional Center shall fund services that are beyond the 1980-81 mandated numbers for the LEAs.
3.0 Any review or referral to other providers or payors shall not delay the provision of early intervention services specified on the IFSP and shall begin as soon as possible.	3.0 Any review or referral to other providers or payors shall not delay the provision of early intervention services specified on the IFSP and shall begin as soon as possible. Services shall begin as soon as possible, but no later than 45 days after the signed IFSP.

H. PROCEDURAL SAFEGUARDS AND SURROGATE PARENTS: The Orange County IFSP process assures a timely, comprehensive, multi-disciplinary evaluation for each infant/toddler from birth to 3 years of age and their family, If eligible, the infant/toddler and family have the right to appropriate Early Intervention Services.

PROCEDURAL SAFEGUARDS SUMMARY
Local Education Agency and Regional Center

1.0 Written parental consent must be obtained prior to conducting evaluations, assessments, and beginning of Early Intervention Services.

1.1 The LEA or the Regional Center shall make reasonable efforts to ensure that the family is aware of the nature of the evaluation, assessment, and or services available.

1.2 Parents will be informed that they have a right to decline any or all of these services. The LEA or the Regional Center shall document this.

2.0 Parents are to be notified, in their native language, of meetings when issues of eligibility and services are discussed. This includes identification, beginning or modifying services, and denial of evaluation, services, or placement.

2.1 Meetings shall be held at times convenient to families.

2.2 Notice shall be given to the family

3.0 Parents have the right to confidentiality of personally identifiable information.

4.0 Parents have the right to invite anyone of their choosing to assist them at meetings.

5.0 Parents have the right to utilize administrative process to resolve complaints. Procedures for complaints and due process hearings shall be available to parents.

6.0 Parents have the right to be informed of the location of records, and the policies and procedures regarding the maintenance of records. Parents have the right to access the child's Early Intervention records.

7.0 A surrogate parent shall be provided in accordance with State and Federal Regulations (34 CFR 303, 406, CCR 52175, GC 7579.5).

I. **DISPUTE RESOLUTION:** It is the intent of the LEA and the Regional Center to resolve all disputes at the lowest administrative level possible. Dispute resolution for issues between Regional Center and the LEA will be resolved at the earliest opportunity.

Local Education Agency	Regional Center
Step 1: The LEA staff is encouraged to resolve disagreements at their level whenever possible. If agreement cannot be reached, the dispute will proceed to Step 2.	**Step 1:** The Regional Center staff is encouraged to resolve disagreements at their level whenever possible. If agreement cannot be reached, the dispute will proceed to Step 2.
Step 2: The LEA staff will refer the dispute to the SELPA Director for resolution. If agreement cannot be reached at this level, the dispute resolution will proceed to Step 3.	**Step 2:** The Regional Center staff will refer the dispute to the Area Manager for resolution. If agreement cannot be reached at this level, the dispute resolution will proceed to Step 3.
Step 3: The LEA Superintendent or designee will meet with the Regional Center Executive Director or designee to resolve the dispute.	**Step 3.** The Regional Center Executive Director or designee will meet with the Superintendent or designee of pupil's district of residence to resolve the dispute.

Letter of Annual Review of the
Supplement for Children Birth to Three Years of Age Under Part C
of the Individuals with Disabilities Education Act (IDEA),
Section II of the Interagency Agreement Between
Orange County Local Education Agencies and Regional Center of Orange County

The Early Start Committee has reviewed the *Supplement for Children Birth to Three Years of Age Under Part C of the Individuals with Disabilities Education Act (IDEA), Section II of the Interagency Agreement Between Orange County Local Education Agencies and Regional Center of Orange County* and recommends approval of the agreement for one (1) year, from April 1, 2015 to April 1, 2016 or until terminated by mutual agreement. It is understood that this extension is provided on the same terms and conditions as those contained in the current "Interagency Agreement between Orange County Local Education Agencies and Regional Center of Orange County".

This recommendation is made by the Early Start Committee members listed below:

Sherry Blakely, SELPA Director, Anaheim City School District — Date 4/24/15

Trisha Brady, Director of Special Education/SELPA Director Northeast Orange County — Date 4/24/15

Denise MacAllister, Executive Director, Special Education/SELPA — Date 4/24/15

Janis White, Ed.D., Chief Operating Officer, Regional Center of Orange County — Date 4-24-15

John Zeimantz, Early Start Supervisor, Regional Center of Orange County — Date 4/24/15

Don Greene, Senior Educational Services Analyst, Regional Center of Orange County — Date 4-24-15

Dennis Roberson, Chief, Orange County Department of Education, Special Education Services — Date 4/24/15

Dillon Henry, Coordinator, Orange County Department of Education, Special Education Services — Date 4/24/15

Early Start Low Incidence and Transition Referral Information 2014-2015

To locate a school district go to http://electionmapping.ocgov.com/OCElectionMapper/MapDistrict.aspx or http://www.schooldistrictfinder.com/ and type in the family's address.

ANAHEIM CITY SCHOOL DISTRICT

Low Incidence Referrals
Orange Grove Elementary School
1000 S Harbor Blvd., Anaheim, 92805
Contact: Dr. Beverley Day-Budds, School Psychologist
714/517-7531
(714) 517-9236 Fax
Email: bbudds@acsd.us
swheat@acsd.k12.ca.us

Transition @ age 3 Referrals
Stacy Wheat-Program Specialist
Orange Grove Elementary School
1000 S Harbor Blvd., Anaheim, 92805
714/517-7531 ext. 4117
(714) 517-9236 Fax
Email: mhernandezvanez@acsd.k12.ca.us and
swheat@acsd.k12.ca.us

BREA OLINDA UNIFIED SCHOOL DISTRICT

Low Incidence Referrals
1 Civic Center Circle
Brea, CA 92822
Attn: Jeanine Leech
714/990-7820, jleech@bousd.us

Fax: 714/529-2137
Transition @ age 3 Referrals
1 Civic Center Circle
Brea, CA 92822
Attn: Jeanine Leech
714/990-7820
Fax: 714/529-2137
Contact: Susan Grein, School Psychologist 714/990-7058
Jeanine Leech (714) 469-0464
Fax: 990-7899

BUENA PARK SCHOOL DISTRICT
Low Incidence Referrals
North Orange County SELPA
1021 Bastanchury, Ste. 161
Fullerton, CA 92833
Attn: Laura Gethard-Beach, Program Specialist
714/641-5402, LBeach@ocde.us
Fax: 714/870-9643
Contact: Same as above

Transition @ age 3 Referrals
Special Services Department
Buena Park School District Office
6885 Orangethorpe Avenue
Buena Park, CA 90620
Contact: Katie Manzer
(714) 736-4287
Fax: 714/670-7188

CAPISTRANO UNIFIED SCHOOL DISTRICT
Low Incidence Referrals - DHH
RH Dana ENF
24242 La Cresta Drive
Dana Point, CA 92629
Attn: Judy Dore, Principal
(949) 234-5505, JIDore@capousd.org
Fax: (949) 489-8479

Transition @ age 3 Referrals
33122 Valle Road
San Juan Capistrano, CA 92675
Attn: Dr. Rana Shah, Transition Specialist-{Referrals may be emailed to: rnshah@capousd.org }
949/234-9293
Fax: 949/240-9047

CENTRALIA SCHOOL DISTRICT
Low Incidence Referrals
Greater Anaheim SELPA
7300 La Palma Avenue Bldg. 6
Buena Park, CA 90620
Attn: Dr. Cindy Hoffman - DHH referrals/ OI & VI referrals
email: choffman@ocde.us
Cell (714)726-1544
714/828-1766
Fax: 714/828-6763

Transition @ age 3 Referrals
Mary Ann Alvarado
Student Services
Centralia School District
6625 La Palma Avenue
Buena Park, CA 90620
(714) 228-3141
Fax (714) 523-5981
Mary_Ann_Alvarado@cesd.us

CYPRESS SCHOOL DISTRICT
Low Incidence Referrals
Greater Anaheim SELPA
7300 La Palma Avenue Bldg. 6
Buena Park, CA 90620
Attn: Dr. Cindy Hoffman – DHH referrals/ OI & VI referrals
email: choffman@ocde.us
Cell (714)726-1544
714/828-1766
Fax: 714/828-6763
Contact: Same as above

Transition @ age 3 Referral
9470 Moody St.
Cypress, CA 90630
Attn: Jackie Mooneyham, Secretary
714/220-6922
Fax: 714/220-6703
Contact: Jackie Mooneyham - schedules transition meetings and send notices to SC's
Contact: Cathy Rokicki, Program Specialist/School Psychologist 714/220-6970

FOUNTAIN VALLEY SCHOOL DISTRICT
Low Incidence Referrals
West Orange County SELPA
5832 Bolsa
Huntington Beach, CA 92649
Attn: Linda Forsythe, Director
714/903-7000, X4610, lforsythe@hbuhsd.edu
Fax: 714/372-8109
Contact: Same as above

Transition @ age 3 Referrals
Newland School
8787 Dolphin St
Huntington Beach, CA 92646
Attn: Nicole Burtle
714/378-4204, burtlen@FVSD.US
Fax: 714/378-4209
Contact: Same as above

FULLERTON SCHOOL DISTRICT
Low Incidence Referrals
North Orange County SELPA
1021 Bastanchury, Ste. 161
Fullerton, CA 92833
Attn: Laura Gethard Beach, Program Specialist
714/641-5402, LBeach@ocde.us
Fax: 714/870-9643
Contact: Same as above

Transition @ age 3 referrals
1401 West Valencia Drive
Fullerton, CA 92833
Attn: Jody Goodrich, School Psychologist
714/447-7501, jody_goodrich@fullertonsd.org
Fax: 714/447-7585
Contact: Same as above

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
Lorraine Rae, Director of Special Education Garden Grove Unified School District
10331 Stanford Ave.
Garden Grove, CA 92840
Deborah Nelson
714/663-6177, lrae@ggusd.us
Fax: 714/663-6399

Transition @ age 3 referrals
Larraine Rae, Director of Special Education Garden Grove Unified School District
10331 Stanford Ave.
Garden Grove, CA 92840
Deborah Nelson
714/663-6177, lrae@ggusd.us
Fax: 714/663-6399
Contact: Same as above

HUNTINGTON BEACH CITY SCHOOL DISTRICT
Low Incidence Referrals
West Orange County SELPA
5832 Bolsa
Huntington Beach, CA 92649
Attn: Meryl Schrantz Program Specialist
(714)903-7000, ext. 4626, mschrantz@hbuhsd.edu

(Linda Forsythe, Director
714/903-7000, X4610, lforsythe@hbuhsd.edu
Fax: 714/372-8109
Contact: Same as above)

Transition @ age 3 Referrals
20451 Craimer Lane
Huntington Beach, CA 92646
Attn: Bonnie Aguinaga
District 714-964-8888 x2072, baguinaga@hbcsd.us
714/378-2058
Fax: 714/378-1513

IRVINE UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
Early Childhood Learning Center
1 Smoketree Lane
Irvine, CA 92604
Attn: Gary Montooth
(949) 874-2282, garymontooth@iusd.org
Cell: 949/874-2282
Fax: 949/936-5859

Transition @ age 3 Referrals
Early Childhood Learning Center
1 Smoketree Lane
Irvine, CA 92604
Attn: Kari Garron (949) 936-5879 (Referrals may be emailed to: kgarron@iusd.org)
Robin Hunter (949) 936-5884, rhunter@iusd.org
Fax: 949/936-5859

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
South Orange County SELPA
Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, CA 92691
Attn:Grace Jones, Psychologist (949) 497-7700

Karen Erkel, Program Specialist (949) 580-3395, erkel@svusd.org
Fax: 949/580-3414

Transition @ age 3 Referrals
550 Blumont Street
Laguna Beach, CA 92651
Attn: Irene White, Director, Special Education & Student Services
949/497-7700, X208 or X5208, iwhite@lagunabeachschools.org
Fax: 949/497-3199

LA HABRA CITY SCHOOL DISTRICT
Low Incidence Referrals
North Orange County SELPA
1021 West Bastanchury, Ste. 161
Fullerton, CA 92832
Attn: Laura Gethard-Beach, Program Specialist
714/641-5402, lbeach@ocde.us
Fax: 714/870-9643

Transition @ age 3 Referrals
500 N. Walnut St.
La Habra, CA 90631
Attn: Whittney Reeve
562/690-2311 (email: wreeve@lhcsd.k12.ca.us)
Fax: 714/690-4154
Contact: Same as above

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
Greater Anaheim SELPA
7300 La Palma Avenue Bldg. 6
Buena Park, CA 90620
Attn: Dr. Cindy Hoffman- DHH referrals/ OI & VI referrals
email:choffman@ocde.us
Cell (714)726-1544
714/828-1766
Fax: 714/828-6763

Transition @ age 3 Referrals
Weaver Elementary School
11872 Wembley Road
Los Alamitos, CA 90720
Attn: Sande Gendel
562/799-4580 ext. 72205, sgendel@losal.org
Fax: 562/799-4589

LOWELL JOINT SCHOOL DISTRICT
Low Incidence Referrals
North Orange County SELPA
1021 Bastanchury, Ste. 161
Fullerton, CA 92833
Attn: Laura Gethard Beach, Program Specialist
714/641-5402, lbeach@ocde.us
Fax: 714/870-9643
Contact: Same as above

Transition @ age 3 Referrals
11019 Valley Home Ave
Whittier, CA 90603
Attn: Wendy Myers, Program Specialist
562/943-0211, wmeyers@lisd.org
Fax: 562/947-3620
Contact: Same as above

MAGNOLIA SCHOOL DISTRICT
Low Incidence Referrals
Greater Anaheim SELPA
7300 La Palma Avenue Bldg. 6
Buena Park, CA 90620
Attn: Dr. Cindy Hoffman-- DHH referrals/ OI & VI referrals
714/828-1766, choffman@ocde.us
Cell (714)726-1544
Fax: 714/828-6763

Transition @ age 3 Referrals
2705 W. Orange Ave.
Anaheim, CA 90804
Attn: Jane Stermer
714/761-5533 Ext. 307
Fax: 714/826-8736
jstermer@msd.k12.ca.us
Transition meetings will be scheduled/completed with:
Sandra Panozzo-Solanot (Heads up the Preschool Assessment Team)
(714) 761-5533 x316
SPanozzo-Solanot@msd.k12.ca.us

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
All Low Incidence Referrals (VI, OI and DHH)
Harper Pre-school
Karen Bentley, Special Education Coordinator
425 E. 18th Street
Costa Mesa, CA 92626
(949) 515-6631/6632
kbentley@nmusd.us

Transition @ age 3 Referrals
Harper Pre-school
425 E. 18th Street
Costa Mesa, CA 92626
Attn: Karen Bentley, Special Education Coordinator
kbentley@nmusd.us
(949) 515-6631/6632
Fax: 949/515-6633

OCEAN VIEW SCHOOL DISTRICT
Low Incidence Referrals
West Orange County SELPA
5832 Bolsa
Huntington Beach, CA 92649
Attn: Linda Forsythe, Director
714/903-7000, X4610, lforsythe@hbuhsd.edu
Fax: 714/372-8109
Contact: Same as above
Transition @ age 3 Referrals
Harbor View School
17200 Pinehurst Lane
Huntington Beach, CA 92647
Attn: Linda Still
714/847-2551 X 2341
Fax: 714/377-0952

ORANGE UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
Bree Tippets
5125 E. Gerda Drive, Anaheim Hills, CA 92807
phone (714) 997-6202, btippets@orangeusd.org
fax (714) 997-6270

Transition @ age 3 Referrals
Wendi Johnson
Orange Unified School District
5125 E. Gerda Drive
Anaheim Hills 92807
(714) 628-4080
fax (714) 997-6270
email: wajohnson@orangeusd.org
(Hard copies only for referrals)

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
1301 E. Orangethorpe Ave.
Placentia, CA 92870
Attn: Tricia Brady, Director of Special Education
714/985-8660 ext. 82659
Fax: 714/985-8714
Secretary: Gail Plunkett
(714) 985-8660
Contact: Jackie Rico
(714) 986-7072 Ext 53053
Email: jrico@pylusd.org

Transition @ age 3 Referrals
1301 E. Orangethorpe Ave.
Placentia, CA 92870
Attn: Tricia Brady, Director of Special Education
714/985-8660 ext. 82659, tbrady@pylusd.org
Fax: 714/985-8714
Secretary: Gail Plunkett
(714) 985-8660

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
La Tierra Preschool
24150 Lindley
Mission Viejo, CA 92691
Attn: Gabriela Eisenberg
949/707-5276, eisenbergg@svusd.org
Fax 949/598-3755
Alternate fax: 949 770-8566

Transition @ age 3 Referrals
La Tierra Preschool
24150 Lindley
Mission Viejo, CA 92691
Attn: Chris Brayley
Email: brayleyc@svusd.org
Scott Turner, Administrator, Early Childhood Education TurnerS@svusd.org
Marion Springett, Psychologist- springettm@svusd.org (Will hold transitions)
949/707-5276
Fax 949/598-3755
Alternate fax: 949 770-8566

SANTA ANA UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
1601 East Chestnut Ave.
Santa Ana, CA 92701
Attn: Lucilla Gonzalez, Secretary
714/558-5551
Fax: 714/480-5311
Contact: Mark Bello, Special Education Administrator
714/430-5689 or 714/430-5600 Mark.Bello@SAUSD.US
Transition @ age 3 Referrals
1601 East Chestnut Ave.
Santa Ana, CA 92701
Attn: Lucilla Gonzalez, Secretary
714/558-5501
Fax: 714/480-5311
Contact: Mark Bello, Special Education Administrator
714/430-5689 or 714/430-5600

SAVANNA SCHOOL DISTRICT
Low Incidence Referrals
Greater Anaheim SELPA
7300 La Palma Avenue Bldg. 6
Buena Park, CA 90620
Attn: dr. Cindy Hoffman – DHH referrals/ OI & VI referrals
email: choffman@ocde.us
cell (714)726-1544
714/828-1766
Fax: 714/828-6763

Transition @ age 3 Referrals

Special Education Office
1330 S. Knott Ave.
Anaheim, CA 92804
Attn: Jaime Clements
contact number: 714-236-3813
fax: 714-828-5325
Mandee Pulver SLP has requested that all referrals go to her at mandee.pulver@savsd.org ... until Jaime is back from Maternity Leave {714-236-3840 ext. 344}

TUSTIN UNIFIED SCHOOL DISTRICT
Low Incidence Referrals
300 South C Street
Tustin, CA 92780
Attn: Cherie Kuntz, Special Education Facilitator
714/730-7301, ckuntz@tustin.k12.ca.us
Fax: 714/832-9087

Transition @ age 3 Referrals
300 South C Street
Tustin, CA 92780
Attn: Sharon Calvo, Special Education Facilitator
714/730-7505 ext. 51375
(714) 730-7301 ext. 375
Pager: 714/214-3927
Fax: 714/832-9087
Email: scalvo@tustin.k12.ca.us

WESTMINISTER SCHOOL DISTRICT
Low Incidence Referrals
West Orange County SELPA
5832 Bolsa
Huntington Beach, CA 92649
Attn: Linda Forsythe, Director
714/903-7000, X4610, lforsythe@hbuhsd.edu
Fax: 714/372-8109
Contact: Same as above

Transition @ age 3 Referrals
Land School
15151 Temple St.
Westminster, CA 92683
Attn: Diane Hall.Parent Liaison
Fax: 714-901-1259.
Contact: Same as above

SAN DIEGO COUNTY – Camp Pendleton Referrals

Low Incidence and Transition @ age 3 Referral

North County Coastal Consortium for Special Education (NCCSE)
(760) 761-5110
Hope Infant Program (National City)
Attention: Linda Cella - Manager
6401 Linda Vista Road
San Diego, CA 92111
lcella@sdcoe.net

Children over age 3-Referrals go to :

Barbara Chambliss, Coordinator of Preschool Programs
Fallbrook Street School
405 W. Fallbrook St.
Fallbrook, CA 92028
760/731-4000
Fax: 760/723-4871

ORANGE COUNTY PIES PROGRAM CONTACTS

2014-2015

LOCAL SELPA / DISTRICTS

SELPAs/Districts	Contact	Contact Information
Anaheim City SELPA	Patty Sosa-Alaniz Stacy Wheat Terry Hernandez Yanez	Phone: 714-517-7531 X3572 Phone: 714-517-7531 X3596 Fax: 714-517-7453 Email: psosaalaniz@acsd.k12.ca.us Email: swheat@acsd.us Email: mhernandezyanez@acsd.us
Capistrano SELPA	Judy Dore Alison Anawalt, Secretary	Phone: 949-234-5505 Fax: 949-489-8479 Email: jdore@capousd.org Email: amanawalt@capousd.org
Garden Grove SELPA	Jan Hunthausen	Phone: 714-663-6400 Fax: 714-663-6399 Email: jhunthau@ggusd.us
Greater Anaheim SELPA Centralia Cypress Los Alamitos Magnolia Savana	Cindy Hoffman	Phone: 714-726-1544 Fax: 714-828-6763 Email: choffman@ocde.us
Irvine SELPA	Gary Montooth	Phone: 949-936-5871 Cell 949-874-2282 Fax: 949-936-5859 Email: garymontooth@iusd.org
Newport Mesa SELPA	Karen Bentley Laura Telles Tracy LaVal	Phone: 949-515-6631 Fax: 949-515-6633 Email: kbentley@nmusd.us Email: ltelles@nmusd.us Email: tlaval@nmusd.us
North OC SELPA Buena Park Fullerton La Habra Lowell	Laura Beach	Phone: 714-641-5402 Fax: 714-870-9643 Email: lbeach@ocde.us
Northeast OC SELPA Placentia-Yorba Linda Brea-Olinda	Jackie Rico Gail Plunkett	Phone: 714-986-7072 Ext. 53053 Email: jrico@pylusd.org Phone: 714-986-7000 Email: gplunkett@pylusd.org
Orange SELPA	Nina Dawson Bree Tippets	Phone: 714-997-6202 Email: ndawson@orangeusd.org Email: btippets@orangeusd.org Fax: 714-997-6270
South Orange County SELPA Saddleback Valley USD Laguna Beach SD	Scott Turner Gabriela Eisenberg	Phone: 949-770-9555 Phone: 949-707-5276 Email: turners@svusd.org Email: eisenbergg@svusd.org Fax: 949-598-3755

SELPAs/Districts	Contact	Contact Information
Santa Ana SELPA	Steve Longacre Carrie Kohut-Clements	Phone SL: 714-550-1400 Phone CKC: 714-550-1455 Email: steven.longacre@sausd.us Email: carrie.kohutclements@sausd.us Fax: 714 550-1498
Tustin SELPA	Sharon Calvo	Phone: 714-730-7301 X375 Fax: 714-832-9087 Email: scalvo@tustin.k12.ca.us
WOCCSE Fountain Valley Huntington Beach Ocean View Westminster	Meryl Schrantz Karen Larsen	Phone MS: 714-903-7000 X4626 Phone KL: 714-903-7000 X4645 Fax: 714-372-8109 Email: mschrantz@hbuhsd.edu Email: klarsen@hbuhsd.edu

REGIONAL PIES PARTNERS

Agency	Role	Contact	Contact Information
Orange County Department of Education	Regional Coordination Chair, PIES Committee Professional Development	Dillon Henry Coordinator	Phone: 714-708-4989 Fax: 714-327-1345 Email: dhenry@ocde.us
Orange County Department of Education	NHSP Referral Coordination & database	Linda Rice Admin Assistant II	Phone: 714-708-4990 Fax: 714-327-1345 Email: lrice@ocde.us
Orange County Department of Education	Northern Regional PIES Program	Lucy McDonald Principal P.I.E.S. (Knott Center, Buena Park)	Phone: 714-796-8700 714-641-3302 Fax: 714-995-7231 Email: lmcdonald@ocde.us
Regional Center of Orange County	RCOC Early Start Program Intake Manager	John Zeimantz Pat Glancy	Phone: 714-796-5339 Email: jzeimantz@rcocdd.com Email: pglancy@rcocdd.com Fax: 714-796-5200
Newborn Hearing Screening Program	Southern California Hearing Coordination Center	Diane Black Parent Support Coordinator Angie Gonzales Parent Support Coordinator Becky Little, Audiologist	Phone DB 562-305-0785 dblack@memorialcare.org Phone AG 562-933-8846 agonzales2@memorialcare.org Phone BL 562-933-8164
California Department of Education	DHH Progams Early Start	Nancy Grosz Sager Consultant	Phone: 916-327-3868 Email: nsager@cde.ca.gov
Comfort Connection Family Resource Center	Early Start FRC	Giulia Rodriguez	Phone: 714-558-5402 Phone: 714-542-5634 Email: grodriguez@rcocdd.com

Revised 02/11/15

RCOC Early Start Roster - April, 2015

CENTRAL AREA

Name	Number	E-Mail
Ruppe, Patrick Manager	**714-796-3744**	pruppe@rcocdd.com
Mendez, Araceli Early Start Supervisor	**714-796-5138**	amendez@rcocdd.com
Ruano-Monarrez, Ana Early Start Supervisor	**714-796-5182**	aruanomonarrez@rcocdd.com
Albalbisi, Lourdes (Spanish)	714-796-5175	lalbalbisi@rcocdd.com
Anderson, Lisa	714-796-4020	landerson@rcocdd.com
Bishop, Tracy	714-796-4024	tbishop@rcocdd.com
Carrillo, Stephanie	714-796-5147	scarrillo@rcocdd.com
Coffey, Sandra	714-796-4030	scoffey@rcocdd.com
Clark, Christina (Spanish)	714-796-5337	cclark@rcocdd.com
Gomez, Melissa (Spanish)	714-796-5251	mgomez2@rcocdd.com
James, Leah	714-796-4064	ljames@rcocdd.com
Holt, Kristina	714-796-4063	kholt@rcocdd.com
Karle-Botello Diane	714-796-5163	dkarlebotello@rcocdd.com
Kendrick, Karla (Spanish)	714-796-5127	kkendrick@rcocdd.com
Koutsoudis, Daniela	714-796-4067	dkoutsoudis@rcocdd.com
Lopez, Michelle (Spanish)	714-796-5392	mlopez@rcocdd.com
Macias, Rosa (Spanish)	714-796-4037	rmacias@rcocdd.com
MoDavis, Darcy	714-796-4053	dmodavis@rcocdd.com
Que, Rachel	714-796-5141	rque@rcocdd.com
Ramirez, Angela	714-796-5132	aramirez@rcocdd.com
Ramirez, Jacqueline (Spanish)	714-796-5123	jramirez@rcocdd.com
Ratsch, Amy	714-796-5143	aratsch@rcocdd.com
Richards, Beth (Farsi)	714-796-4051	brichards@rcocdd.com
Rifai, Eva (Czech, Russian, Germany)	714-796-4052	erifai@rcocdd.com
Tapia, Maria (Spanish)	714-796-5191	mtapia@rcocdd.com

Vo, Thuy-Nhi (Vietnamese)	714-796-4055	tvo@rcocdd.com
Woodward, Shelly	714-796-4010	swoodward@rcocdd.com

NORTH AREA

Name	Number	E-Mail
Kilcullen, Cherly Manager	**714-796-3721**	ckilcullen@rcocdd.com
Castle, Jennifer Early Start Supervisor	**714-796-3705**	jcastle@rcocdd.com
Castaneda, Aida (Spanish)	714-796-3730	acastaneda@rcocdd.com
Desai, Niki	714-796-3729	ndesai@rcocdd.com
Galvan, Virginia (Spanish)	714-796-3762	vgalvan@rcocdd.com
Gomez, Elizabeth (Lisa) (Spanish)	714-796-3734	egomez@rcocdd.com
Gonzalez, Maria (Spanish)	714-796-3734	mgonzalez@rcocdd.com
Guerrero, Karina (Spanish)	714-796-3735	kguerrero@rcocdd.com
Herrera, Graciela (Spanish)	714-796-3746	glopez@rcocdd.com
Lua, Amberly	714-796-3782	alua@rcocdd.com
Castellon-Morales, Consuelo (Spanish)	714-796-3753	cmorales@rcocdd.com
Ramirez, Maribel (Spanish)	714-796-3758	mramirez@rcocdd.com
Rojas, Julia (Spanish)	714-796-3763	jrojas@rcocdd.com
Thompson, Beth	714-796-3771	bthompson@rcocdd.com
Ward, Celina (Spanish)	714-796-3719	cward@rcocdd.com

WEST AREA

Name	Number	E-Mail
Radford, Keli Manager	**714-796-2979**	kradford@rcocdd.com
Yabuki, Jeanette Early Start Supervisor	**714-796-2980**	jyabuki@rcocdd.com
Bakken, Melanie	714-796-2922	mbakken@rcocdd.com
Castaneda, Jessica (Spanish)	714-796-2928	lcastaneda@rcocdd.com
Clough, Shelly	714-796-2989	sclough@rcocdd.com

Cornett, Amanda	714-796-2932	acornett@rcocdd.com
Dunlap, Sharon	714-796-2936	sdunlap@rcocdd.com
Jupillo, Karen	714-796-2948	kjupillo@rcocdd.com
Larios, Carla (Spanish)	714 -796-2951	clarios@rcocdd.com
Nguyen, Kellie (Vietnamese)	714-796-2934	knguyen@rcocdd.com
Penna-Cathorall, Miriam (Spanish)	714-796-2964	mpennacathorall@rcocdd.com
Ronquillo, Camille	714-796-2965	cronquillo@rcocdd.com
Ta, Theresa (Vietnamese)	714-796-2968	tta@rcocdd.com
Tran, Tuyet (Vietnamese)	714-796-2960	Ttran@rcocdd.com
Vivas, Rosaura (Spanish)	714-796-2986	rvivas@rcocdd.com
Vu, Nancy (Vietnamese)	714-796-2921	nvu@rcocdd.com
Whalen, Christina	714-796-2975	cwhalen@rcocdd.com

INTAKE AREA

Name	Number	E-Mail
Glancy, Pat Intake Manager	714-796-5344	pglancy@rcocdd.com
Khorana, Rachel Intake Supervisor	714-796-5378	rkhorana@rcocdd.com
Aviles, Lorena (Spanish)	714-796-5349	laviles@rcocdd.com
Bui, Angelica	714-796-4025	abui@rcocdd.com
Carrillo Watson, Carmen (Spanish)	714-796-5350	ccarrillowatson@rcocdd.com
Conant, Lily (Spanish)	714-796-5338	lconant@rcocdd.com
Diaz, Paulette	714-796-5364	pdiaz@rcocdd.com
Huang, Shu-Lin (Mandarin, Taiwanese and some Japanese)	714-796-5376	shuang@rcocdd.com
Navar, Claudia (Spanish)	714-796-5145	cnavar@rcocdd.com
Navarro, Erica (Spanish)	714-7965217	enavarro@rcocdd.com
Phillips, Jennifer	714-796-5375	jphillips@rcocdd.com
Reyes, Kimberly	714-796-5358	kreyes@rcocdd.com
Rossi, Kriztin	714-796-5362	kruiz@rcocdd.com
Schiffer, Amy	714-796-5389	aschiffer@rcocdd.com

Segura-Gomez, Maria "Teresa" (Spanish)	714-796-5311	mgomez@rcocdd.com
Thai-Fee, Tiffany (Vietnamese)	714-796-5302	tthaifee@rcocdd.com
Tran, My-Chau (Vietnamese)	714-796-5201	mtran@rcocdd.com
Urias, Jandery (Spanish)	714-796-5355	jurias@rcocdd.com
Weber, Jodi	714-796-5372	jweber@rcocdd.com

ADMINISTRATIVE & MEDICAL STAFF

Name	Number	Title
Barrios, Nicole	714-796-5135	Training and Organizational Specialist
Casteel, Jennifer	714-796-5330	Training and Organizational Specialist
Christian, LeeAnn	714-796-5254	Chief Clinical Officer, Health Resourc
Espitia, Christine (Spanish)	714-796-5387	Speech Therapist
Garcia, Julieann	714-796-5223	Health Resources Coordinator
Genter, Christina	714-796-5267	Behavioral Services Specialist
Gredig, Quynh	714-796-5146	Nurse Consultant
Greene, Don	714-796-5262	Educational Services Analyst
Hamm, Amy	714 796-5112	Nurse Consultant
Himber, Peter M.D.	714-796-5271	Director, Health Resource Group
Knudsen, Jacqui	714-796-5299	Community Outreach Coordinator
Leahy, Sharen	714 796-5276	Nurse Consultant
Lilley, Sherrie	714 796-5273	Nurse Consultant
Dr. Michael Messina	714-796-5225	Autism Clinical Specialist
Munguia, Frances	714 796-5347	Psychologist
Noden, Paula	714-796-5385	Fair Hearing & Mediations Manager
Pearl, Nancy	714-796-5260	Physical Therapist
Parpal, Mary	714 796-5272	Psychologist
Perez, Steven	714-796-5331	Behavior Services Specialist
Pontius, Kyle	714-796-5371	Psychologist
Rico, Kelly	714-796-5330	Supervisor, Consumer Services
Richard, Iris M.D.	714-796-5307	Medical Consultant
Shafiyoon, Jill	714 796-5207	Nurse Consultant
Soto-Vaughan, Kristynna	714-796-5140	Behavior Services Specialist
Vorwald, Annemarie	714-796-5336	Nurse Consultant
White, Janis	714-796-5256	Chief Operating Officer
Zeimantz, John	714-796-5339	Early Start Supervisor

Garcia, Patricia	714-558-5400	pgarcia@rcocdd.com

McFarlin, Kathleen	714-558-5401	kmcfarlin@rcocdd.com
Patton, Jamie	714-558-5404	jpatton@rcocdd.com
Rodriguez, Giulia	714-558-5402	grodriguez@rcocdd.com

D. COMMUNITY ADVISORY COMMITTEE BY-LAWS

Bylaws of the Community Advisory Committee
South Orange County Special Education Local Plan Area

ARTICLE I

NAME

The name of this organization shall be the Community Advisory Committee (CAC) for the South Orange County Special Education Local Planning Area (SOC SELPA).

The area served by the CAC shall include the Laguna Beach and Saddleback Valley Unified School Districts located in Orange County, California.

ARTICLE II

PURPOSE

The Community Advisory Committee has specific and important roles and responsibilities that are vital in the overall functioning of SOC SELPA's Special Education programs. Community Advisory Committees are commissioned by law and are a reflection of the community they serve. The Community Advisory Committee is designed to be a dynamic collaborative partnership of educators, parents and community members. This mandated group exemplifies the need for informed involvement among those who provide Special Education programs and services and those who receive Special Education programs and services. The CAC has an overall advisory responsibility to the Saddleback Valley and Laguna Beach Unified School Districts. Ongoing input is provided by the CAC to our SELPA Director who also provides ongoing updates on topics such as pending legislation, SELPA plan implementation status, and effects of fiscal constraints on provision of services, parent rights and other appropriate subjects. Input is provided to the Superintendents and School Boards about any concerns from the CAC that are appropriate to their responsibilities. (Authority: Education Code Section 56190 – 56194).

The CAC shall fulfill its purpose by assuming responsibilities for the following:

Advising the administration and policy making body of the South Orange County SELPA regarding the development, amendment and review of the Local Plan and the review of special programs and related services.

Making annual recommendations on needs, goals, and priorities based on the Local Plan for Special Education.

Encouraging community involvement in the development and the ongoing review of the Local Plan.

Becoming familiar with the current laws and regulations pertaining to special education.

Assisting in parent education.

Recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.

Supporting activities on behalf of individuals with exceptional needs.

Establishing and fulfilling other responsibilities as deemed necessary by the Community Advisory Committee.

ARTICLE III

MEMBERSHIP

Voting Membership:

The voting membership shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, individuals with exceptional needs enrolled in special education programs, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons connected with individuals with exceptional needs. The majority of the voting membership shall also be composed of parents of pupils enrolled in schools in the SOC SELPA, and the majority of such parents shall be parents of individuals with exceptional needs.

The voting membership shall be composed of at least eleven but not more than thirteen individuals. The composition of the voting membership shall be allocated according to the following table:

Voting Member Description	*School District*		
	Laguna	*Saddleback*	*Either*
Parents of individuals with exceptional needs enrolled in public or private non-sectarian schools	2	4	
Individuals with exceptional needs enrolled in special education programs	1	1	
Regular education classroom teachers			1
Special education staff which may include classroom teachers, Instructional Aides and/or other service providers	1	2	
Representatives of other public and private agencies			1
Total	4	7	2

Non - Voting Membership:

The SOC SELPA Administrative Director shall be the SOC SELPA Administrative liaison to the CAC, and shall be a nonvoting member of the CAC. (Ex-officio member)

Laguna Beach Unified School District Special Education Director

Saddleback Valley Unified School District Special Education Director

The SVUSD and LBUSD Special Education administrators are requested to provide regular updates at each meeting. The above noted District administrators are encouraged to invite additional individuals to attend meetings that may contribute to the CAC efforts.

Appointment:

Applications for voting membership will be available on the website and at the District Offices for parents of both SVUSD and LBUSD parents, students, community members and employees of the District. Applications are required to be returned to the District Office. All applicants will be reviewed by the CAC and will be appointed to the CAC as voting members by the appropriate governing board of the school district in the SOC SELPA.

Term of Appointment:

The term of appointment for voting members shall be a minimum of two years and shall expire on June 30. Terms of appointment shall be annually staggered to ensure that no more than one-half of the voting membership serves the first year of the term in any one year.

Voting Rights:

Each voting member shall be entitled to one vote and may cast that vote on each matter submitted to a vote to the committee. In order to assure active committee participation, absentee ballots shall not be permitted.

Resignation:

Any voting member may resign by filing a written resignation with the CAC and the director of special education for the school district that appointed him or her.

ARTICLE IV

OFFICERS OF THE CAC

The officers of the CAC shall be a chairperson, vice-chairperson and secretary. The officers, along with the SOC SELPA Administrative Director, shall constitute the executive board.

All officers must be voting members, and at least two officers must be parents of individuals with exceptional needs enrolled in schools in the SOC SELPA.

Election and Term of Office for Chairperson, Vice-Chairperson and Secretary:

Officers shall be elected annually and serve for a term of one year.

An officer may not serve more than two consecutive terms in the same office with the exception of the chairperson, who may serve three consecutive terms.

Elections will be held by secret ballot, unless there is only one (1) candidate for an office, in which case, there may be a vote by raising of hands.

Officers' terms shall be from July 1 to June 30, with nominations in the 3rd quarter meeting and elections held in the 4th quarter meeting.

Resignation: Any officer may resign by providing a written resignation to the executive board.

Vacancies: The vice-chairperson will assume responsibilities of the chairperson. An election will be held if a vacancy exists for all other offices.

Duties:

The chairperson shall:

a) preside at all meetings of the Community Advisory Committee
b) prepare agendas for all meetings with opportunities for SELPA Administrator input
c) be responsible for the implementation of all Community Advisory decisions
d) act as liaison with the SOC SELPA Administration and LBUSD Administration
e) assume other responsibilities as directed by the Community Advisory Committee

The vice-chairperson shall:

a) conduct meetings in the absence of the chairperson
b) be responsible for the execution of the bylaws
c) serve as parliamentarian to the chairperson
d) assume other responsibilities as directed by the chairperson

The secretary shall:

a) maintain membership and attendance records
b) seek committee approval prior to the public distribution of written materials
c) keep minutes and distribute them to the CAC membership
d) attend to correspondence
e) act as treasurer as the need arises
f) assume other responsibilities as directed by the chairperson.

The executive board shall:

a) be responsible for the overall coordination of activities
b) meet regularly with district administrators

ARTICLE V

CAC MEETINGS

Meeting Frequency:
The CAC shall meet four times during the school year. Additional meetings will be scheduled as needed.

Meeting Calendar:
An annual meeting calendar for all regularly scheduled meetings shall be developed at the 3rd quarter meetings and approved at the 4th quarter meeting for the following school year. Meeting calendars shall establish the date, time and location of each regularly scheduled meeting.

Meeting Notices:
Meeting notices for all regularly scheduled meetings shall be posted on each districts website and sent to each voting member and circulated as determined necessary. Meeting notices shall include the currently approved meeting calendar showing the date, time and location of each regularly scheduled meeting during the school year.

Meeting Agenda:
The meeting agenda shall be prepared and distributed to all participants. The meeting agenda shall specify the date, time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. Items to be included on an upcoming meeting agenda must be submitted to the chairperson ten days before the meeting.

Place of Meetings:
The CAC shall hold its meetings in readily accessible barrier-free facilities provided by the school districts.

Quorum and Majority Vote:
A quorum shall be defined as at least one-half of the duly constituted voting membership of the CAC. A majority vote shall be defined as more than one-half of the total votes of a quorum.

Conduct of Meetings:
All regular and special meetings of the CAC shall be conducted in accordance with these bylaws and Roberts Rules of Order, or in accordance with an appropriate adaptation thereof.

Meeting Records:
Minutes of each CAC meeting shall be recorded by the secretary and distributed to all voting members, and others designated by the chairperson, at the beginning of the following meeting and posted on the CAC website.

Special Meetings:
Special meetings may be called by the chairperson or by a majority vote of the CAC.

Open Meetings:
The Community Advisory Committee shall be open to the public.

ARTICLE VI

COMMITTEES

The Community Advisory Committee may from time to time establish and abolish, by majority vote of the voting members, such standing or special committees as it may require. No standing or special subcommittee may excise the authority of the CAC.

ARTICLE VII

ACCOUNTABILITY AND RESPONSIBILITY

The Community Advisory Committee shall act in an advisory capacity. The recommendations of the Committee shall be directed to the Administration. The responsibility for action on recommendations shall rest with the superintendents and the governing boards of the school districts in the SOC SELPA.

The SOC SELPA Administration shall provide each voting member of the CAC with a copy of the currently approved Local Plan. The SOC SELPA Administration shall also provide each voting member of the CAC with a copy of any proposed amendments or revisions to the currently approved Local Plan.

The CAC shall have at least 10 days to review any proposed amendments or revisions to the currently approved Local Plan before its submission to the State Superintendent. A verification statement of this review shall be signed by CAC Chair.

ARTICLE VIII

AMENDMENTS

Recommendations for proposed amendments require two-thirds vote of the Community Advisory Committee voting members present. The recommendations are forwarded to the Administration and are subject to approval by the governing boards of the school districts in the South Orange County Special Education Local Plan Area.

ARTICLE IV

RATIFICATIONS

Recommendation for ratification of the bylaws requires a two-thirds vote of members of the Community Advisory Committee present.

Laguna Beach Unified School District

22. ACTION

June 28, 2016

Approval: Curriculum Committee Recommendation for Follett Destiny Solution Suite: Library Management System for all LBUSD Libraries

Proposal

Staff proposes the Board of Education approve the purchase of Follett Destiny Solution Suite, a web-based educational resource management system for all four libraries in the Laguna Beach Unified School District. The library management systems request was presented to the Curriculum Committee on June 16, 2016, by Mike Morrison, Chief Technology Officer, and Jill Norris, LBHS Media Specialist. The Curriculum Committee reached consensus to recommend Board approval.

Background

The school libraries need an updated resource management system for tracking library books, textbooks, devices, and other District assets. The library team investigated three options, and proposed the purchase of the Follett Destiny Solution Suite for District-wide use. Follett is the leader in library management programs with a system created specifically to handle library accounts and textbook and teaching materials management. Currently, the high school library has no system for checking in/out library books. Instead, the secondary schools use Aeries for textbook management and tracking. This can jeopardize confidential student information because Aeries resides on the librarians' computers, which are potentially accessible to students.

Budget Impact

The cost of implementing the Follett Destiny Solutions Suite is approximately $11,900. The annual cost of renewal is $4,898.

Recommended Action

Staff recommends the Board of Education approve the purchase of Follett Destiny Solution Suite, a web-based educational resource management system for all four libraries in Laguna Beach Unified School District, effective for the 2016/17 school year as proposed by staff and supported by the Curriculum Committee on June 16, 2016.

Submitted by:

Darlene Messinger
Assistant Superintendent
Instructional Services

Sherine Smith, Ed.D.
Superintendent of Schools

Follett School Solutions, Inc.
1340 Ridgeview Drive
McHenry, Illinois 60050
www.follettlearning.com
Tel: 877-899-8550

May 24, 2016

Jill Norris
Library
Laguna Beach Unified School District
550 Blumont St
Laguna Beach, CA 92651

Dear Ms. Norris:

Follett School Solutions is pleased to present the enclosed Proposal to provide your district with the **Follett Destiny® Solution**, a centralized educational resource management system.

Follett Destiny® Solution Suite

The Follett Destiny Solution provides essential tools for schools and districts that want to be at the forefront of creating productive, active learning environments—ensuring access to the right resources for students while enabling the best management of digital and physical content, and resources.

Destiny is a complete web-based platform that helps schools and districts know where all of their important educational resources are, from library books and textbooks to eBooks and mobile devices. We provide tools uniquely suited for the K-12 market, helping districts track and manage everything they buy. As new digital learning tools and teaching styles emerge, Follett solutions can help ensure accessibility and accountability for all resources, empowering digital learning to directly impact student success.

Destiny can help districts make sure every student in every school has the right tools in the right place at the right time to learn the way that fits them best – supporting teachers and librarians in their efforts to create motivated, enthusiastic and successful learners.

Districts choose Destiny to help their students, librarians, teachers, and administrators to discover and connect with the changing digital world, and learn better ways to become effective educators and leaders:

DISCOVER...

- Digital and print content you already own, and uncover content gaps.
- Tools that make educators more effective.
- New ways to engage students using technology.

CONNECT...

- Content and resources to academic standards.
- Users to information through seamless access to an integrated solution suite.
- Students' needs with technology and processes relevant to the way each student learns.

LEARN...

- Ways to support active learning outside the classroom.
- How to get more out of your investment in educational technology and content.

Destiny® Library Manager™
Empowering Digital Learning to Directly Impact Student Success

Destiny Library Manager is built specifically to help K-12 libraries thrive in the ever-changing education market. The leading library management software for K-12 schools and districts, Destiny Library Manager is trusted by more than 50,000 customers to expand the vital role of the school library in the digital learning age. With access to curated, educator-reviewed digital content and integrated tools to help students and teachers find, share and use print, digital and media resources, Destiny Library Manager makes the library not only more efficient, but more effective at supporting active student learning, collaboration and integration with classroom curriculum. Destiny Library Manager provides engaging tools for students to find, share and use resources, and includes one of the first mobile apps for school libraries.

Destiny Library Manager empowers students, librarians, teachers and administrators to discover, connect and learn:

DISCOVER...

- Relevant resources through one-stop, unified searching.
- Digital and print resources that meet specific needs for your students and teachers.
- How to take your library and learning mobile.
- Ways to support reading and information literacy skills.

CONNECT...

- Students with content, anytime, anywhere.
- The library to the classroom.
- With tools to support collaboration between teachers and librarians.

LEARN...

- With differentiated content and tools for each student.
- How to reach beyond digital books to digital learning.
- Which content and resources your students use and need.
- How Destiny supports the expanding role of the librarian.

Destiny® Resource Manager™
Find, Keep and Effectively Use Key Resources in Your District

Destiny Resource Manager is the solution for schools or districts who want to make sure resources are accessible to the people who need them most with the best possible budget outcomes. The advanced inventory tracking capabilities in Destiny Resource Manager are uniquely suited for K-12 schools, helping monitor resources from digital learning devices to tablets to laptops, cameras, equipment and more. By enabling districts to track funding sources and prepare appropriate reports, Destiny Resource Manager provides the protection and reinforcement districts need to demonstrate responsible use of resources for audits or media inquiries. If the resource is in your district or school, Destiny Resource Manager can track it and use the reporting functionality to match it to the funding sources used to purchase it.

Destiny Resource Manager empowers district and school staff and administrators to discover, connect and learn:

DISCOVER...

- An easier way to track and manage K-12 resources and expensive student and staff devices down to the classroom and individual level.
- How to successfully manage your district's 1-to-1 initiatives.
- The importance of device management as you move from print to digital.

CONNECT...

- Accountability for resources to specific individuals.
- With a proven system designed for K-12 school processes.
- Administrators with a district-wide, dashboard view of resources.

LEARN...

- Location, condition and availability of every resource.
- How to improve order accuracy and reduce over-ordering.
- How flexible, on-demand reporting helps you meet federal, state and local requirements or audits.

Supporting a Student-Focused Digital Learning Environment

At Follett, we partner with you as we navigate the digital world in which students are already immersed. Follett Destiny® solutions integrate the technology, data and resources to help your schools efficiently and cost-effectively track, manage and connect with quality educational materials, ensuring accessibility and accountability.

Thank you for the opportunity to present Destiny as the solution to help empower digital learning and contribute to the success of your district.

Sincerely,

Julie Komorous
Inside Sales Consultant - Technology
Phone: 800-323-3397 Ext. 47455
Fax: 815-578-5455
JKomorous@Follett.com

Implementation Services

Core to your Follett Destiny Solution is a suite of services to ensure a successful implementation:

Project Management
Follett will provide project management services in accordance with industry standard techniques. The Follett Project Manager is your district's central point of contact during the implementation of the Follett Destiny Solution, to guide and oversee the entire implementation.

Your Project Manager focuses on the following objectives:

- Facilitation of all project planning activities
- Creation of a Project Plan that is developed and agreed to in writing by both you and Follett
- Coordination of all internal resources to ensure that timelines and deadlines are met
- Successful completion of the project and written customer Acknowledgement of Delivery of the Follett Destiny Solution

The Project Plan includes the following key activities:

Project Planning Questionnaires: At the beginning of your project, your Project Manager will provide questionnaires to be filled out by your district staff. You will be requested to fill out a questionnaire for each Destiny product, a questionnaire concerning your servers and network, and a questionnaire concerning your Student Information System. It is important to complete these and return them to your Project Manager prior to the Project Planning Meeting in order to have the most efficient and productive meeting, and for Follett to provide the guidance and recommendations appropriate for your district.

Project Planning Meeting: This meeting will review responses from the Project Planning Questionnaires and address any questions or concerns. The expected outcome of this meeting is to develop the implementation, installation and training plan and to ensure that proper expectations are set regarding project responsibilities and schedule. For Resource Manager, Media Manager and Textbook Manager, implementations consisting of 25 or more school locations have the option for the Project Planning Meeting to be held on site.

System Setup Services

System Setup
System setup for the Follett Hosted Service provides your school with configured access to your Destiny software via a Web site address (URL).

Bibliographic data that is processed by Follett will be imported into Destiny. If your data extraction from your current system includes patron data, it will also be imported into Destiny. In addition, if you can provide an export of patron data in CSV file format from your Student Information System (SIS), Follett will import it into Destiny.

It is the customer's responsibility to provide written verification of the Follett Hosted Service Solution delivery immediately following the System Setup via the Acknowledgement of Delivery document (AOD).

There are some services that Follett will not perform for your district:

- Follett will not install any hardware or software at your district or schools.
- Follett will not configure your networking infrastructure. Your entire district-networking infrastructure must be up and running to support the service. This includes all routers and Wide Area Network links.

No school visits are included within the scope of this Agreement. However, during the System Setup the Follett implementation specialist will illustrate workstation configurations that support Destiny.

Technical Administrative Training

The Follett technical specialist will deliver a brief technical training for your district technology staff. For the Follett Hosted Service, this training will focus on technical administrative functions that you will want to understand, which does not include managing a Destiny server since the server will be managed by Follett.

Your district can have up to twelve users at this training session. Attendees who participate in this training will be authorized to contact Follett's Technical Support hotline for help. Only Follett-trained individuals are authorized to contact Follett's Technical Support line. Additional attendees can be added at an additional cost.

Follett may utilize remote, Web-based conferencing tools to facilitate this training. If this training is delivered with remote, Web-based conferencing tools, high-speed Internet access is required. For best results, your district should select a quiet room with a quality conference telephone.

Training Services

Library Manager Understanding Roles and Assigning Permissions

This interactive webinar explains the Destiny user hierarchy and the importance of access levels and permissions as they relate to tasks users are able to perform in the software. Activities in this session include setting up user logins and passwords for functional training attendees. A maximum of twelve (12) participants can attend the webinar.

Resource Manager - District Essentials Webinar

This instructor-led, web-based training focuses on teaching district staff the essential district-level capabilities of Resource Manager. (Maximum: 12 participants). Attendees who participate in this training will be authorized to contact Follett's toll-free technical support hotline for help.

Understanding Roles and Assigning Permissions
Ideally scheduled prior to the District Essentials webinar, the Roles and Permissions webinar explains the Destiny user hierarchy and the importance of access levels and permissions as they relate to tasks users are able to perform in the software. (Maximum: 12 participants).

Essentials Webinar for Library Manager
This live, instructor-led, web-based training covers the essentials needed to get optimal use from Destiny Library Manager. Users look at how they do their job and then apply that in the software. Topics include how to search the online catalog, circulate materials, create notices and reports, set up loan periods and policies, add titles, and use Universal Search. A maximum of twelve (12) participants can attend the webinar. Attendees who participate in this training will be authorized to contact Follett's toll-free telephone technical support hotline for help.

Resource Manager - Site Essentials Webinar
Live, instructor-led web-based training covers the basics school-level staff need to begin using Resource Manager. Users take a look at how they do their job and then apply that in the software. Toolkits, available before, during, and after training, consist of lesson plans, quick reference guides, and videos. A maximum of twelve (12) participants can attend per webinar. Attendees who participate in this training will be authorized to contact Follett's toll-free technical support hotline for help.

Additional Training Services

Destiny Training
Additional training content can be purchased and delivered at the time of implementation or later. Additional training sessions will provide each librarian, textbook coordinator or resource manager in your district with complementary skills to maximize use of your Follett Destiny Solution. The format is hands-on, with the number of attendees per session based on the options selected.

Training toolkits
Training toolkits offer access to our extensive online library of training modules. The training modules include lesson plans, quick reference guides, and videos that let Destiny users maximize their use of the Follett Destiny Solution by providing access to training whenever and wherever needed. Training toolkits are available through Destiny Help.

Digital Content Solutions

Making Digital Content Work for You

Digital Content Solutions from Follett are critical tools for schools and districts who want to be at the forefront of digital learning. Follett provides only the best content from the top educational providers and gives you the tools to manage that content. This ensures that all content is being used effectively to create active, personalized learning experiences for students—and helps you discover the potential for learning that digital content provides.

Alliance Plus®
Alliance Plus offers 24/7 access to more than 9 million high-quality MARC records for print materials. The database is continuously updated with new records, allowing your district to quickly and easily keep your catalog up-to-date with local holdings as well as improve search results for your users with the addition of reading and interest levels, subject headings, summary and content notes, and review sources.

Alliance A/V District Solution
This Digital Content Solution provides librarians with to access over 725,000 Audio-Visual MARC 21 bibliographic records over the Internet for original cataloging or enhancing their existing database. Alliance A/V saves cataloging time and increases collection access points for students and patrons.

One Search™ Solution
One Search is a federated search tool that allows your students and staff to search resources simultaneously with a single search, including content from paid and free online research databases that may be available in your library (such as ProQuest, EBSCO or Gale Group) and Destiny. By presenting a single, familiar interface for searching these data sources, your students will find the information they need quickly and effectively, and usage of your valuable research databases will be improved.

Reading Program Service Solution – AR/RC
Reading Program Service – AR/RC is a MARC-record enhancement service that is offered both online, and through custom processing. The service adds reading development information for programs such as Reading Counts!® and Accelerated Reader® to the MARC records of a library collection. Updating your library collection with reading program information allows students to search for leveled reading program titles easily and efficiently, allowing more time to read and making your reading program more effective. In addition to enhancing your MARC records, this service also provides several reports to help you manage your collection and maximize its usefulness.

Reading Program Service Solution – Fountas & Pinnell
Reading Program Service – Fountas & Pinnell. The service adds **Fountas & Pinnell** leveled reading information to books in your library collection. Updating your library collection with reading program information allows students to search for leveled reading program titles easily and efficiently, allowing more time to read and making your reading program more effective.

Reading Program Service Solution - Lexile
Reading Program Service - Lexile helps strengthen the connection between the classroom and the library by automatically integrating Lexile measures into the collection's bibliographic records, enabling students to quickly and easily search for titles that match their Lexile reading levels. Because the service is online, Destiny can be updated with the most recent reading program information in minutes.

Standards Solution
This online Digital Content solution provides access to your curriculum standards. It allows teachers and library staff to build powerful lesson plans by identifying titles in your district's library collection, as well as over 85,000 high-quality, educator selected Web sites, that are aligned with your state or provincial curriculum standards.

TitlePeek™ Solution
TitlePeek enhances the patron searching experience by providing content enrichment services to titles in the library collection. Content includes cover photos, title profiles, table of contents, brief summaries, author notes, first chapter or excerpts, and published reviews.

WebPath Express™ Solution
This is an online solution that directs users who are searching Destiny Library Manager's Catalog to high quality, educator-reviewed Web sites. WebPath Express contains over 85,000 Web sites with more updated and added on a regular basis.

Digital Content Providers
Follett partners with popular Digital Content providers to help schools make the most of their digital resource investment. Accessible within Destiny Library Manager, these resources offer students and educators a seamless search experience. Access to digital content from these top providers is available for an additional fee.

CountryReports
This Digital Content Solution provides your students and staff access to 35,000 pages of online content covering Geography, Social Studies, Language Learning, History and Current Events. These resources are accessible within Destiny Library Manager.

A.D.A.M.
This Digital Content Solution provides your students and staff access to online resources that dramatically enhance the study of human anatomy, physiology, clinical applications and related topics. Incredibly detailed graphics, precision accuracy, sophisticated functionality and information improve your library's database of learning materials. These resources are accessible within Destiny Library Manager.

Soundzabound
This Digital Content Solution provides your students and staff access to royalty free audio that meets all licensing requirements for grades K-12. Soundzabound Royalty Free Music is a copyright compliant solution for all multimedia uses that will guard against copyright infringement. These resources are accessible within Destiny Library Manager.

ABC-CLIO
This Digital Content Solution provides your students and staff access to online resources offering authoritative, continually up-to-date coverage of essential topics in U.S. history and government, world history, geography, and a range of multicultural and popular culture subjects. These resources are accessible within Destiny Library Manager.

TeachingBooks.net

This Digital Content Solution provides your students and staff with a multimedia dimension to the reading experience. Teaching Books online database is developed and maintained to include thousands of resources about fiction and nonfiction books used in the K-12 environment, with every resource selected to encourage the integration of multimedia author and book materials into reading and library activities. These resources are accessible within Destiny Library Manager.

Data Services

Follett understands that accurate and reliable data is critical to the success of education in your district. Our extensive experience in the industry has proven that a successful Follett Destiny Solution implementation requires services focused on ensuring the quality and integrity of the data. We recommend that you consider the following optional services to enhance the quality of your mission-critical data.

Destiny Library Manager Data Services

Destiny Conversion Utility Service

For existing Follett and select Sagebrush customers, your records and transactions will seamlessly move into Destiny via an easy-to-use data conversion utility, which is included in your Solution. However if you prefer that Follett run this utility for you, it can be done at an additional cost.

Destiny Custom Data Manipulation

In addition, we also offer customized services to manipulate your data based upon your desired specifications.

Destiny MARC Authority Control Service

The Authority Control Service enhances your district's library collection to ensure increased circulation of the titles. The service standardizes and updates names, uniform titles, series titles and subject headings in the MARC bibliographic records. Additionally, you will receive a database of authority records that will generate "SEE" and "SEE ALSO" references. Authorization of subject headings significantly improves records for subsequent services, including Standards and WebPath Express Digital Content Solutions.

Library Manager MARC Enhancement

Follett will provide the Library Manager MARC Enhancement service to improve relevancy and accuracy of search results, increase access points so users find information quickly and easily, and streamline searching and information retrieval for data that is exported from an existing library automation system.

The service will attempt to replace the majority of the content in each MARC record with content from Follett's continuously updated database of MARC records, while maintaining correctly cataloged local information. Additionally, the service repairs the MARC record structure, corrects existing tag formats, creates required MARC tags, and updates existing SEARS subject headings using the latest SEARS heading edition.

Enhancements completed through the MARC Enhancement service will improve the proper merging of titles and preservation of data when records representing multiple collections are loaded into Destiny's central database.

Library Manager MARC Enhancement – District File

Follett will provide the Library Manager MARC Enhancement service to improve relevancy and accuracy of search results, increase access points so users find information quickly and easily, and streamline searching and information retrieval for data that is exported from an existing library automation system.

The service will attempt to replace the majority of the content in each MARC record with content from Follett's continuously updated database of MARC records, while maintaining properly cataloged local information. Additionally, the record replacement service eliminates common MARC record structure issues, including tag format issues, and missing required MARC tags. The service updates existing SEARS subject headings using the latest SEARS heading edition.

Enhancements completed through the MARC Enhancement service will improve the proper merging of titles and preservation of data when records representing multiple collections are loaded in Destiny's central database.

Library Manager Non-Standard Data Conversion

This service will convert data from other library systems to the MARC format for use in Destiny. We have extensive experience converting data from other vendor automation systems, and can also convert data from "in-house" systems such as district-developed electronic databases and spreadsheets.

Library Manager Standard MARC Conversion

Since your existing system allows export in a standard MARC format, Follett will provide the Library Manager Standard MARC Conversion service to convert your electronic library data to the MARC21 / 852 holdings format.

Library Manager Standard MARC Conversion – District File

For data coming from an existing centralized system that exports in a standard MARC format, Follett will provide the Library Manager Standard MARC Conversion service to convert your electronic library data to the MARC21 / 852 holdings format.

Destiny Library Manager Split Collection

Follett will provide Library Manager Split Collection service to split data from a single collection into multiple collections based on agreed upon criteria and specifications.

Destiny Custom Data Manipulation – District File

Follett will perform the Destiny Custom Data Manipulation service to manipulate your data based on agreed upon specifications of the work.

Destiny Resource Manager Data Services

Destiny Custom Data Manipulation
In addition, we also offer customized services to manipulate your data based upon your desired specifications.

Resource Manager Data Conversion
If you have maintained your resource information in another system, this service will convert the data for use in Destiny Resource Manager. Follett has extensive experience converting data from other vendor automation systems, and can also convert data from "in-house" systems such as district-developed electronic databases and spreadsheets.

Destiny Custom Reporting Service

Destiny contains extensive reporting capabilities designed to meet the needs of K-12 school districts. For more unique reporting requirements—district, state and federal reports that must conform to advanced specifications—our Destiny Custom Reporting Service puts the expertise of Follett's Database Specialists at your command, transforming your library, textbook and resource data into strategic decision-making information.

Peripherals

The Right Tools to Create and Support Your Digital Learning Environment
Enrich the connection between students, teachers, curriculum and the world beyond the classroom with the latest technology support tools. From interactive whiteboards, student response systems and advanced inventory and tracking capabilities, trust Follett to partner with quality vendors who provide the best available hardware tools designed to support your Follett solution.

Follett Wireless Scanner 7100
The Follett Wireless Scanner 7100 is an 802.11b/g wireless scanner designed to keep resources within easy reach allowing users to access customized Destiny screens from the palm of their hand. This wireless scanner gives users the ability to perform real-time circulation, inventory and transfers from anywhere, anytime. Users receive the benefits of high-performance bar-code scanning with the freedom and flexibility of wireless access. The device also comes equipped with Follett's offline utility to ensure users gain all the benefits of the device, even if their wireless network is unavailable.

Follett Corded Scanner 5100 with Hands-Free Stand
The Follett Corded Scanner 5100 is a fast and accurate high-performance barcode scanner used to facilitate the checkin/checkout process and make circulation and inventory management fast and easy. The adjustable-mount Hands-Free Stand allows the user to simply pass barcodes below the beam for automatic reading. This scanner is also compatible with Circulation Plus/Catalog Plus, InfoCentre, Spectrum and Athena. The 5100 comes with a 5-year manufacturer's warranty.

Follett Cordless Scanner 6102 Scanner

The Follett Cordless Scanner 6102 is the perfect scanner for your circulation stations and for conducting inventories. The cordless device frees up desk and counter space, and allows for extended mobility of up to 33 feet from the base. It has a superior read range of up to 24 inches, a battery life of 57,000 scans per full charge, and a fast scan rate of 270 scans per second. This device is compatible with Destiny, as well as Circulation Plus/Catalog Plus, InfoCentre, Spectrum and Athena. The Follett Cordless Scanner 6102 comes with a 3-year limited manufacturer's warranty. A full-coverage Extended Maintenance Agreement is also available.

Follett Infigo™ Thermal Receipt Printer

The Follett Infigo thermal receipt printer offers a plug-and-play setup—it ships with an internal power supply, USB and power cables, complete mounting kits and a paper roll. The Infigo is the fastest receipt printer we've offered, printing 22 receipts per minute. This printer comes with a 3-year limited warranty, and is compatible with Destiny Library Manager, Destiny Textbook Manager, and InfoCentre 3.2.

Extended Maintenance Agreement

Follett's personalized Extended Maintenance Agreements (EMAs) are available on scanners and hardware devices when purchased from Follett. These renewable Agreements are economical and provide protection against costly repairs if your unit experiences operational problems after the initial limited warranty period. Unlike standard warranty extensions, Follett EMAs cover every original component, including cables and batteries. A Follett EMA also entitles the customer to a free loaner device if repairs take longer than expected.

Follett 2500 RFID System (RFID)

The Follett 2500 RFID System is designed to enable Destiny Library Manager to utilize RFID technology for easier circulation (including self-checkout), faster inventory, and greater book security. This system is based on very straight forward barcode emulation logic so that once a book RFID tag is read it behaves in the same manner as a barcode within Destiny. In this way, any existing processes or reports remain unaffected.

The hardware devices are simple "plug & play" installation and can be easily used by anyone. The system consists of these 5 major components:

- RFID High Frequency Tags
- RFID Encoder with Barcode Scanner
- RFID Read with Antenna Pad
- RFID Cordless Inventory "Blade" scanner
- RFID Security Gates

Post Implementation Support Services

District Technical Support

District Technical Support is included with your Destiny Service Agreement, and features the following services:

- Software updates during the year
- Alliance Plus—Online access to a database of over 9 million high-quality MARC21 records
- One Search
- TitlePeek
- Toll-free telephone technical support for designated Customer contacts
- 24/7 customer Web Portal, with searchable online knowledge base
- Unlimited email support
- Training toolkits (lesson plans, quick reference guides, and videos)

Proposal
Laguna Beach Unified School District
Quote # 955826-2
Customer # 0423171
May 24, 2016

These prices are valid until June 23, 2016, after which they are subject to change by Follett.

Estimated sales tax is included in this Quote. However, you remain responsible for actual tax fees included in your Invoice, as required by law.

Solution Summary	
List Price	***$19,046.01***
Less Discount Credit	***($7,352.01)***
Customer Price	***$11,694.00***
Tax	***$159.68***
Estimated Shipping and Handling	***$9.28***
Final Price	***$11,862.96***

Follett Hosted Service Year One

Competitive Promotion

- **Destiny Library Manager™ for four (4) location(s)**
  - Alliance Plus
  - Universal Search One Search
  - TitlePeek
  - Library Manager Standard MARC Conversion
  - Online documentation and Help
  - Note: Library Manager is designed specifically as a Library management tool

Resource Manager Promo

- **Destiny Resource Manager™ for two (2) location(s)**
  - Online documentation and Help
  - Note: Resource Manager is designed specifically as a tool for District/School resource (non library) management.
- **Server maintenance and support**

Implementation Services

- **Project Management:** Includes a central point of contact during the implementation of the Follett Hosted Service.
- **System Setup:** consists of remote initial setup of district and schools, and initial data load.
- **Technical Administrative Training:** consists of remote brief technical training for the Follett Hosted Service. For the most optimal learning experience, we recommend no more than twelve (12) participants.
- **Library Manager Understanding Roles and Assigning Permissions:** This interactive webinar explains the Destiny user hierarchy and the importance of access levels and permissions as they relate to tasks users are able to perform in the software. A maximum of twelve (12) participants can attend per webinar.

▪ **Resource Manager - District Essentials Webinar:** This instructor-led, web-based training focuses on teaching district staff the essential district-level capabilities of Resource Manager. (Maximum: 12 participants). o **Understanding Roles and Assigning Permissions:** Ideally scheduled prior to the District Essentials webinar, the Roles and Permissions webinar explains the user hierarchy and the importance of access levels and permissions as they relate to tasks users are able to perform in the software. (Maximum: 12 participants). ▪ **Essentials Webinar for Library Manager:** Live, instructor-led web-based training covers the basics users need to begin using Library Manager. Users take a look at how they do their job and then apply that in the software. Toolkits, available before, during, and after training, consist of lesson plans, quick reference guides, and videos. A maximum of twelve (12) participants can attend per webinar. ▪ **Resource Manager - Site Essentials Webinar:** This instructor-led, web-based training will focus on teaching school staff the essential school-level capabilities of Resource Manager. Customers may have up to a maximum of twelve (12) participants per Webinar. Attendees who participate in this training will be authorized to contact Follett's toll-free technical support hotline for help. ***Peripherals*** ** Note that the Extended Maintenance Agreements must be purchased at the time of original hardware purchase* ▪ **Four (4) Follett Cordless Scanner 6102(s) (Includes manufacturer's 3 year warranty)**	

Annual Licensing and Maintenance Costs After Year One (starts in Year Two)* ***Follett Hosted Service*** ▪ **Destiny Library Manager for four (4) location(s)** o Alliance Plus o Universal Search o One Search o TitlePeek o Online documentation and Help ▪ **Destiny Resource Manager for two (2) location(s)** o Online documentation and Help o Note: Resource Manager is designed specifically as a tool for District/School resource (non library) management ▪ **District Technical Support includes:** o **Toll-free telephone technical support for designated Customer contacts** o **24/7 customer Web Portal, with searchable online knowledge base** o **Unlimited email support** o **Training toolkits (lesson plans, quick reference guides, and videos)** o **Product updates**	
Total Annual Licensing and Maintenance Costs:	***$4,898.00***

*You must have paid or pay for all prior years' Annual Licensing and Maintenance Costs and renew maintenance for all sites and Management Systems at the same time in order to continue to receive access to the Follett Hosted Service. Otherwise Follett reserves the right to turn off the Services.

Follett evaluation of Customer's current data and infrastructure is required in advance of final pricing and agreement. If such evaluation has not been completed, additional products and services may be required that were not previously proposed. The Customer agrees that it is solely responsible for the cost of all products and services requested or required.

The Customer acknowledges and agrees that it may be required to complete and submit to Follett a discovery document providing bar code and scanner and related information on a site by site basis prior to data migration. The Customer agrees it shall not migrate any data from any existing system into Destiny without authorization in advance by Follett. Follett is not responsible for any costs, services or products that may be required related to unauthorized migration of data by a Customer.

23. ACTION **June 28, 2016**

Approval: Curriculum Committee Recommendation for New Courses for Laguna Beach High School: Peer Tutor and Lab Assistant

Proposal

Staff proposes the approval of two new courses at Laguna Beach High School as follows:

Peer Tutor – This elective course will be available to qualified students in grades 9 - 12 for a letter grade and credit. Students must be qualified for the course and complete training. Peer Tutors will tutor students in academic courses under the supervision of the classroom teacher.

Lab Assistant – This elective course will be available to qualified students in grades 9 - 12 for credit/no credit. This course will give experienced students the opportunity to act as a lab assistant under teacher supervision in a class that incorporates technology, equipment and/or materials. Lab assistants will give teachers support in setting up, adjusting, maintaining and storing equipment.

Background

Recent legislation (AB 1012) has outlined conditions under which a public school pupil in grades 9 to 12 can be assigned to a "course period without educational content" for longer than one week in any given semester. The legislation requires the principal to state in writing that all pupils assigned to the specified courses meet two conditions:

1) The pupil's parent or guardian has given written consent
2) A school official has determined that the student will benefit from the course

As specific content and requirements for these courses has been developed and outlined by the school principal, these conditions have been met for both Peer Tutor and Lab Assistant.
These requests were presented to the Curriculum Committee on June 16, 2016, by Chris Herzfeld. The Curriculum Committee reached consensus to recommend Board approval.

Budget Impact

There is no budget impact for this proposal.

Recommended Action

Staff recommends the Board of Education approve Peer Tutor and Lab Assistant elective courses at Laguna Beach High School effective for the 2016/17 school year.

Submitted by:

Darlene Messinger
Assistant Superintendent
Instructional Services

Sherine Smith, Ed.D
Superintendent of Schools

Laguna Beach Unified School District

24. ACTION **June 28, 2016**

Approval: Curriculum Committee Recommendation for New Courses for Laguna Beach High School: Musical Theater Workshop and Technical Theater

Proposal

Staff proposes the Board of Education approve two new Performing Arts courses at Laguna Beach High School as follows:

Musical Theater Workshop – This course will be available to students in grades 9 – 12 for Visual and Performing Arts graduation credit. This course is both an academic and performance based class designed to introduce musical theater techniques and literature to students.

Technical Theater – This course will be available to students in grades 9 - 12 for Visual and Performing Arts graduation credit. This course will focus on theoretical and practical training in non-performance areas, including lighting and sound design, set construction, stage management and other areas associated with performing arts productions.

Background

Historically, a student tech crew has worked alongside student actors on all major productions. These students have been enrolled in Theater II or Drama Production to earn credit for their work. The addition of the proposed course titles offers the following benefits: First, it allows student transcripts to more accurately reflect the experience and knowledge students have gained in their theater work; second, the courses will become part of a CTE pathway in the near future, which will give students dual credit. These courses meet our College and Career Readiness goals for students.

These requests were presented to the Curriculum Committee on June 16, 2016, by Alexis Karol. The Curriculum Committee reached consensus to recommend Board approval.

Budget Impact

There is no budget impact for this proposal. No additional sections will be added to the master schedule.

Recommended Action

Staff recommends the Board of Education approve the Musical Theater and Technical Theater courses at Laguna Beach High School, effective for the 2016/17 school year.

Submitted by:

Darlene Messinger
Assistant Superintendent
Instructional Services

Sherine Smith, Ed.D
Superintendent of Schools

25. ACTION

June 28, 2016

Approval: **Award to AMI – The Paperless Company, for the 2016 Document Scanning/Imaging Services Professional Services Agreement**

Proposal

Staff proposes the Board of Education approve the AMI – The Paperless Company, for the 2016 Document Scanning/Imagining Services Professional Services Agreement. The timeframe for this proposal is June 29, 2016, through June 29, 2019.

Background

Staff has worked with the Orange County Department of Education to use their platform for electronic storage of District documents and records. The request for proposal described services for preparation, scanning, and indexing of pre-existing documents and records. These documents and records include, but are not limited to, student and personnel records. An estimated 300-400 boxes or documents and records spanning a timeframe of ten years will be electronically archived. District staff will be responsible for coordinating the project and will prepare, scan, and index current and future records.

After Board approval on October 13, 2015, a request for proposals was advertised on May 6, 2016. An optional pre-submittal meeting to visit the warehouse and inspect sample documents was held on May 17, 2016. We received 21 RFP requests and received proposals from ten vendors. The award of contract was based upon four criteria which included cost; relevant scanning experience, equipment, staff qualifications; ability to utilize and integrate OCDE's existing applications; and reference checks. Each criterion was assigned a weighted point value. After the initial evaluation, the top three vendors were contacted to submit their proposed Professional Services Agreement (PSA) and "best and final offer" in order to make a recommendation to the Board. After the second evaluation, the vendor selected had a point value of 500 points with a total contract project cost of $38,100.

Vendor	Points (x/500)	Ranking
AMI – Paperless Co.	500	1
GRM Info Mgmt Svcs	400	2
ViaTRON Systems, Inc.	325	3
Meta Source	325	3
Deluxe Govt Solutions	300	5
Allied Micro-Imaging	292	6
Matrix Imaging	285	7
BMI	255	8
DSSI	250	9
E-File Folders	200	10

Budget Impact

The project total awarded under the proposal is for $38,100 and will be made from the General Fund.

Recommended Action

Staff recommends the Board of Education approve the AMI – The Paperless Company, for the 2016 Document Scanning/Imagining Services Professional Services Agreement.

Prepared by:

Shannon Soto
Director
Fiscal Services

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherrie Smith, Ed.D.
Superintendent of Schools

THE PAPERLESS COMPANY

AMERICAN MICROIMAGING, INC.

DOCUMENT SCANNING/IMAGING SERVICES
-REQUEST FOR PROPOSAL BAFO-

FOR

LAGUNA BEACH
UNIFIED SCHOOL DISTRICT

June 10, 2016

AMI-The Paperless Company
1125 West 6th Street
Suite 200
Los Angeles, CA 90017
Tel (213) 250-3000
Fax (213) 596-0152
www.Amipaperless.com

General and Administrative Information

Ownership and Non-Disclosure

The contents of this proposal are considered confidential, proprietary, and remain the property of American MicroImaging, Inc, (AMI) and the Laguna Beach Unified School District (LBUSD) and its legal entities. The information contained herein may not be disclosed to anyone outside of the District employees without written permission from AMI.

Proprietary Notice

The ideas and designs set forth in this proposal are the property of AMI and are not to be copied, disseminated or distributed to third parties without the written permission of AMI.

General Information

The recommendations for equipment and services contained in this proposal are based on data The District has furnished to AMI. While we believe our estimates to be sound, the degree of success that programs, equipment and services can be applied to data processing is dependent on many factors, many of which are not under AMI's control. Therefore, our estimates as to the results to be obtained must not be regarded as expressed or implied warranties.

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SECTION 1: COVER LETTER

Laguna Beach Unified School District
Ms. Shannon Soto - Director, Fiscal Services
Evaluation Committee

Dear Ms. Soto and LBUSD Evaluation Committee,

All of us at AMI are thrilled to be considered a partner of the Laguna Beach Unified School District for this transformational initiative of Document Scanning/Imaging Services. Your requirements and vision is a perfect fit for AMI as it is a "Sweet Spot" for our firm's specialties-High-Quality Outsourced Scanning Services of School District documents with streamlined importation into OCDE's Kofax system. Tom Denton and Jeffrey Long; our Senior Account Executive and Project Manager have designed and begun coordination of our Business Process Outsourcing division with our Technical Support team to work in concert with Victoria and Team to achieve *Customer Delight*, our Core Value. Working together we are confident our deep understanding and experience with Education, Student Records, Finance, Board Agendas and Minutes will result in Best Practices to create the optimal intersection of Value and Economy.

We have started our 4D Implementation Methodology by reviewing the RFP thoroughly, requested samples and Onsite Review Meeting, submitted clarifying questions and made suggestions that can be further defined in our Discovery with your Project Management team. Our aim is to illustrate our thorough methodology in each engagement with LBUSD from the beginning of the RFP release to this detailed BAFO response so you know exactly what to expect from a partnership with AMI.

We have updated our competitive pricing to reflect our enthusiasm to work with the key stakeholders of LBUSD to achieve the Board and Staff vision of stewardship and efficiency throughout the District. Though we are seldom the lowest cost provider we are awarded regularly due to competitive pricing and superior client experience from our accuracy, consulting and communication.

We have included drafts of our standard Master Product Service Agreement (MPSA) and Specific Product/Services Agreement (SPSA) for your review. We want you to know, these are drafts and we expect to work together to meet a fair agreement that LBUSD is comfortable with. Flexibility is often necessary in meeting Customer Delight and we know it starts at the beginning of the relationship. In fact, it is common for us to accept our government client's PSA without changes. We'd hate for something in the legalese to deter you from what appears to be such a Win/Win opportunity!

AMI submits this proposal to satisfy this RFP/BAFO in its entirety valid for 60 days. Our commitment to Laguna Beach Unified School District remains dedicated and the results are always guaranteed!

Sincerely,

George Bandarian II, *President & CEO-* ecm^3, CDIA+ (Certified Document Imaging Architect),
AMI - The Paperless Company (American MicroImaging, Inc.)

UNDERSTANDING OF PROJECT OBJECTIVES

BACKGROUND

The Laguna Beach Unified School District seeks to partner with a company that will provide document scanning services on a contract basis beginning June 20, 2016 for three years with 2 additional 1 year options. The District has maintained their various department's archive records in paper for 30 years. This RFP will focus on the most recent 10 years and proceed as priorities and budgets dictate.

DISTRICT OBJECTIVES

The Laguna Beach Unified School District seeks to improve the accessibility of records for Student and Staff records requests and research. The retrieval of digital searchable files from the OCDE server will save the District and schools countless hours in staff utilization over searching through paper in the warehouse. In addition the retention requirements for many of these records are permanent and business continuity expectations make scanning the records the only option to meet compliance. Considering the warehouse location and vulnerability to fire and flood are drastic disasters affecting irreplaceable records but less dramatic events are more often the culprit for losing permanent records and the District is aware of the risk. By spreading the imaging initiative over 5 years and teaming with the County Department of Education to host the digital files, the District plans to eliminate the backlog of documents and better utilize the warehouse. Therefore the District requires the highest quality and accuracy to assure the capture off all images and indexes to provide the option of disposing of the paper records if they so choose. Eliminating the dependence on paper for archive opens the door for further innovation that AMI looks forward to sharing with the district over the term of the agreement.

AMI SOLUTION

AMI will meet all of the requirements of this RFP effectively and economically. This proposal aims to illustrate that in detail to provide LBUSD the confidence and desire to meet with us in person for the Interview Presentation to further demonstrate our approach, process and samples to assure the highest image quality, accuracy and consistency. By planning with Victoria on the priorities of the District's conversion and Cynthia on the OCDE folder and index structure; AMI will develop a Project Plan in June 2016 for immediate execution of the Scanning Initiative. This Plan will include short term next steps, mid-term action items and a long term vision to digitize LBUSD operations with collaboration and approvals from appropriate departments based on our Implementation Methodology and Pilot Sample approval process. What we find exciting is the close project fit between your requirements and our Ideal Projects. The District's Vision of electronic records centralized and searchable with secure access for LBUSD personnel is the transformational work we've done for 48 years in similar environments. Like the vision at the Los Angeles Unified School District where they had an entire floor of their building dedicated to storing historical records and plans related to each campus and multiple departments including LAUSD School Police with little access for operations that AMI has been digitizing since 2009. Or Pasadena Unified School District who depended on AMI to convert their Student record backlog and maintains their paperless archive over 10 years. Or the vision of the City of Newport Beach in replacing their old DMS system, migrating the data and scanning the physical files into their EDMS before moving into their New City Hall. Or College of the Desert; converting a warehouse of unstructured documents into an organized repository and improving the student experience during enrollment. At South Orange County Community College District it was working with us and the Dept. of Architecture to image and index all the final and as-built plans from scores of campus projects over the decades. Or the City of Redlands to digitize the City Clerk, HR, Building and Municipal Utilities into an electronic repository and teach them how to maintain it through capture and electronic forms. In each case AMI continues to provide these happy customers support in both categories of Document Conversion & Management. Our vision is to achieve LBUSD business goals through our unique skill sets, world class and collaborative approach to Document Imaging Services.

DOCUMENT IMAGING SCOPE OF WORK

Project Description

The Laguna Beach Unified School District requires Document Imaging Services with work to commence around June 20, 2016 and initial scope completed by December 31, 2016. The District will enter a 3 year agreement and reserves the right to extend the contract for up to two (2) additional (1) year periods.

Assumptions

- Work will be done at AMI.
- Volume
  - 300 – 400 boxes
    - Each box contains only 1 document type
- Document Census
  - Size – Primarily letter size documents 8.5 x 11, 8.5 x 14 & 11 x 17 are uncommon
  - Vast majority is B&W scanning. Color, or grey scale options if necessary for legibility.
  - DPI – 200-300 dpi – optimal per image and size.
- Timeline
  - Start: Estimated July 1, 2016
  - End: December 31, 2016 as determined by Client
- Project Management
  - AMI/Client Kickoff Meeting per requesting department
    - Review and confirmation of specifications of project inclusive of proper identification of type by source, index fields/values, setting of pickup dates. Establishment of update meetings per client's schedule.
  - AMI Begins working per requesting department
    - Pickups Scheduled
    - Transport documents to AMI
    - Documents received and confirmed vs. listing provided
    - Pilot Benchmark Sample provided and approved
    - Regular production begins
- Production Days
  - Estimated 2 to 3 weeks from each pickup based on inventory
  - Production start date is the date each LBUSD Department/Project Manager approves Pilot Sample

Client Responsibilities

- Client to prepare boxes for transport with manifest of contents and box numbers.
- Client will provide access to current files
- Client will provide input and direction on indexing methodology per document type
- Client will provide listing of document types
- Client will provide an electronic file consisting of data required for indexing
- Client to QC images and provide any error or rework requests within 30 days of delivery.

Methodology

1. Pickup
    a. Boxes will be picked up by AMI unless Client deems alternate transport
        i. Manifest will be provided and signed listing boxes and contents
        ii. Electronic detail will be sent to AMI of contents
2. Receipt & Inventory
    a. Delivery arrives at AMI
    b. Boxes and folders are confirmed and logged into AMI Database
    c. Full inventory is confirmed
3. Document Preparation
    a. Document sized items (Letter, Legal, Tabloid or similar)
        i. Remove all staples, clips, or other fasteners.
        ii. Small documents properly positioned
        iii. Corners and edges will be straightened
        iv. Creases and folds will be cleared to make image readable
    b. All items outside the norm or requiring special handling will be addressed with client
4. Scanning
    a. Scan at 200-300 DPI
    b. Standard size documents will be done on InoTec or Kodak Scanners
        i. Double sided imaging
            1. Auto delete blank pages
        ii. Auto Image Rotate
        iii. Auto Deskew, despeckle and fill holes
        iv. Kofax image enhancement enabled

5. Document Indexing
    a. Indexing scheme tbd by document type
        i. Board agendas, minutes by date
        ii. Student/staff records by name
        iii. Finance/Payroll by folder name
    b. Index file provided by Client electronically from SIS, ERP, Excel or CSV when available
    c. Index fields may vary as each doc type of project is discovered
6. Document QC
    a. AMI will use standard quality control measures to ensure documents in each file are scanned and at least as readable as the original paper document.
7. Client Approval
    a. AMI will provide initial sample delivery to Client to serve as Benchmark samples for approval of quality.
        i. Approval of this Pilot Benchmark sample will serve as authorization to continued work.
8. De-Prep
    a. Documents to be returned to original folders and boxes if return required
        i. Documents do not require reassembly
        ii. Client will determine disposition
9. Export
    a. PDF compatible and comparable with Kofax 10.2.

10. Deliverables
    a. Physical – Taxable - DVD/Flash Drive/External Hard Drive PDF format.
    b. Electronic – Non Taxable – Secure FTP for authorized download
11. Hardcopy Disposition
    a. Return to LBUSD
12. Image Disposition
    a. After 30 days of delivery to Client, AMI will delete local copy of images.

Out of Scope Items

- No additional time will be spent reading pages for any reason, including to separate files or discard duplicates.
- All items outside the norm will be addressed with client

AMI RELEVANT REFERENCES

We've chosen a small sampling of references that are most relevant to the LBUSD project. Please contact them to assure peace of mind in this important decision!

Los Angeles Unified School District - LAUSD Los Angeles Unified School District Today's Learners, Tomorrow's Leaders	Mark Dominguez *Student Records & Data Management* mark.dominguez@lausd.net (213)-241-2425 Katie Grigsby, OAR II *Central Region Construction Close Out Manager* kathleen.grigsby@lausd.net (213) 241-3454 Marvin Amaya *Project Manager, Asset* marvin.amaya@lausd.net (213)-241-4858 Laura Ramirez *Sr. System Specialist - Filenet* laura.ramirez@lausd.net (213)-241-1637 **333 South Beaudry Avenue** **Los Angeles, CA 90017** **Project Start: 2010 (ongoing)** **Project Manager: Jeffrey Long**	In 2009 the Los Angeles Unified School District released a substantial RFP and AMI was awarded this $250,000 contract. AMI provides high-quality scanning services for most of LAUSD. AMI won this contract over 20 other vendors and is very pleased with the partnership. AMI works with multiple departments and project managers defining each task order according to the blanket PO and specific department needs. Working closely with Laura AMI provides images and indexes for import into their District Document Management System. AMI has also completed a multi-month Onsite project for the LA School Police at their offices in 2013 with ideal results in and imported it all into their AMI managed system. LAUSD renewed their contract with AMI for $750,000 for 5 years in 2012.
Los Angeles Unified School District - LAUSD Los Angeles Unified School District Today's Learners, Tomorrow's Leaders	**Patricia Thompson** *Transportation Services* patricia.thompson@lausd.net 333 South Beaudry Avenue Los Angeles, CA 90017 213-580-2935	AMI first scanned all Inactive Employee Files for the Transportation Services department. After that went swimmingly, client asked AMI to scan all Active Employee Files. After another successful project, TSD, led by Patricia, decided to stop scanning internally and outsource its ongoing imaging needs to AMI.

Desert Community College District- **College of the Desert**	**Dr. Annabelle Nery** Executive Dean Institutional Effectiveness, Educational Services, & Planning anery@collegeofthedesert.edu (760) 776-7442 43-500 Monterey Avenue Palm Desert, CA 92260-2412	AMI was awarded the RFP for the ECM and Document Imaging for the Desert Community College District & College of the Desert. AMI has converted the warehouse full of records and are implementing the day forward solution to change the way the campuses manage information. AMI won this project over global competitors due to superior understanding, design, support and conversion services. AMI has scanned all COD depts in Laserfiche templates imported into the Laserfiche Rio system. Valued over $400,000.
City of Newport Beach, California	**Rob Houston-Asst City Manager** RHouston@newportbeachca.gov (949) 644-3033 **Ivan Jaurez** **Manager of IT Svcs** ijaurez@NewportBeachCA.gov (949)644-3088 3300 Newport Blvd. Newport Beach, CA 92663	AMI provided Newport Beach a Laserfiche ECM populated and indexed records for many of their departments while preparing for their move to their new City Hall offices. The combination of ECM & Scanning expertise is why AMI was chosen over larger Fortune 1000 competitors including Laserfiche directly. The project is ongoing as needed and has reached $300,000 in value.
Pasadena Unified School	**Theresa Doran** **Coordinator Enrollment & Student Services** doran.theresa@pusd.us 1000 South Fremont Alhambra, CA 91803 (626) 396.3600 x88341	AMI provides all outsourced imaging of student records for PUSD for 10 years. Prior to the AMI solution PUSD was challenged with space, access, retention and compliance of these irreplaceable records. Now that the District digitizes their records at intervals throughout the year the management of documentation is greatly improved. Streamlining the process according to the AMI project plan has provided governance to the record keeping process and allows staff to focus on students.

City of Redlands	**Danielle Garcia** **Chief Innovation Officer** **dgarcia@cityofredlands.org** **35 Cajon St, Redlands,** **CA 92373** **(909) 335-4755**	**The City of Redlands chose AMI for their combined ECM and Document Conversion project over other providers for the combined expertise in both disciplines. A unified Project Plan has delivered results on time and in budget enabling significant results on the City Digital Strategic Plan. A multi-year plan is underway to transform the way the City works with AMI as their key partner.**
University of Southern California - Radiology USC KECK SCHOOL OF MEDICINE OF USC	**Francisco Silva** **Consolidated Billing Office** **francisco.silva@usc.eu** **1000 South Fremont** **Alhambra, CA 91803** **(626) 457-5862**	**AMI provided the HIPAA compliant Laserfiche Document Management solution for this prestigious medical facility and continues to scan all monthly healthcare related EOB's and bath documents which are then loaded into their Laserfiche system for ease of access and automated workflow. The project is expanding to all of USC Care/Keck Medical Centers to provide access compliance and shorten billing and pay cycles.**

SECTION 5: AMI PROPOSED FEES

AMI has provided the pricing according to the RFP specs and onsite evaluation of documents. Utilizing our experience with Kofax and Aeries we will reduce indexing and streamline processing at economic project pricing. We believe our experience working with Student Information Systems like Aeries, Finance ERPs and the Kofax System at OCDE will allow us to co-create a project plan that leverages efficiency and access at a reasonable budget over the next 3 years.

Description	Quantity	Unit Price	Units	Extended Price
Document Preparation - assumes light prep, low staples	500	$ 30.000	Per Hour	$ 15,000.00
Document Scanning - 200 or 300 DPI	1,000,000	$ 0.010	Per Image	$ 10,000.00
Document Indexing - Includes Barcode/Zone OCR of key field plus unlimited additional indexes from file	20,000	$ 0.020	Per Document	$ 400.00
Manual Document Indexing	-	$ 35.000	Per Hour	$ -
Image & Index Standard QC	1,000,000	$ 0.009	Per Image	$ 9,000.00
Convert to PDF and Export to OCDE Kofax Format	1,000,000	$ 0.0025	Per Image	$ 2,500.00
Pickup / Delivery	400	$ 3.000	Per Box	$ 1,200.00
Special Handling - for any manual processing, data entry, and any other special handling as required	-	$ 35.000	Per Hour	$ -
Total	1,000,000			$ 38,100.00

MASTER PRODUCT AND SERVICE AGREEMENT

This Agreement made, executed and effective as of June 28, 2016 (the "Effective Date"), by and between American MicroImaging, Inc, a California Corporation ("AMI"), having a business address of 1125 W. 6th Street, Suite 200, Los Angeles, CA 90017, and Laguna Beach Unified School District ("CLIENT"), a _____ corporation, having its principal place of business at 550 Blumont Street, Laguna Beach, CA 92651.

WHEREAS, AMI is in the business of providing certain services and products; and

WHEREAS, CLIENT desires to receive certain such services and products.

NOW THEREFORE, in consideration of the following mutual promises contained herein, the parties agree in good faith to the following obligations and duties:

Section 1- Terms Herein are to Govern Statement(s) of Works:

1.1: This Agreement shall also be referred to as the "Master Product and Service Agreement" or "MPSA", the purpose of which is to establish terms and conditions that will govern and control the services or work delivered and/or performed and/or products licensed or sold pursuant to this Agreement, which will be detailed in agreements governed by this MPSA, such agreements to be referred to as Specific Product/Service Agreements. A Specific Product/Service Agreements ("SPSA") shall reference this MPSA.

In the event that terms of any SPSA conflict with the terms of this MPSA, the terms of this MPSA shall control and take precedence unless the SPSA explicitly and with reference to the specific terms in the MPSA Agreement which are affected, states otherwise.

Section 2- Confidential Information:

2.1- Confidential Information: AMI and CLIENT acknowledge that as a result of their relationship, they may be exposed to or receive the confidential and/or proprietary information of the other. The party disclosing the confidential and/or proprietary information shall be referred to as the "Discloser". The party receiving the confidential and/or proprietary information shall be referred to as the "Recipient". "Confidential Information" herein refers to the confidential and/or the proprietary information as defined in Section 2.2 and 2.3 herein, of the party disclosing the information.

2.2- Notice that Information received from Discloser is Confidential Information: Information which Discloser discloses to Recipient shall be considered Confidential Information if;

(i) such information is designated or indicated in writing as proprietary or confidential by the Discloser, prior to or at the time any such information is disclosed. Notwithstanding the foregoing, information, which is disclosed orally, visually, in writing or by other means, to the Recipient by the Discloser without a written indication or designation of its confidential or proprietary nature shall constitute Confidential Information if the Discloser, within thirty (30) days after such disclosure, provides, to the Recipient, in writing, that the information disclosed is Confidential Information and provides a brief description of the information sufficient to identify it;

(ii) it is any information of the Discloser, including but not limited to correspondence, drawings, specifications, graphs, letters, manuals, descriptions of the Discloser's business and/or activities, product research and development, techniques, client lists, scientific or technical information, source or object code, flow charts, diagrams, designs, processes, procedures, formulas, methodologies (whether or not they may be patented), client information and other documents or materials disclosed to the Recipient or learned by the Recipient as a consequence of or through the Recipient's relationship with the Discloser (including information conceived, originated, discovered or developed by the Discloser);

(iii) it is the products or services provided by or sold by Discloser; or

(iv) it is any information or material that by its nature a reasonable person would conclude such is likely to be confidential.

2.3- Exceptions: Notwithstanding the foregoing Section 2.2, Confidential Information shall not include any information to the extent that it;

(i) is or becomes a matter of public knowledge without the fault of the Recipient; or
(ii) was known to Recipient prior to the disclosure to it by Discloser; or
(iii) was developed independently by Recipient;
(iv) was rightfully disclosed to Recipient by a third party which is not under an obligation to Discloser to maintain such information in confidence; or
(v) is disclosed under operation of law, government regulation, or court order, provided that Recipient first gives Discloser notice and a reasonable opportunity to secure confidential protection of such Confidential Information.

Furthermore, information which is disclosed by either party to the other for the first time after and only after the termination or expiration of this Agreement shall not be considered Confidential Information under the terms of this Agreement.

2.4: Recipient shall maintain the confidentiality of all Confidential Information, holding such information in strict confidence, using at least such degree of care as is appropriate to avoid unauthorized use or disclosure of such information.

2.5: Recipient will not, directly or indirectly, disclose any Confidential Information to anyone outside of Recipient, except with Discloser's prior written consent.

2.6: Recipient shall not make use of any Confidential Information for any purpose or for the benefit of anyone or any other entity other than Discloser, except as permitted by this Agreement.

2.7: Recipient shall be permitted to disclose the Confidential Information only to its employees, contractors and agents ("Employees") having a need to know such information in connection with the performance of this Agreement and who are bound by a written agreement with or other legally enforceable obligation to the Recipient, that obligates the Employees to comply with the provisions set forth in this Section 2. Recipient shall instruct all such Employees as to Recipient's and their obligations under this Agreement.

2.8: Recipient, upon termination of this Agreement or at any time Discloser may so request, shall deliver promptly to Discloser, or, at Discloser's option, shall destroy all memoranda, notes, records, reports, media and other documents and materials (and all copies thereof) regarding or including any Confidential Information which Recipient may then possess or have under its control.

2.9: Recipient acknowledges that the disclosure of Confidential Information will cause irreparable injury to Discloser. Discloser shall, therefore, be entitled to injunctive relief upon a disclosure or threatened disclosure of any Confidential Information, without a requirement that Discloser prove irreparable harm or the posting of a bond. Without limitation of the foregoing, Recipient shall advise Discloser immediately in the event that it learns or has reason to believe that any person or entity which has had access to Confidential Information has violated or intends to violate the terms of this Agreement, and will reasonably cooperate with Discloser in seeking injunctive relief against any such person or entity. This provision shall not in any way limit such other remedies as may be available to Discloser at law or in equity.

Section 3- No Warranties or Liability:

3.1: TO THE MAXIMUM EXTENT ALLOWABLE UNDER APPLICABLE LAW, ALL SERVICES, WORK, PRODUCTS, MATERIALS AND DELIVERABLES SHALL BE PROVIDED "AS IS" AND AMI MAKES NO WARRANTIES AND HEREBY SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR NON-INFRINGEMENT, WITH REGARD TO SUCH WORK, DELIVERABLES, MATERIALS, PRODUCTS AND/OR SERVICES PROVIDED UNDER THIS AGREEMENT.

3.2: EXCEPT TO THE EXTENT OF AN INDEMNIFICATION OBLIGATION SET FORTH HEREIN, TO THE MAXIMUM EXTENT ALLOWABLE UNDER APPLICABLE LAW, CLIENT AGREES THAT AMI SHALL NOT BE LIABLE FOR ANY MONETARY DAMAGES IN EXCESS OF THE AMOUNTS PAID TO AMI UNDER THIS AGREEMENT PURSUANT TO THE APPLICABLE SPSA. CLIENT AGREES THAT AMI SHALL NOT BE LIABLE FOR LOST PROFITS, LOST OPPORTUNITIES, CONSEQUENTIAL OR INCIDENTAL DAMAGES RESULTING FROM AMI'S PERFORMANCE UNDER THIS AGREEMENT OR ANY SPSA.

3.3- Exclusive Remedy:

CLIENT'S EXCLUSIVE REMEDY FOR DAMAGES ARISING FROM AMI'S PERFORMANCE SHALL BE AT AMI'S OPTION EITHER;

I) for AMI to attempt to reasonably repair, replace or redo its performance; or

II) refund of the funds received by AMI from CLIENT pursuant to the applicable SPSA, not to exceed CLIENT's actual damages.

3.4- Indemnification: Each party (the "Indemnifying Party") agrees to indemnify the other party, and their employees, directors, officers and agents (collectively the "Indemnified Parties") from any third party claims, losses or damages arising from the Indemnifying Party's actual i) breach of

applicable law, ii) breach or infringement of a third party's rights, including but not limited to any third party's intellectual property such as patents, trademarks and copyrights, iii) malicious acts or omissions, iv) breach of contract or other obligation to a third party, and/or v) breach of Section 2.

Section 4- Intellectual Properties or Licenses:

4.1- No Right to Intellectual Properties or Licenses of AMI: Nothing in this Agreement shall be deemed to implicitly or explicitly grant any license or other right to CLIENT to use, possess, copy or own any of AMI's software, services, products or intellectual property. An SPSA may grant a license or property right, but only if such grant is made explicitly and in accord with Section 8.4 herein. Materials owned by AMI that is licensed or granted shall be referred to as "Licensed Material".

4.2: CLIENT shall retain all of its ownership rights in any material that is provided by CLIENT to AMI, and AMI shall assign to CLIENT all rights, title and interest in the derivatives and changes made to that material by AMI pursuant to this Agreement.

4.3: In the event that a CLIENT seeks to have AMI create intellectual property for CLIENT as a "work made for hire", an SPSA must explicitly detail that work being created by AMI is being created for CLIENT as a "work made for hire" and shall be referred to as a "Work Made for Hire".

Section 5- Third Party Licenses:

5.1: CLIENT shall negotiate and obtain all third party licenses required, with respect to CLIENT's software, images, video, artwork, hardware or other materials, for AMI to receive and alter said materials.

CLIENT shall negotiate and obtain all third party licenses required for AMI to receive any third party materials and to alter or use such third party materials for CLIENT, including but not limited to any software, images, appearance releases, video, hardware, intellectual property or any other materials.

If CLIENT directs AMI to obtain such third party materials, AMI does so as an agent of CLIENT and such shall be considered CLIENT's Materials and not Licensed Materials or Work Made for Hire.

Section 6- Default Payment Terms:

6.1- Fee terms; General: Except as set forth in an SPSA, fees or retainers shall be paid to AMI within 30 days of CLIENT's receipt of valid invoice from AMI. Fees, when paid, are non-refundable. Any amount due to AMI shall bear interest at a rate of 1.5% per month or the maximum permitted by law, whichever is less, annually from the expiry date of the terms of payment.

6.2- Expenses: Except as otherwise set forth in an SPSA, AMI may also invoice CLIENT, and CLIENT shall be responsible, for paying: (a) travel expenses beyond 50 miles related to the provision of the services, products or deliverables from AMI which have been approved in advance by CLIENT, based on coach fares; (b) reasonable room and board expenses associated therewith; and (c) overnight courier and other expedited delivery costs for all deliveries under an SPSA, not to exceed one hundred dollars ($100) unless approved in advance in writing by CLIENT.

6.3- Man-Hours: Man hours are counted in 15 minute increments, rounded up to the nearest increment.

Section 7- Termination:

7.1- Termination: A SPSA may be terminated;

i) by either party, upon written notice, if there is (A) a dissolution, termination of existence, liquidation, insolvency or business failure of the other party, or the appointment of a custodian or receiver for such party or for such party's property, if such appointment is not terminated or dismissed within 30 days; (B) a composition or an assignment or trust mortgage for the benefit of creditors by the other party; or (C) the commencement with respect to the other party of any proceeding under the United States Bankruptcy Code or any other federal or state bankruptcy, reorganization, receivership, insolvency or other similar law, or any law of any applicable country or jurisdiction, affecting the rights of creditors generally, which proceeding, if initiated against such party, is not dismissed within 30 days; and

ii) in accord with any termination terms set forth in an SPSA which are applicable to that SPSA.

This Agreement may be terminated at any time, by either party, upon thirty (30) days notice, if and only if all SPSAs have either previously expired or been terminated.

7.2- Rights: Neither party shall be entitled to any compensation or claim for goodwill or other loss, cost or expense which either of them may suffer or claim to have suffered solely by reason of termination or expiration of this Agreement or an SPSA, provided, however, that nothing herein shall operate to limit any other rights or remedies available to a non-defaulting party at law or in equity upon the breach of this Agreement or an SPSA by the other party.

Section 8- General Provisions:

8.1- Waiver: The waiver by either party of a breach or a default of any provision of this Agreement by the other party shall not be construed as a waiver of any succeeding breach or default of the same or any other provision, nor shall any delay or omission on the part of either party to exercise or avail itself of any right, power or privilege that it has or may have thereunder operate as a waiver of any right, power or privilege by such party.

8.2- Survival of Obligations: All obligations under this Agreement, except those obligations as set forth in any SPSA, shall survive the expiration or termination of this Agreement and continue to be enforceable. Obligations as set forth in a SPSA shall survive the expiration or termination of this Agreement and continue to be enforceable only if that SPSA provides for the survival of obligations.

8.3- Severability: In the event that any provision or particular application of a provision of this Agreement is held to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions or of other applications of the affected provision shall not be affected and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular provision or particular application of that provision that is held to be unenforceable.

8.4- Entire Agreement: This Agreement and any SPSAs referencing this Agreement constitute the entire agreement between the parties with reference to the subject matter hereof and supersedes all prior agreements. No waiver, consent, modification or change of the terms of this Agreement or any SPSA shall bind either party unless it is in writing signed by both parties by their duly authorized representatives. There are no understandings, agreements, representations or warranties, express or implied, with respect to the subject matter hereof except as expressly set forth in this Agreement or any SPSA. Only the terms and conditions of this Agreement and any SPSAs shall govern the transactions contemplated hereunder notwithstanding any additional, different or conflicting terms which may be contained in any other document, other than an SPSA, provided by one party to the other.

With regard to SPSAs, in the event of a conflict or inconsistency with the terms and conditions of this Agreement, this Agreement shall govern the transactions contemplated hereunder unless each conflicting or inconsistent term which is contained in the SPSA explicitly provides that it will control.

Any clarification, modification or other change made to this Agreement by a particular SPSA, i) shall be understood as only a clarification, modification or change to this Agreement with respect to that particular SPSA, and ii) shall not act as a clarification, modification or other change to this Agreement with respect to any other SPSA.

8.5- Governing Law: This Agreement shall be governed by the laws of the state of California and shall be deemed when executed to have been made in the state of California. The CLIENT agrees to submit to the venue and jurisdiction of the state and federal courts located in Los Angeles County, California in disputes concerning this Agreement.

8.6- Headings: The headings contained in this Agreement are for convenience of reference only and shall not be considered in interpreting or construing this Agreement.

8.7- Portfolio and Marketing Rights: AMI shall have the right, in its own marketing materials, to indicate that CLIENT is a client or customer of AMI.

8.8- Independent Contractor: AMI warrants and represents that it is an independent contractor and assumes full responsibility for the payment of all taxes, including Social Security, unemployment and withholding taxes, for itself and for all persons engaged by AMI in the performance of the services or provision of products hereunder.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

Laguna Beach Unified School District (CLIENT)		**American MicroImaging, Inc.**	
By:	_____	By:	_____
Name:	_____	Name:	George Bandarian II
Title:	_____	Title:	President & CEO

Specific Product/Service Agreement #1

Imaging Services

This agreement (the "Agreement", "SPSA" or "SPSA #1") executed and effective as of June 28, 2016 (the "Effective Date"), by and between American MicroImaging, Inc, a California Corporation ("AMI"), having a business address of 1125 W. 6th Street, Suite 200, Los Angeles, CA 90017 and Laguna Beach Unified School District ("CLIENT"), a _____ corporation, having its principal place of business at 550 Blumont Street, Laguna Beach, CA 92651.

WHEREAS, AMI is in the business of providing various products and services; and

WHEREAS, CLIENT desires to receive such products and services, subject to the terms and conditions of the MPSA and this Agreement.

NOW THEREFORE, in consideration of the following mutual promises contained herein, the Parties agree in good faith to the following obligations and duties:

Section 1- Definitions:

1.1: "MPSA" herein shall refer to the agreement entitled "Master Product and Service Agreement", executed by CLIENT and AMI, and dated as of June 28, 2016.

1.2: Initially capitalized words used in this Agreement that are not defined herein shall have the meaning ascribed to them in the MPSA.

1.3: The "Required Documents" herein shall refer to the physical hard copy documents to be converted into digital format, which are set forth in Exhibit B attached hereto.

1.4: The "Operating Location" herein shall refer to where the work is to be performed, which is at 1125 W. 6th Street, Suite 200, Los Angeles, CA 90017.

Section 2- Services to be Provided by AMI:

2.1- Services from AMI:

Subject to payment of the fees as set forth in Section 3.2, AMI shall provide the "Services" as described and limited in Exhibit A.

Section 3- CLIENT's Obligations:

3.1- Access: CLIENT shall provide to AMI, in a diligent and prompt manner, the Required Documents, information, materials and other resources, as well as provide reasonable access to its personnel, to allow and enable AMI to provide the services set forth herein. If the Operating Location is a location owned or controlled by Client, Client shall provide reasonable access to AMI for the purposes of this Agreement.

3.2- Main Payment Obligations:

i) For the services set forth in Section 2.1, CLIENT shall pay to AMI the fees set forth in Exhibit B.

Section 4- Applicability of Terms of MPSA:

4.1: The MPSA provides definitions, terms and conditions that are to govern the provision of products and/or services as defined and described by a "Statement of Work", also referred to as an "SPSA". This Agreement is a Statement of Work and hereby is governed by and incorporates the definitions, terms and conditions of the MPSA. In the event that terms of this Agreement conflict with the terms of the MPSA, the terms of the MPSA shall control and take precedence over the terms and conditions of this Agreement unless this Agreement, explicitly and with reference to the specific terms in the MPSA which are affected, states otherwise.

Section 5- Termination:

5.1: The "Term" of this SPSA is the period beginning as of the Effective Date until the completion of the Services as described herein.

Section 6- Misc:	6.1: All Sections of this SPSA except Section 2.1 survive the termination of this SPSA.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives and made effective as of the Effective Date of this Agreement.

Laguna Beach Unified School District (CLIENT)		**American MicroImaging, Inc.**	
By:	_____	By:	_____
Name:	_____	Name:	George Bandarian II
Title:	_____	Title:	President & CEO

Exhibit A

Fees

Fees for services shall be based on below table.

AMI will provide invoices with weekly for work completed and/or with each deliverable provided to client. Payment due within 30 days to avoid finance charges.

Below fees are time and materials good faith estimates based on the information provided by Client and as such, fees should not be construed to be a "fixed bid".

The fees are non-refundable.

Description	Quantity	Unit Price	Units	Extended Price
Document Preparation - assumes light prep, low staples	500	$ 30.000	Per Hour	$ 15,000.00
Document Scanning - 200 or 300 DPI	1,000,000	$ 0.010	Per Image	$ 10,000.00
Document Indexing - includes Barcode/Zone OCR of key field plus unlimited additional indexes from file	20,000	$ 0.020	Per Document	$ 400.00
Manual Document Indexing	-	$ 35.000	Per Hour	$ -
Image & Index Standard QC	1,000,000	$ 0.009	Per Image	$ 9,000.00
Convert to PDF and Export to OCDE Kofax Format	1,000,000	$ 0.0025	Per Image	$ 2,500.00
Pickup / Delivery	400	$ 3.000	Per Box	$ 1,200.00
Special Handling - for any manual processing, data entry, and any other special handling as required	-	$ 35.000	Per Hour	$ -
Total	**1,000,000**			**$ 38,100.00**

Exhibit B

Statement of Work

The Laguna Beach Unified School District requires Document Imaging Services with work to commence around June 20, 2016 and initial scope completed by December 31, 2016. The District will enter a 3 year agreement and reserves the right to extend the contract for up to two (2) additional (1) year periods.

Assumptions

- Work will be done at AMI.
- Volume
  - 300 – 400 boxes
    - Each box contains only 1 document type
- Document Census
  - Size – Primarily letter size documents 8.5 x 11, 8.5 x 14 & 11 x 17 are uncommon
  - Vast majority is B&W scanning. Color, or grey scale options if necessary for legibility.
  - DPI – 200-300 dpi – optimal per image and size.
- Timeline
  - Start: Estimated July 1, 2016
  - End: December 31, 2016 as determined by Client
- Project Management
  - AMI/Client Kickoff Meeting per requesting department
    - Review and confirmation of specifications of project inclusive of proper identification of type by source, index fields/values, setting of pickup dates. Establishment of update meetings per client's schedule.
  - AMI Begins working per requesting department
    - Pickups Scheduled
    - Transport documents to AMI
    - Documents received and confirmed vs. listing provided
    - Pilot Benchmark Sample provided and approved
    - Regular production begins
- Production Days
  - Estimated 2 to 3 weeks from each pickup based on inventory
  - Production start date is the date each LBUSD Department/Project Manager approves Pilot Sample

Client Responsibilities

- Client to prepare boxes for transport with manifest of contents and box numbers.
- Client will provide access to current files
- Client will provide input and direction on indexing methodology per document type
- Client will provide listing of document types
- Client will provide an electronic file consisting of data required for indexing
- Client to QC images and provide any error or rework requests within 30 days of delivery.

Methodology

1. Pickup
    a. Boxes will be picked up by AMI unless Client deems alternate transport
        i. Manifest will be provided and signed listing boxes and contents
        ii. Electronic detail will be sent to AMI of contents
2. Receipt & Inventory
    a. Delivery arrives at AMI
    b. Boxes and folders are confirmed and logged into AMI Database
    c. Full inventory is confirmed
3. Document Preparation
    a. Document sized items (Letter, Legal, Tabloid or similar)
        i. Remove all staples, clips, or other fasteners.
        ii. Small documents properly positioned
        iii. Corners and edges will be straightened
        iv. Creases and folds will be cleared to make image readable
    b. All items outside the norm or requiring special handling will be addressed with client
4. Scanning
    a. Scan at 200-300 DPI
    b. Standard size documents will be done on InoTec or Kodak Scanners
        i. Double sided imaging
            1. Auto delete blank pages
        ii. Auto Image Rotate
        iii. Auto Deskew, despeckle and fill holes
        iv. Kofax image enhancement enabled
5. Document Indexing
    a. Indexing scheme tbd by document type
        i. Board agendas, minutes by date
        ii. Student/staff records by name
        iii. Finance/Payroll by folder name
    b. Index file provided by Client electronically from SIS, ERP, Excel or CSV when available
    c. Index fields may vary as each doc type of project is discovered
6. Document QC
    a. AMI will use standard quality control measures to ensure documents in each file are scanned and at least as readable as the original paper document.
7. Client Approval
    a. AMI will provide initial sample delivery to Client to serve as Benchmark samples for approval of quality.
        i. Approval of this Pilot Benchmark sample will serve as authorization to continued work.
8. De-Prep
    a. Documents to be returned to original folders and boxes if return required
        i. Documents do not require reassembly
        ii. Client will determine disposition
9. Export
    a. PDF compatible and comparable with Kofax 10.2.
10. Deliverables

a. Physical – Taxable - DVD/Flash Drive/External Hard Drive PDF format.
b. Electronic – Non Taxable – Secure FTP for authorized download

11. Hardcopy Disposition
    a. Return to LBUSD
12. Image Disposition
    a. After 30 days of delivery to Client, AMI will delete local copy of images.

Out of Scope Items

- No additional time will be spent reading pages for any reason, including to separate files or discard duplicates.
- All items outside the norm will be addressed with client

Any departments, services, products and functionality not included can be added at anytime. Such request or any other change to above will be considered out of scope and undergo a Changer Order process requiring written documentation, additional product/service cost and approval from both sides.

26. ACTION **June 28, 2016**

Approval: **Resolution #16-09 for California Environmental Quality Act (CEQA) Exemption for Energy Conservation Facilities Project**

Proposal

Staff proposes the Board of Education approve Resolution #16-09 for a California Environmental Quality Act (CEQA) Exemption for Energy Conservation Facilities Project.

Background

In accordance with California Code of Regulations Title 14, Chapter 13 (State CEQA Guidelines), certain projects may be exempted from further CEQA evaluation. The proposed Energy Conservation Project under consideration for approval has been analyzed in accordance with the requirements pertaining to CEQA and is categorically exempt from further CEQA review pursuant to 14 California Code Regulation §15303, 14 California Code Regulation §15311 and/or 14 California Code Regulation. §15314.

Budget Impact

There is no budget impact for approval of this resolution.

Recommended Action

Staff recommends the Board of Education approve Resolution #16-09 for a California Environmental Quality Act (CEQA) Exemption for Energy Conservation Facilities Project.

Prepared by:

Jeff Dixon
Director, Facilities

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Resolution No. 16-09

RESOLUTION OF THE GOVERNING BOARD OF
LAGUNA BEACH UNIFIED SCHOOL DISTRICT OF
CEQA EXEMPTION FOR ENERGY CONSERVATION FACILITIES PROJECT

WHEREAS, the Laguna Beach Unified School District ("District") desires to implement projects to promote energy efficiency and renewable energy production to achieve energy cost reductions;

WHEREAS, an agreement for design and construction of certain Energy Conservation Facilities is pending approval between the District and Schneider Electric Buildings Americas, Inc. ("Agreement");

WHEREAS, the purpose and intent of the Agreement comprise a Project ("Project") for purposes of the California Environmental Quality Act ("CEQA");

WHEREAS, CEQA requires a lead agency to consider the potentially environmental effects of any project; and

WHEREAS, the Projects do not require any of the following;

1. An individual federal permit pursuant to section 401 or 404 of the federal Clean Water Act (33 U.S.C. 1341 or 1344);
2. An individual take permit for species under protection of the federal Endanger Species Act of 1973 (16 U.S.C. 1531 et seq.) or the California Endangered Species Act (Chapter 1.5, commencing with section 2050 of Division 3, of the Fish and Game Code);
3. A streambed alteration permit pursuant to Chapter 6, commencing with section 1600 of Division 2, of the Fish and Game Code;
4. The removal of a tree required to be planted, maintained, or protected pursuant to local, state or federal requirements, unless the tree dies and there is no requirement to replace the tree;

WHEREAS, the Guidelines for CEQA, California Code of Regulations Title 14, Chapter 13 ("State CEQA Guidelines"), exempt certain projects from further CEQA evaluation, including projects consisting of: the new construction or conversion of small structures ("Class 3 Exemption" - 14 Cal. Code Regs. § 15303); the construction or placement of minor structures accessory to existing facilities ("Class 11 Exemption" - 14 Cal. Code Regs. § 15311); and projects consisting of minor additions to existing schools ("Class 14 Exemption" - 14 Cal. Code Regs. § 15314), and the Project is categorically exempt under one or more of such exemptions;

WHEREAS, the District has considered whether the Project is subject to any of the exceptions to exemption set forth in 14 Cal. Code Regs. § 15300.2;

WHEREAS, the District has determined that the Project is not subject to any of the exceptions to exemption set forth in 14 Cal. Code Regs. § 15300.2;

WHEREAS, the District has considered whether the Project may have a significant effect on the environment; and

WHEREAS, the District has concluded, through its own independent review and analysis of the Project, that the Project will not have a significant effect on the environment;

NOW, THEREFORE, the Governing Board of the Laguna Beach Unified School District hereby finds, determines, declares and resolves as follows:

Section 1. Determination of Recitals. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. Finding of Categorical Exemption. That the Project is categorically exempt from further CEQA review pursuant to 14 Cal. Code Regs. § 15303, 14 Cal. Code Regs. § 15311 and/or 14 Cal. Code Regs. § 15314.

Section 3. Finding of No Exception to Categorical Exemption. That the Project is not subject to any of the exceptions to categorical exemption set forth in 14 Cal. Code Regs. § 15300.2.

Section 4. Notice of Exemption. That the District's Superintendent, or the Superintendent's designee, is instructed to file and/or record a Notice of Exemption from CEQA, consistent with this Resolution, with any and all appropriate public agencies or entities.

Section 5. Authority to Take All Actions Necessary. The Superintendent is hereby authorized to do all things that are necessary to give effect to and comply with the terms and intent of this Resolution.

Section 6. Effect. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED as of June 28, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

The President of the Laguna Beach Unified School District Governing Board does hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by the Board at a regularly scheduled and conducted meeting held on this date, which Resolution shall be kept on file in the office of the Board.

_____

William Landsiedel, President of the Governing Board
Laguna Beach Unified School District

The Clerk of the Laguna Beach Unified School District Governing Board does hereby certify that the foregoing Resolution was introduced and adopted by the Board at a regularly scheduled meeting thereof held on this date, by the forgoing vote.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Laguna Beach Unified School District on this date.

_____

Jan Vickers, Clerk of the Governing Board
Laguna Beach Unified School District

27. ACTION **June 28, 2016**

Approval: **Resolution #16-10 for Agreement for Energy Conservation Services with Schneider Electric Buildings Americas, Inc. Pursuant to Government Code Section 4217.10-18, for a Fixed Fee of $6,409,518**

Proposal

Staff proposes the Board of Education approve Resolution #16-10 for energy conservation services with Schneider Electric Buildings Americas, Inc., pursuant to Government Code Section 4217.10-18, for a fixed fee of $6,409,518.

Background

Approval of this resolution will allow the District to enter into a construction contract with Schneider Electric pursuant to Government Code sections 4217.10 through 4217.18. The construction scope is based on findings contained within the Investment Grade Audit (IGA) that was completed by Schneider Electric in concert with District staff. Those findings were presented on May 10, 2016 at the regular Board meeting. Staff has worked with Schneider to prioritize and reduce scope to align the proposed construction project with available funding. The construction improvements include:

- Replacing all lights throughout our district with LED's
- Mechanical improvements at Thurston and LBHS
- Adding cooling at the Artists' Theatre and Dugger Gym
- Re-commissioning the solar system at Top of the World so that it operates at full capacity
- Modifying and repairing mechanical distribution and condensate systems at Thurston and LBHS

If approved, staff will execute the contract with Schneider Electric and work with them to complete the project within 540 days, or sooner, depending on the pace at which work can be scheduled and completed, while minimizing the impact and potential disruptions at the sites.

Budget Impact

The fiscal impact of $6,409,518 will be paid primarily from the Facility Repair and Replacement Fund, with some costs offset by available grants and rebates.

Recommended Action

Staff recommends the Board of Education approve Resolution #16-10 for energy conservation services with Schneider Electric Buildings Americas, Inc. pursuant to Government Code Section 4217.10-18, for a Fixed Fee of $6,409,518.

Prepared by:

Jeff Dixon
Director, Facilities

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

Resolution No. 16-10

RESOLUTION OF THE BOARD OF EDUCATION OF LAGUNA BEACH UNIFIED SCHOOL DISTRICT APPROVING AGREEMENT FOR ENERGY CONSERVATION SERVICES WITH SCHNEIDER ELECTRIC BUILDINGS AMERICAS, INC. PURSUANT TO GOVERNMENT CODE SECTION 4217.10-18, MAKING CERTAIN FINDINGS REQUIRED THEREFORE

WHEREAS, the Laguna Beach Unified School District ("District") finds it to be in the best interests of the District to implement projects to promote energy efficiency and renewable energy production to achieve energy cost reductions;

WHEREAS, Government Code sections 4217.10 through 4217.18 authorize the District's Governing Board, without advertising for bids, to enter into one or more energy service contracts with any person or entity, pursuant to which that person or entity will provide electrical or thermal energy or conservation services to the District, which may comprise or include an energy conservation facility, if the anticipated cost to the District for thermal or electrical energy or conservation services provided under the contract(s) is less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of those energy service contracts; Schneider Electric Buildings Americas, Inc. ("Schneider");

WHEREAS, District staff reviewed the qualifications presented by Schneider to conduct and provide assessment of school district energy usage, energy needs and opportunities to reduce energy expenses, found Schneider' qualifications to appear bona fide and adequate;

WHEREAS, Schneider assessed the feasibility of various potential energy conservation measures to reduce the District's energy consumption and expense and recommended specific energy conservation measures based thereon ("Analysis"), upon which the Board and District administration and staff have relied;

WHEREAS, Schneider has offered to enter into the attached agreement ("Contract," Exhibit A) to provide energy conservation services to implement the recommended energy conservation measures for the price stated therein;

WHEREAS, the Analysis demonstrates that the cost of the Contract to the District for the thermal or electrical energy or conservation services provided thereunder is less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of the Contract ("Savings");

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals. All of the recitals herein contained are true and correct.

Section 2. Energy Conservation Services Contract Findings. The Governing Board of the District finds that the cost of the Contract to the District for the thermal or electrical energy or conservation services provided thereunder is less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of the Contract and that it is in the best interest of the District to approve and enter into the Contract.

Section 3. Energy Conservation Services Contract Approval. The form of the Contract by and between the District and Schneider, presented herewith is hereby approved. The Superintendent or Superintendent's designee is hereby authorized and directed, for and in the name of and on behalf of the District, to execute and deliver to Schneider the Contract and related documents as necessary to carry out the Contract, subject to such minor changes thereto as such officer or person may require and approve, with the approval of District counsel.

Section 4. Effective Date. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED as of _____ ___, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

The President of the Laguna Beach Unified School District Governing Board does hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by the Board at a regularly scheduled and conducted meeting held on this date, which Resolution shall be kept on file in the office of the Board.

_____
William Landsiedel, President of the Board of Education
Laguna Beach Unified School District

The Clerk of the Laguna Beach Unified School District Governing Board does hereby certify that the foregoing Resolution was introduced and adopted by the Board of Education at a regularly scheduled meeting thereof held on this date, by the forgoing vote.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Laguna Beach Unified School District on this date.

_____
Jan Vickers, Clerk of the Board of Education
Laguna Beach Unified School District

28. ACTION **June 28, 2016**

Approval: Resolution #16-11: 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 2016/17

Proposal

Staff proposes the Board of Education approve Resolution #16-11: 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 2016/17.

Background

The adoption of the authority to levy special taxes is an annual requirement.

Budget Impact

Any cost associated with the Community Facilities District is funded through the tax levy.

Recommended Action

Staff recommends the Board of Education approve Resolution #16-11: 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 2016/17.

Prepared by:	Submitted by:	
Teri Holloway	Dean West	Sherine Smith, Ed.D.
Administrative Assistant Business Services	Assistant Superintendent Business Services	Superintendent of Schools

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 2016/17.

Resolution #16-11
June 28, 2016

WHEREAS, the Laguna Beach Unified School District (the "District") previously established Community Facilities District No. 98-1 of the Laguna Beach Unified School District ("CFD No. 98-1") pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"); and,

WHEREAS, the Board of Education of the District acting as the legislative body of CFD No. 98-1 (the "Board of Education") is authorized pursuant to Resolution No. 99-43 (the "Resolution of Formation") to levy a special tax sufficient to pay principal, interest, other periodic costs and administrative expenses with respect to bonds of CFD No. 98-1 issued to finance certain public improvements and to pay all expenses incidental thereto; and,

WHEREAS, in accordance with the Act, adopted Ordinance No. 01-1 on April 24, 2001 (the "Ordinance"), levying the special tax within CFD No. 98-1; and,

WHEREAS, CFD No. 98-1 issued its special tax notes, Series 1999, Series A and Series B in the amounts of $3,828,000 and $3,830,626.93 respectively pursuant to Resolution No. 99-43, adopted by the Board of Education; and,

WHEREAS, CFD No. 98-1 issued its special tax bonds, Series 2004 in the amount of $9,970,000 pursuant to Resolution No. 04-10, adopted by the Board of Education; and,

WHEREAS, CFD No. 98-1 issued 2012 special tax refunding bonds in the amount of $9,330,000 pursuant to Resolution No. 12-18, adopted by the Board of Education; and,

WHEREAS, it is now necessary and appropriate that this Board of Education levy and collect the special taxes for Fiscal Year 2016/17 for the purpose specified in the Ordinance, by the adoption of a resolution as specified by the Act and that Ordinance; and,

WHEREAS, the special taxes being levied hereunder are at the same rate or at a lower rate than provided by the Ordinance;

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 98-1, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The special tax ("Special Tax") is imposed without regard to property valuation and is levied in compliance with the Act and the Ordinance.

Section 3. In accordance with the Act and the Ordinance, there is hereby levied upon the parcels within the District which are not otherwise exempt from taxation under the Act or the Ordinance the special taxes for Fiscal Year 2016/17 at the tax rates set forth in the report prepared by David Taussig and Associates for CFD No. 98-1 entitled "Annual Levy of Special Tax For Fiscal Year 2016/17" (the "Report") submitted herewith, which rates do not exceed the maximum rates set forth in the Ordinance. After adoption of this Resolution, the Assistant Superintendent of Business Services of the District, or his designee, may make any necessary modifications to these special taxes to correct any errors, omissions or inconsistencies in the listing of categorization of parcels to be taxed or in the amount to be charged to any category of parcels; provided, however, that any such modifications shall not result in an increase in the tax applicable to any category of parcels and can only be made prior to the submission of the tax rolls to the Orange County Auditor.

Section 4. All of the collections of the special tax shall be used only as provided for in the Act and the Resolution of Formation. The special tax shall be levied only so long as needed to accomplish the purposes described in the Resolution of Formation.

Section 5. The special tax shall be collected in the same manner as ordinary ad valorem taxes are collected and shall be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for ad valorem taxes as such procedure may be modified by law or this Board from time to time.

ADOPTED, SIGNED AND APPROVED this 28th day of June, 2016.

BOARD OF EDUCATION OF THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 98-1 OF THE LAGUNA BEACH UNIFIED SCHOOL DISTRICT

By: _____
William Landsiedel
President of the Board of Education
Laguna Beach Unified School District

STATE OF CALIFORNIA

COUNTY OF ORANGE

I, Jan Vickers, Clerk of the Board of Education of the Laguna Beach Unified School District, do hereby certify that the foregoing Resolution was duly passed, approved and adopted by the Board of Education of the Laguna Beach Unified School District at a regular meeting of said Board held on the 28th day of June, 2016.

_____
Jan Vickers
Clerk of the Board of Education

DAVID TAUSSIG & Associates, Inc.

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
COMMUNITY FACILITIES DISTRICT
No. 98-1

June 21, 2016

Public Finance
Public Private Partnerships
Urban Economics

Newport Beach
Riverside
San Francisco
San Jose
Dallas

P376

ADMINISTRATION REPORT
FISCAL YEAR 2016-2017

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 98-1

Prepared For

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
550 Blumont Street
Laguna Beach, California 92651

Prepared By

DAVID TAUSSIG & ASSOCIATES, INC.
5000 Birch Street, Suite 6000
Newport Beach, California 92660
(949) 955-1500

DAVID TAUSSIG & ASSOCIATES

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	Special Tax Classifications	3
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II.	**Fiscal Year 2015-2016 Special Tax Levy**	5
III.	**Fiscal Year 2016-2017 Special Tax Requirement**	6
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EXHIBITS

Exhibit A - Boundary Map
Exhibit B - Rate and Method of Apportionment
Exhibit C - Special Tax Roll Fiscal Year 2016-2017

INTRODUCTION

This report provides an analysis of the financial and administrative obligations of Community Facilities District No. 98-1 ("CFD No. 98-1") of the Laguna Beach Unified School District (the "School District") resulting from the sale of $7,658,626.93 in Bond Anticipation Notes ("1999 BANs") in December 1999, the sale of $9,970,000 in Special Tax Bonds (the "Series 2004 Bonds") in September 2004, and the sale of $9,330,000 in Special Tax Refunding Bonds (the "Series 2012 Bonds") in August 2012.

CFD No. 98-1 is a legally constituted governmental entity established under the Mello-Roos Community Facilities Act of 1982 (the "Act"), as amended. The Act provides an alternative method for the financing of certain public capital facilities and services. Specifically, CFD No. 98-1 is authorized to issue up to $11,000,000 in bonds. The proceeds of the 1999 BANs were used to finance school facilities, land, rights-of-way and easements necessary for these facilities, as well as the costs associated with the planning and designing of these facilities, including environmental evaluation costs. The total cost of such facilities is expected to equal the mitigation obligation, as defined in the School Facilities and Funding Agreement, which is currently estimated at approximately $6.9 million. The proceeds of the Series 2004 Bonds were used to pay all remaining interest and principal on the Series 1999 BANs. The proceeds of the Series 2012 Bonds were used to pay all remaining interest and principal on the Series 2004 Bonds.

In 2000, an Amended and Restated Rate and Method of Apportionment was approved by the School District and the qualified electors in CFD No. 98-1. All references to the Rate and Method of Apportionment in this report refer to the Amended and Restated Rate and Method of Apportionment.

The bonded indebtedness of CFD No. 98-1 is both secured and repaid through the annual levy and collection of special taxes from all property subject to the tax within the community facilities district. In calculating the special tax liability for fiscal year 2016-2017, this report not only examines the financial obligations of the current fiscal year, but also analyzes the amount of new development which has occurred within the boundaries of the community facilities district, as well as the results of the prior year's special tax levy. The current outstanding principal is equal to $8,765,000 which is based on principal paid through September 2, 2015. The 2012 Bonds are scheduled to be paid off in the year 2034. Pursuant to the Rate and Method of Apportionment ("RMA"), the special tax shall be levied each year to fully satisfy the special tax requirement, but in no event shall it be levied after Fiscal Year 2050-2051. The RMA is included in Exhibit B.

A map showing the property in CFD No. 98-1 is included in Exhibit A.

This report is organized into the following sections:

Section I
Section I provides an update of the development activity occurring within CFD No. 98-1.

Section II
Section II analyzes the previous fiscal year's special tax levy and includes a discussion of delinquent special taxes.

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Section III

Section III determines the financial obligations of CFD No. 98-1 for fiscal year 2016-2017.

Section IV

Section IV reviews the methodology used to apportion the special tax requirement between Developed Property and Undeveloped Property. A table of the 2016-2017 special taxes for each classification of property is included.

I. SPECIAL TAX CLASSIFICATIONS AND DEVELOPMENT UPDATE

Special Tax Classifications

The methodology employed to calculate and apportion the special tax is contained in a document entitled the Rate and Method of Apportionment. The Rate and Method of Apportionment defines four categories of property, namely "Developed Property," "Taxable Non-Residential Property," "Taxable Public Property" and "Undeveloped Property." The category of Developed Property is in turn divided into six separate special tax classifications based on the type of use, density, or assessable area of the structure built thereon. The Developed Property special tax classifications are shown in Table 1 below.

Table 1
Community Facilities District No. 98-1
Developed Property Classifications

Land Use Class	Description	Density or Assessable Area
1	Single Family Detached	0.00 – 2.99 du/acre
2	Single Family Detached	3.00 – 5.99 du/acre
3	Single Family Detached	6.00 – 7.99 du/acre
4	Single Family Detached	8.00 or more du/acre
5	Single Family Attached	≥ 2,400 sq. ft.
6	Single Family Attached	< 2,400 sq. ft.

Developed Property is distinguished from Undeveloped Property by the issuance of a building permit. Specifically, property for which a building permit was issued as of January 1 will be classified as Developed Property in the following fiscal year. For example, all property in CFD No. 98-1 for which building permits were issued prior to January 1, 2016, will be classified as Developed Property in fiscal year 2016-2017. Hence, the development research discussed below focuses on the twelve month period ending January 1, 2016.

Development Update

CFD No. 98-1 encompasses a portion of the Newport Coastal Local Coastal Program area that lies within the service boundaries of the Laguna Beach Unified School District. CFD No. 98-1 includes approximately 625 acres in the County of Orange located on Pacific Coast Highway. At buildout, it is expected that CFD No. 98-1 will consist of approximately 619 residential units.

Background research was conducted to determine the amount and type of development activity that occurred during the previous fiscal year. Review of the County of Orange's building permit records indicated that prior to January 1, 2016, 586 building permits had been issued within CFD No. 98-1. A total of 20 acres in the district remain undeveloped.

Table 2 below lists the aggregate amount of Developed Property by special tax classification.

Table 2
Community Facilities District No. 98-1
Cumulative Developed Property

Land Use Class	Description	Density or Assessable Area	Residential Units
1	Single Family Detached	0.00 - 2.99 du/acre	149
2	Single Family Detached	3.00 - 5.99 du/acre	278
3	Single Family Detached	6.00 - 7.99 du/acre	135
4	Single Family Detached	8.00 or more du/acre	0
5	Single Family Attached	≥ 2,400 sq. ft.	24
6	Single Family Attached	< 2,400 sq. ft.	0
Total	NA	NA	586

II. FISCAL YEAR 2015-2016 SPECIAL TAX LEVY

The total special tax levy for fiscal year 2015-2016 equaled $565,477. As of June 17, 2016, $555,128 in special taxes had been collected by the County. The remaining $10,350 in special taxes are delinquent, resulting in a delinquency rate of 1.83 percent.

As a participant in the Teeter Program, the School District will receive an apportionment from the County equal to the delinquent unpaid special taxes for fiscal year 2015-2016. This apportionment is anticipated to occur early in fiscal year 2016-2017.

III. FISCAL YEAR 2016-2017 SPECIAL TAX REQUIREMENT

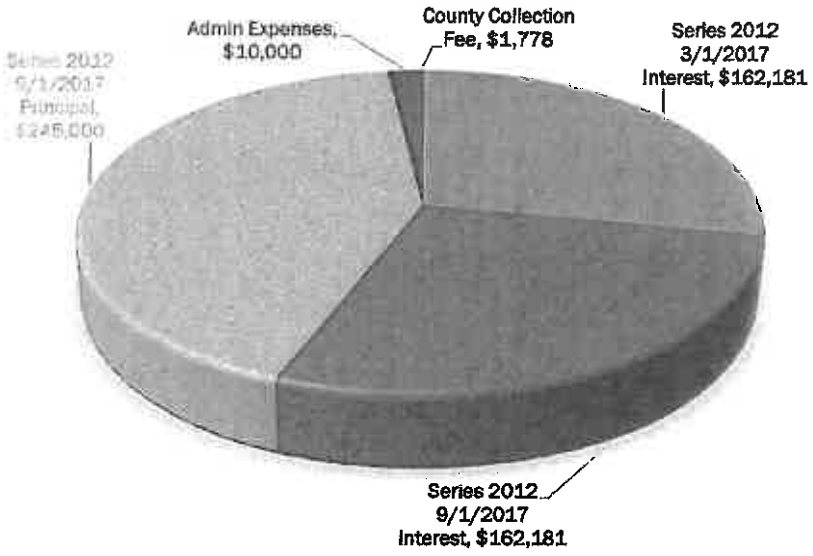
For fiscal year 2016-2017, the special tax requirement is equal to $567,688 and is calculated as follows:

Table 3
Community Facilities District No. 98-1
Fiscal Year 2016-2017 Special Tax Requirement

FY 2016-2017 Obligations:	
Interest Payment Due March 1, 2017	$162,181
Interest Payment Due September 1, 2017	$162,181
Principal Payment Due September 1, 2017	$245,000
Administrative Expense Budget FY 2016-2017	$10,000
County Collection Fee FY 2016-2017	$1,778
Gross Special Tax Requirement	$581,141
FY 2015-2016 (Credit) / Shortfall	($13,453)
FY 2016-2017 Special Tax Requirement	*$567,688*

The components of the fiscal year 2016-2017 special tax requirement are shown graphically on the following page.

Community Facilities District No. 98-1 of the
Laguna Beach Unified School District
Fiscal Year 2016-2017 Gross Special Tax Requirement



Total Fiscal Year 2016-2017 Gross Special Tax Requirement: $581,141

IV. METHOD OF APPORTIONMENT

Maximum Special Taxes

The amount of special taxes that CFD No. 98-1 may levy is strictly limited by the maximum special taxes set forth in the Rate and Method of Apportionment. The initial maximum special taxes for each classification of Developed Property, or the "Assigned Special Taxes," are specified in Table 1 of Section C of the Rate and Method of Apportionment.[1] On each July 1, commencing on July 1, 2001, the maximum special tax shall be increased by an amount equal to two percent (2%) of the maximum special tax in effect for the previous fiscal year.

Apportionment of Special Taxes

The special tax that is apportioned to each parcel is determined through the application of Section E of the Rate and Method of Apportionment. Section E apportions the special tax requirement in four steps which prioritize the order in which Developed Property, Taxable Non-Residential Property, Taxable Public Property, and Undeveloped Property are taxed.

The first step states that the special tax shall be levied against each parcel of Developed Property (i) at 100 percent of the assigned special tax prior to the date at which the Board determines that no additional bonds will be sold, and (ii) up to 100 percent of the assigned special tax after the date on which it is determined by the Board that no additional bonds will be issued for CFD No. 98-1. If the special taxes raised pursuant to the first step are less than the special tax requirement, then the second step is applied. The second step states that the special tax shall be levied against all parcels of Undeveloped Property at up to 100 percent of the applicable maximum special tax per acre.

The third and fourth steps are designed to accommodate changes in land use and are intended to be used only as a last resort. Since actual land uses have not substantially deviated from the original projections, these steps are not necessary.

Application of the maximum special taxes under the first step generates special tax revenues of $1,161,933 from Residential Property, which is more than sufficient to meet all obligations for CFD No. 98-1 for fiscal year 2016-2017 as outlined in Section III. Therefore, the fiscal year 2016-2017 special tax for each parcel of developed property is equal to approximately 48.86% percent of the maximum special tax.

The fiscal year 2016-2017 special taxes are shown for each classification of Developed Property and Undeveloped Property in Table 4 and graphically on the following pages. The Special Tax Roll which lists the total special tax levy for each parcel is shown in Exhibit C.

1 Technically, Section C states that the maximum special tax for a parcel of Developed Property is equal to the greater of (i) the "Backup Special Tax" or (ii) the rate set forth for the applicable Developed Property classification in Table 1 of Section C; plus for certain property, the Supplemental Special Tax. In this report, all discussion of maximum tax rates focuses on the rates set forth for each classification of Developed Property in Section C of the Rate and Method of Apportionment.

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Table 4
Community Facilities District No. 98-1
Fiscal Year 2016-2017 Special Taxes
For Developed Property and Undeveloped Property

Land Use Class	Description	Density or Assessable Area	FY 2016-2017 Maximum Special Tax	FY 2016-2017 Special Tax Levy	FY 2016-2017 Actual Levy as a Percentage of Maximum Special Tax
1	Single Family Detached	0.00 – 2.99 du/acre	$2,534.17 per unit	$1,238.12 per unit	48.86%
2	Single Family Detached	3.00 – 5.99 du/acre	$2,019.37 per unit	$986.61 per unit	48.86%
3	Single Family Detached	6.00-7.99 du/acre	$1,456.53 per unit	$711.62 per unit	48.86%
4	Single Family Detached	8.00 or more du/acre	$1,096.88 per unit	$0.00 per unit	0.00%
5	Single Family Attached	≥ 2,400 sq. ft.	$1,096.88 per unit	$535.90 per unit	48.86%
6	Single Family Attached	< 2,400 sq. ft.	$429.68 per unit	$0.00 per unit	0.00%
NA	Undeveloped Property	NA	$26,187.26 per acre	$0.00 per acre	0.00%
NA	Taxable Public Property	NA	$26,187.26 per acre	$0.00 per acre	0.00%
NA	Taxable Non-Residential Property	NA	$11,836.16 per acre	$0.00 per acre	0.00%

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Community Facilities District No. 98-1 of the
Laguna Beach Unified School District
Fiscal Year 2016-2017 Special Tax Levy

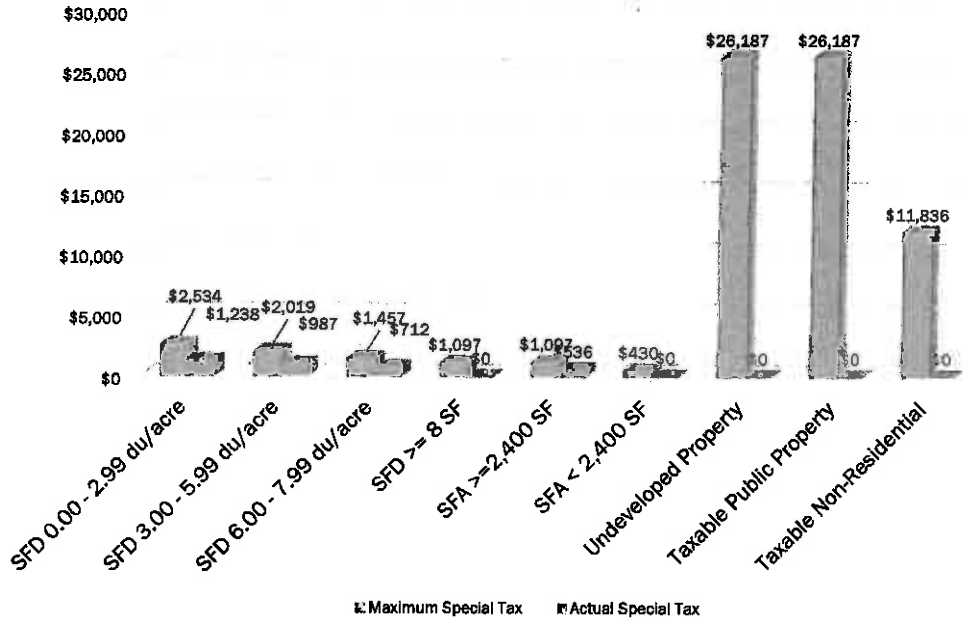

EXHIBIT A

CFD No. 98-1 of the
Laguna Beach Unified School District

Boundary Map

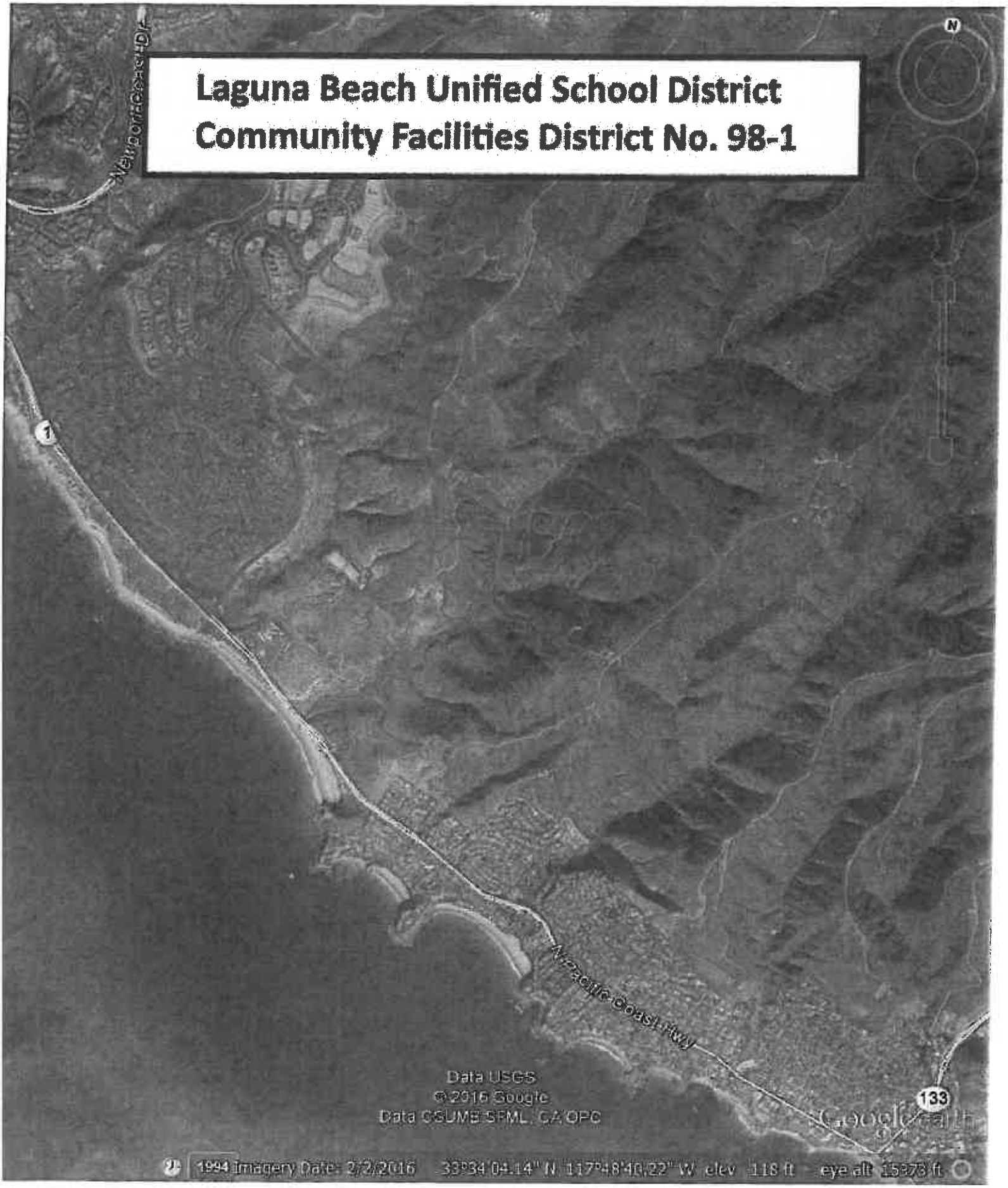
Laguna Beach Unified School District
Community Facilities District No. 98-1
N
Pacific Coast Hwy
Data USGS
© 2016 Google
Data SIO,NOAA,U.S.Navy,NGA,GEBCO
Google Earth
1994 Imagery Date: 2/2/2016 33°34'04.14" N 117°48'40.22" W elev 118 ft eye alt 15273 ft

EXHIBIT B

CFD No. 98-1 of the
Laguna Beach Unified School District

Rate and Method of Apportionment

AMENDED AND RESTATED
RATE AND METHOD OF APPORTIONMENT FOR
LAGUNA BEACH UNIFIED SCHOOL DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 98-1
(CRYSTAL COVE)

A special tax shall be levied on all real property in Laguna Beach Unified School District Community Facilities District No. 98-1 (Crystal Cove) ("CFD No. 98-1"), unless such property is exempted by law or by the provisions hereof, each Fiscal Year commencing in Fiscal Year 2000-01, in an amount, for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Acre or Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable final map, parcel map, condominium plan, or other recorded County parcel map.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the California Government Code.

"Administrative Expenses" means the following actual or reasonably estimated costs directly related to the administration of CFD No. 98-1: the costs of computing the Special Taxes and preparing the annual Special Tax collection schedules (whether by the School District or designee thereof or both); the costs of collecting the Special Taxes (whether by the County, CFD No. 98-1, or otherwise); the costs of remitting the Special Taxes to the Trustee; the costs of the Trustee (including its legal counsel) in the discharge of the duties required of it under the Indenture; the costs to the School District, CFD No. 98-1 or any designee thereof of complying with arbitrage rebate requirements; the costs to the School District, CFD No. 98-1 or any designee thereof of complying with School District, CFD No. 98-1 or obligated persons disclosure requirements associated with applicable federal and state securities laws and of the Act; the costs associated with preparing Special Tax disclosure statements and responding to public inquiries regarding the Special Taxes; the costs of the School District, CFD No. 98-1 or any designee thereof related to an appeal of the Special Tax; the costs associated with the release of funds from an escrow account; and the School District's third party expenses. Administrative Expenses shall also include amounts estimated or advanced by the School District or CFD No. 98-1 for any other administrative purposes of CFD No. 98-1, including attorney's fees and other costs related to commencing and pursuing to completion any foreclosure of delinquent Special Taxes.

"Assessable Area" means the amount of assessable space in a Single Family Attached Property dwelling unit as defined in California Government Code Section 65995(b)(1).

"Assessor's Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned Assessor's parcel number.

"Assessor's Parcel Map" means an official map of the County Assessor of the County designating parcels by Assessor's Parcel number.

"Assigned Special Tax" means the Special Tax for each Land Use Class of Developed Property, as determined in accordance with Section C below.

"Backup Special Tax" means the Special Tax that may be levied each Fiscal Year on certain Assessor's Parcels, as determined in accordance with Section D below.

"Board" means the Board of Education of the Laguna Beach Unified School District, acting as the legislative body of CFD No. 98-1.

"Bonds" means all bonds, notes, or other debt (as defined in Section 53317(d) of the Act), whether in one or more series, issued by CFD No. 98-1 under the Act.

"CFD Administrator" means an official of the School District, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"CFD No. 98-1" means Laguna Beach Unified School District Community Facilities District No. 98-1 (Crystal Cove).

"Company" means The Irvine Company.

"County" means the County of Orange, or its successors.

"Density" means, for each Final Subdivision Map, the number of Single Family Detached Property dwelling units to be located within such Final Subdivision Map divided by the Acreage of all Assessor's Parcels of Taxable Property within the Final Subdivision Map on which the construction of Single Family Detached Property dwelling units is permitted.

"Developed Property" means, for each Fiscal Year, all Assessor's Parcels of Taxable Property, exclusive of Taxable Non-Residential Property and Taxable Public Property, for which a building permit for construction of one or more residential dwelling units was issued prior to January 1 of the prior Fiscal Year.

"Development Projection" means an annual calculation for each Planning Area of CFD No. 98-1 of (i) the number and Density of existing dwelling units of Single Family Detached Property, the number and Assessable Area of existing dwelling units of Single Family Attached Property, and the number of existing Acres of Taxable Non-Residential Property and (ii) a projection of all future development, including the projected number and Density of Single Family Detached Property dwelling units, the projected number and Assessable Area of Single Family Attached Property dwelling units, the projected Taxable Non-Residential

Property Acres, and an absorption schedule for all future development in such Planning Area. The Development Projection shall be based on development status as of January 1 and prepared by the Company each Fiscal Year until CFD No. 98-1 reaches full buildout (i.e. all expected Final Subdivision Maps have been recorded for Single Family Detached Property and Non-Residential Property and all expected building permits have been issued for Single Family Attached Property). Upon submittal, the CFD Administrator shall review, modify if necessary, and approve the Development Projection. If the Development Projection is not received by the CFD Administrator on or before March 1 of any Fiscal Year prior to buildout of CFD No. 98-1, the CFD Administrator shall then prepare or cause to be prepared a Development Projection.

"Final Subdivision Map" means (i) a final map, or portion thereof, approved by the County pursuant to the Subdivision Map Act (California Government Code Section 66410 *et seq.*) that creates individual lots for which building permits may be issued, or (ii) for condominiums, a final map approved by the County and a condominium plan recorded pursuant to California Civil Code Section 1352 creating such individual lots. The term "Final Subdivision Map" shall not include any Assessor's Parcel map, subdivision map, or portion thereof, that does not create individual lots for which a building permit may be issued, including Assessor's Parcels that are designated as a remainder parcel.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"Indenture" means the indenture, fiscal agent agreement, resolution or other instrument pursuant to which Bonds are issued, as modified, amended and/or supplemented from time to time.

"Land Use Class" means any of the classes listed in Table 1.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Section C below, that can be levied in any Fiscal Year on any Assessor's Parcel.

"Non-Residential Property" means, for each Fiscal Year, all Assessor's Parcels within CFD No. 98-1, excluding Public Property and Property Owner Association Property, for which a building permit(s) was issued for a non-residential use as of January 1 of the prior Fiscal Year, including Short-Term Lodging Property.

"Notes" means the $7,658,626.93 aggregate initial principal amount of Laguna Beach Unified School District Community Facilities District No. 98-1 (Crystal Cove) Special Tax Notes issued by CFD No. 98-1 on December 22, 1999.

"One-Time Backup Special Tax" means the Special Tax that may be levied on certain Assessor's Parcels, as determined in accordance with Section D below.

"Outstanding Bonds" means all Bonds which remain outstanding.

"Planning Area" means a geographic area within CFD No. 98-1 which has been designated as a Planning Area in the Irvine Coast Local Coastal Program.

"Property Owner Association Property" means any property within the boundaries of CFD No. 98-1 owned by or dedicated to a property owner association, including any master or sub-association.

"Proportionately" means for Developed Property that the ratio of the actual Special Tax levy to the Assigned Special Tax is equal for all Assessor's Parcels of Developed Property within CFD No. 98-1. For Undeveloped Property, "Proportionately" means that the ratio of the actual Special Tax levy per Acre to the Maximum Special Tax per Acre is equal for all Assessor's Parcels of Undeveloped Property in CFD No. 98-1.

"Public Property" means any property within the boundaries of CFD No. 98-1 that is used for rights-of-way or any other purpose and is owned by or dedicated to the federal government, the State of California, the County, or any other public agency, provided however that any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act shall be taxed and classified in accordance with its use.

"School District" means the Laguna Beach Unified School District.

"Short-Term Lodging Property" means all Assessor's Parcels of Non-Residential Property intended for short-term (not more than one month) lodging purposes.

"Single Family Attached Property" means all Assessor's Parcels of Developed Property for which building permits have been issued for attached residential units.

"Single Family Detached Property" means all Assessor's Parcels of Developed Property for which building permits have been issued for detached residential units.

"Special Tax" means the special tax to be levied in each Fiscal Year on each Assessor's Parcel of Taxable Property to fund the Special Tax Requirement.

"Special Tax Requirement" means that amount required in any Fiscal Year for CFD No. 98-1 to: (i) pay debt service on all Outstanding Bonds; (ii) pay periodic costs on the Bonds, including but not limited to, credit enhancement and rebate payments required to be made with respect to the Bonds; (iii) pay estimated debt service on bonds expected to be issued by CFD No. 98-1 in the current Fiscal Year, as determined by the CFD Administrator; (iv) pay Administrative Expenses; (v) pay any amounts required to establish or replenish any reserve funds for all Outstanding Bonds; and (vi) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

"State" means the State of California.

"Supplemental Special Tax" means the special tax that may be levied on Assessor's Parcels of Developed Property located in Planning Areas 4A and 4B, as determined in accordance with Section E below.

"Taxable Property" means all of the Assessor's Parcels within the boundaries of CFD No. 98-1 which are not exempt from the Special Tax pursuant to law or Section G below.

"Taxable Non-Residential Property" means all Assessor's Parcels of Non-Residential Property that are not exempt pursuant to Section G below.

"Taxable Public Property" means all Assessor's Parcels of Public Property that are not exempt pursuant to Section G below.

"Trustee" means the trustee or fiscal agent under the Indenture.

"Undeveloped Property" means, for each Fiscal Year, all Taxable Property not classified as Developed Property, Taxable Non-Residential Property, or Taxable Public Property.

B. ASSIGNMENT TO LAND USE CATEGORIES

Each Fiscal Year, all Taxable Property within CFD No. 98-1 shall be classified as Developed Property, Taxable Non-Residential Property, Taxable Public Property, or Undeveloped Property, and shall be subject to Special Taxes in accordance with the rate and method of apportionment determined pursuant to Sections C, D and E, below. Assessor's Parcels of Developed Property shall be assigned to Land Use Classes 1 through 7 as listed in Table 1, based upon the Density or Assessable Area and whether the property is Single Family Detached Property or Single Family Attached Property.

C. MAXIMUM SPECIAL TAX RATE

1. Developed Property

a. Maximum Special Tax

The Maximum Special Tax for each Assessor's Parcel of Developed Property for each Fiscal Year shall be the greater of (i) the amount derived by application of the Assigned Special Tax for such Fiscal Year or (ii) the amount derived by application of the Backup Special Tax for such Fiscal Year; plus, in the case of Developed Property located in Planning Area 4A or 4B, the Supplemental Special Tax, so long as the Supplemental Special Tax has not terminated pursuant to Section E below.

b. Assigned Special Tax

The Assigned Special Tax for each Land Use Class for Fiscal Year 2000-01 is shown below in Table 1.

TABLE 1

Assigned Special Taxes for Developed Property
For Fiscal Year 2000-01
Community Facilities District No. 98-1

Land Use Class	Description	Density or Assessable Area	FY 2000-01 Assigned Special Tax
1	Single Family Detached	0.00 – 2.99 du/acre	$1,846 per unit
2	Single Family Detached	3.00 – 5.99 du/acre	$1,471 per unit
3	Single Family Detached	6.00-7.99 du/acre	$1,061 per unit
4	Single Family Detached	8.00 or more du/acre	$799 per unit
5	Single Family Attached	≥ 2400 sq. ft.	$799 per unit
6	Single Family Attached	<2400 sq. ft.	$313 per unit

c. Increase in the Assigned Special Tax

The Assigned Special Taxes in Table 1 shall be applicable for Fiscal Year 2000-01, and shall increase thereafter, commencing on July 1, 2001, and on July 1 of each Fiscal Year thereafter, by an amount equal to two percent (2%) of the Assigned Special Taxes for the previous Fiscal Year.

2. Undeveloped Property and Taxable Public Property

a. Maximum Special Tax

The Fiscal Year 2000-01 Maximum Special Tax for Undeveloped Property and Taxable Public Property shall equal $19,076 per Acre.

b. Increase in Maximum Special Tax

On July 1, 2001 and on July 1 of each Fiscal Year thereafter, the Maximum Special Tax for Undeveloped Property and Taxable Public Property shall be increased by an amount equal to two percent (2%) of the Maximum Special Tax for the previous Fiscal Year.

3. Taxable Non-Residential Property

a. Maximum Special Tax

The Fiscal Year 2000-01 Maximum Special Tax for Taxable Non-Residential Property shall equal the greater of (i) $8,622 per Acre or (ii) the amount derived by application of the Backup Special Tax.

b. Increase in Maximum Special Tax

On July 1, 2001 and on July 1 of each Fiscal Year thereafter, the Maximum Special Tax for Taxable Non-Residential Property shall be increased by an amount equal to two percent (2%) of the Maximum Special Tax for the previous Fiscal Year.

D. BACKUP SPECIAL TAX

The following definitions apply to this Section D:

"Expected Special Tax Revenues" means, for each Planning Area, the sum of all of the Assigned Special Tax revenues expected to be generated at buildout within the Planning Area as determined by the CFD Administrator based on tentative maps, Final Subdivision Maps, the Development Projection, and all other relevant information available to the CFD Administrator.

"Required Special Tax Revenues" means, with respect to each Planning Area, the amount shown in the column so labeled in Table 2, as updated by the CFD Administrator from time to time. On July 1, 2001, and on July 1 of each Fiscal Year thereafter, the Required Special Tax Revenues shall increase by an amount equal to two percent (2%) of Required Special Tax Revenues for the previous Fiscal Year.

1. Required Special Tax Revenues

Table 2 below identifies the amount of development and Required Special Tax Revenues that were anticipated from each Planning Area at the time of formation of CFD No. 98-1. Table 2 may be revised by the CFD Administrator as necessary to take into account changes in Planning Area boundaries, the Special Tax Requirement, and other relevant factors. However, the CFD Administrator shall not reduce the Required Special Tax Revenues for any Planning Area, except to the extent that surplus Special Tax Revenues from a built out Planning Area are available to do so (see Section D.6).

TABLE 2

Required Special Tax Revenue by Planning Area
Community Facilities District No. 98-1

PLANNING AREA	EXPECTED PRODUCT TYPE	NUMBER OF UNITS	FY 2000-01 AVERAGE SPECIAL TAX PER UNIT/ACRE	FY 2000-01 REQUIRED SPECIAL TAX REVENUES
3A	Single Family Detached	179 Units	$1,313	$235,096
3B	Single Family Detached	166 Units	$1,609	$267,107
3B-1c	Single Family Attached	85 Units	$799	$67,885
4A	Single Family Detached	77 Units	$1,846	$142,160
4B	Single Family Detached	75 Units	$1,846	$138,468
7A	Public Property	NA	$0	$0
7B	Public Property	NA	$0	$0
12B	Property Owner Association	NA	$0	$0
14	Non-Residential	NA	$0	$0
TOTAL	NA	NA	NA	$850,716

2. Expected Special Tax Revenues

Before each Final Subdivision Map is recorded for a Planning Area, or any portion thereof, the CFD Administrator shall project the Expected Special Tax Revenues that will be generated at buildout of the Planning Area based on the Assigned Special Tax rates then in effect and (i) the number and Density or Assessable Area of residential lots or the Acreage of non-residential lots to be created by the recordation of the proposed Final Subdivision Map, (ii) the number and Density or Assessable Area of residential lots or the Acreage of non-residential lots within the Planning Area created pursuant to previously recorded Final Subdivision Maps, and (iii) the estimated number and Density or Assessable Area of remaining residential lots or the Acreage of non-residential lots within the Planning Area for which Final Subdivision Maps have not been recorded, based on tentative maps, the Development Projection, and any other available information.

3. Determination of Need for Backup Special Tax

Prior to the recordation of a proposed Final Subdivision Map, if the CFD Administrator determines that based on tentative maps, Final Subdivision Maps, the Development Projection, and any other available information that the Expected Special Tax Revenues that will be generated at buildout of the Planning Area are less than the Planning Area's Required Special Tax Revenues, then a Backup Special Tax will apply to each Assessor's Parcel of Taxable Property within such Final Subdivision Map. However, if it is determined that after the recordation of the proposed Final Subdivision Map, the Expected Special Tax Revenues are greater than or equal to the Planning Area's Required Special Tax Revenues, then no

Backup Special Tax will be required with respect to such Assessor's Parcels.

4. Calculation of Backup Special Tax

If a Backup Special Tax is required pursuant to Section D.3., the CFD Administrator shall calculate the Backup Special Tax for each Assessor's Parcel as follows:

For Single Family Detached Property, the Backup Special Tax for each Assessor's Parcel of Taxable Property within the proposed Final Subdivision Map shall equal the Planning Area's Required Special Tax Revenues less the Developed Property Maximum Special Taxes (excluding the Supplemental Special Taxes, if any) to be generated from all previously recorded Final Subdivision Maps within the Planning Area, divided by the sum of the number of Single Family Detached Property residential lots included in the proposed Final Subdivision Map and the number of any remaining Single Family Detached Property residential lots within the Planning Area for which Final Subdivision Maps have not been recorded.

For Single Family Attached Property, the Backup Special Tax per Acre of Taxable Property within the proposed Final Subdivision shall equal the Planning Area's Required Special Tax Revenues less the Developed Property Maximum Special Taxes (excluding the Supplemental Special Taxes, if any) to be generated from all previously recorded Final Subdivision Maps within the Planning Area, divided by the sum of the Acreage in the proposed Final Subdivision Map and the Acreage of any remaining Single Family Attached Property residential lots within the Planning Area for which Final Subdivision Maps have not been recorded.

For Taxable Non-Residential Property, the Backup Special Tax per Acre of Taxable Property within the proposed Final Subdivision shall equal the Planning Area's Required Special Tax Revenues less the Maximum Special Taxes (excluding the Supplemental Special Taxes, if any) generated from all previously recorded Final Subdivision Maps within the Planning Area, divided by the sum of the Acreage of Taxable Non-Residential Property in the proposed Final Subdivision Map and the Acreage of any remaining Taxable Non-Residential Property within the Planning Area for which Final Subdivision Maps have not been recorded.

5. Increase in the Backup Special Tax

Each Fiscal Year, beginning in the first Fiscal Year after the Backup Special Tax was calculated for a Final Subdivision Map, the Backup Special Tax applicable to all Assessor's Parcel within such Final Subdivision Map shall increase by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

6. Special Tax Shortfall or Surplus

Prior to the recordation of the last Final Subdivision Map for a Planning Area or prior to the issuance of the last building permit(s) for Single Family Attached Property (if such property is the last property to be developed within a Planning Area), the CFD Administrator shall calculate the actual Developed Property Maximum Special Tax revenues (excluding Supplemental Special Tax revenues, if any) that will be generated from such Planning Area.

If the actual Developed Property Maximum Special Tax revenues (excluding Supplemental Special Tax revenues, if any) are less than the Required Special Tax Revenues for such Planning Area, then a One-Time Backup Special Tax Payment shall be required prior to the recordation of the last Final Subdivision Map or issuance of the last building permit(s), as applicable. The One-Time Backup Special Tax payment amount will be calculated using the prepayment formula described in Section J.1, with the following exceptions: (i) the amount used in Paragraph 1 of the prepayment formula described in Section J.1 shall equal the difference between the actual Developed Property Maximum Special Tax revenues (excluding Supplemental Special Tax revenues, if any) and the Required Special Tax Revenues for such Planning Area; and (ii) the Maximum Special Taxes applicable to property within a Planning Area shall not be reduced or relieved as a result of payment of the One-Time Backup Special Tax.

If the actual Developed Property Maximum Special Tax revenues (excluding Supplemental Special Tax revenues, if any) are greater than the Required Special Tax Revenues for such Planning Area, the CFD Administrator shall calculate the amount of surplus Special Tax revenues. Such surplus Special Tax revenues shall be used to reduce the Required Special Tax Revenues for the next Planning Area(s) for which a Backup Special Tax would have otherwise been required, until the amount of surplus Special Tax revenues has been reduced to zero.

E. SUPPLEMENTAL SPECIAL TAX

The Supplemental Special Tax shall only apply to Assessor's Parcels of Developed Property located in Planning Areas 4A and 4B.

1. Fiscal Year 2000-01 Supplemental Special Tax

a. Assessor's Parcels for Which the Assigned Special Tax Is Greater than the Backup Special Tax

The Fiscal Year 2000-01 Supplemental Special Tax for Assessor's Parcels for which the Assigned Special Tax is greater than the Backup Tax (or for which the Backup Special Tax does not apply) is equal to $340.06 per unit.

b. Assessor's Parcels for Which the Assigned Special Tax Is Less than the Backup Special Tax

The Fiscal Year 2000-01 Supplemental Special Tax for Assessor's Parcels for which the Assigned Special Tax is less than the Backup Tax is equal to $340.06 per unit multiplied by one plus the percentage (expressed as a decimal) by which the Backup Special Tax is greater than the Assigned Special Tax for each such Assessor's Parcel.

2. Increase in the Supplemental Special Tax

On July 1, 2001 and on July 1 of each Fiscal Year thereafter, the Supplemental Special Tax shall be increased by an amount equal to two percent (2%) of the Supplemental Special Tax for the previous Fiscal Year.

3. Termination of the Supplemental Special Tax

If the Notes are paid on or before maturity with the proceeds of long term Bonds issued by CFD No. 98-1, the CFD Administrator shall, within 30 days of the issuance of such Bonds, determine whether the total estimated Assigned Special Taxes plus Backup Special Taxes that can be levied in each Fiscal Year (based on the Development Projection) generate Special Tax revenues at least equal to the sum of (a) 110% of debt service on Outstanding Bonds in the calendar year commencing in such Fiscal Year, plus (b) an allowance for Administrative Expenses of $30,000 per Fiscal Year, escalated by two percent per year beginning in Fiscal Year 2001-02.

If the CFD Administrator determines that such Special Tax revenues are at least equal to the sum of the amounts described in the preceding paragraph then, as of the date of such determination the Supplemental Special Tax shall terminate, and the obligation of any Assessor's Parcels to pay the Supplemental Special Tax in any future Fiscal Year shall cease. Otherwise, the Supplemental Special Tax shall remain in effect throughout the remaining term of the Special Tax.

F. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

Commencing with Fiscal Year 2000-01 and for each following Fiscal Year the Special Tax shall be levied as follows:

First: Prior to the date on which it is determined by the Board that no additional Bonds will be issued for CFD No. 98-1, the Special Tax shall be levied on each Assessor's Parcel of Developed Property at 100% of the applicable Assigned Special Tax. After the date on which it is determined by the Board that no additional Bonds will be issued for CFD No. 98-1, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Developed Property at up to 100% of the applicable Assigned Special Tax to the extent necessary to satisfy the Special Tax Requirement;

Second: If additional monies are needed to satisfy the Special Tax Requirement after the first step has been completed, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Undeveloped Property at up to 100% of the Maximum Special Tax for Undeveloped Property;

Third: If additional monies are needed to satisfy the Special Tax Requirement after the first two steps have been completed, then the levy of the Special Tax on each Assessor's Parcel of Developed Property for which the Backup Special Tax is greater than the Assigned Special Tax shall be increased in equal percentages from the Assigned Special Tax up to the Backup Special Tax for each such Assessor's Parcel;

Fourth: If additional monies are needed to satisfy the Special Tax Requirement after the first three steps have been completed, then, so long as the Supplemental Special Tax has not terminated pursuant to Section E above, the levy of the Special Tax on each Assessor's Parcel for which the Supplemental Special Tax is applicable shall be increased in equal percentages from the Assigned Special Tax or Backup Special Tax up to the Maximum Special Tax for each such Assessor's Parcel;

Fifth: If additional monies are needed to satisfy the Special Tax Requirement after the first four steps have been completed, then the Special Tax shall be levied Proportionately on each Assessor's Parcel of Taxable Non-Residential Property or Taxable Public Property at up to the Maximum Special Tax for Taxable Non-Residential Property or Taxable Public Property.

Notwithstanding the above, under no circumstances will the Special Tax levied against any Assessor's Parcel of Developed Property for which an occupancy permit for private residential use has been issued be increased by more than ten percent as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

G. EXEMPTIONS

No Special Tax shall be levied on Property Owner Association Property, and up to 60 gross Acres of Non-Residential Property and 50 gross Acres of Public Property. Tax-exempt status will be irrevocably assigned by the CFD Administrator in the chronological order in which property becomes Property Owner Association Property, Public Property or Non-Residential Property. However, should an Assessor's Parcel no longer be classified as Property Owner Association Property, Non-Residential Property, or Public Property, its tax-exempt status will be revoked.

Non-Residential Property or Public Property that is not exempt from Special Taxes under this section shall be subject to the levy of the Special Tax and shall be taxed Proportionately as part of the fifth step in Section F above, at up to 100% of the applicable Maximum Special Tax for Taxable Non-Residential Property or Taxable Public Property.

H. REVIEW/APPEAL COMMITTEE

The Board shall establish as part of the proceedings and administration of CFD No. 98-1 a special three-member Review/Appeal Committee. Any landowner or resident who feels that the amount of the Special Tax levied on their Assessor's Parcel is in error may file a notice with the Review/Appeal Committee appealing the amount of the Special Tax levied on such Assessor's Parcel. The Review/Appeal Committee shall interpret this Rate and Method of Apportionment and make determinations relative to the annual administration of the Special Tax and any landowner or resident appeals, as herein specified. The decision of the Review/Appeal Committee shall be final and binding as to all persons.

I. MANNER OF COLLECTION

The Special Tax shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that CFD No. 98-1 may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner if necessary to meet its financial obligations, and may covenant to foreclose and may actually foreclose on delinquent Assessor's Parcels as permitted by the Act.

J. PREPAYMENT OF SPECIAL TAX

The following definition applies to this Section J:

"Construction Fund" means the account (regardless of its name) identified in the Indenture to hold funds which are currently available for expenditure to acquire or construct public facilities eligible under the Act.

"Outstanding Bonds" means all previously issued bonds which remain outstanding after the first interest and/or principal payment date following the current Fiscal Year.

"Previously Issued Bonds" means all CFD No. 98-1 Bonds that have been issued by CFD No. 98-1 prior to the date of prepayment.

1. Prepayment in Full

Only an Assessor's Parcel of Developed Property or Undeveloped Property for which a building permit has been issued may be prepaid. The Special Tax obligation applicable to an Assessor's Parcel in CFD No. 98-1 may be prepaid and the obligation of the Assessor's Parcel to pay any Special Tax permanently satisfied as described herein, provided that a prepayment may be made with respect to a particular Assessor's Parcel only if there are no delinquent Special Taxes with respect to such Assessor's Parcel at the time of prepayment. An owner of an Assessor's Parcel intending to prepay the Special Tax obligation shall provide the CFD Administrator with written notice of intent to prepay. Within 30 days of receipt of such written notice, the CFD Administrator shall notify such owner of the prepayment amount of such Assessor's Parcel. The CFD Administrator may charge a

reasonable fee for providing this figure. Prepayment must be made not less than 45 days prior to any redemption date for CFD No. 98-1 Bonds to be redeemed with the proceeds of such prepaid Special Taxes.

The Prepayment Amount (defined below) shall be calculated as summarized below (capitalized terms as defined below):

	Bond Redemption Amount	
	plus	Redemption Premium
	plus	Defeasance Amount
	plus	Administrative Fees and Expenses
	less	Reserve Fund Credit
	less	Capitalized Interest Credit
Total:	equals	Prepayment Amount

As of the proposed date of prepayment, the Prepayment Amount (defined below) shall be calculated as follows:

Paragraph No.:

1. For Assessor's Parcels of Developed Property, compute the Assigned Special Tax the Backup Special Tax, and the Supplemental Special Tax for the Assessor's Parcel to be prepaid. For Assessor's Parcels of Undeveloped Property for which building permits have already been issued, compute the Assigned Special Tax, the Backup Special Tax, and the Supplemental Special Tax for the Assessor's Parcel to be prepaid as though it were already designated as Developed Property;

2. (a) Divide the Assigned Special Tax plus the Supplemental Special Tax computed pursuant to paragraph 1 for such Assessor's Parcel, by the estimated Assigned Special Taxes plus Supplemental Special Taxes for the entire CFD No. 98-1 based on the Developed Property Assigned Special Taxes and Supplemental Special Taxes which could be charged in the current Fiscal Year on all expected development through buildout of CFD No. 98-1, excluding any Assessor's Parcels which have been prepaid; and

   (b) Divide the Backup Special Tax computed pursuant to paragraph 1 for such Assessor's Parcel by the Maximum Special Taxes for the entire CFD No. 98-1 based on the Developed Property Maximum Special Taxes which could be charged in the current Fiscal Year on all expected development through buildout of CFD No. 98-1, excluding any Assessor's Parcels which have been prepaid.

3. Multiply the larger quotient computed pursuant to paragraph 2(a) or 2(b) by the Outstanding Bonds to compute the amount of Outstanding Bonds to be retired and prepaid (the "*Bond Redemption Amount*").

4. Multiply the Bond Redemption Amount computed pursuant to paragraph 3 by the applicable redemption premium, if any, on the Outstanding Bonds to be redeemed (the "*Redemption Premium*").

5. Compute the amount needed to pay interest on the Bond Redemption Amount to be redeemed from the first bond interest and/or principal payment date following the current Fiscal Year until the earliest redemption date for the Outstanding Bonds.

6. Confirm that no Special Tax delinquencies apply to such Assessor's Parcel.

7. Determine the Special Taxes levied on the Assessor's Parcel in the current Fiscal Year which have not yet been paid.

8. Compute the minimum amount the CFD Administrator expects to derive from the reinvestment of the Prepayment Amount less the Administrative Fees and Expenses from the date of prepayment until the redemption date for the Outstanding Bonds to be redeemed with the prepayment.

9. Add the amounts computed pursuant to paragraphs 5 and 7 and subtract the amount computed pursuant to paragraph 8.

10. Compute the net present value of the amount computed pursuant to paragraph 9, using as a discount rate the rate of return assumed by the CFD Administrator in paragraph 8 (the "*Defeasance Amount*").

11. The administrative fees and expenses of CFD No. 98-1 are as calculated by the CFD Administrator and include the costs of computation of the prepayment, the costs to invest the prepayment proceeds, the costs of redeeming Bonds, and the costs of recording any notices to evidence the prepayment and the redemption (the "*Administrative Fees and Expenses*").

12. If reserve funds for the Outstanding Bonds, if any, are at or above 100% of the reserve requirement (as defined in the Indenture) on the prepayment date, a reserve fund credit shall be calculated as a reduction in the applicable reserve fund for the Outstanding Bonds to be redeemed pursuant to the prepayment (the "*Reserve Fund Credit*"). No Reserve Fund Credit shall be granted if reserve funds are below 100% of the reserve requirement.

13. If any capitalized interest for the Outstanding Bonds will not have been expended as of the first bond interest and/or principal payment date following the current Fiscal Year, a capitalized interest credit shall be calculated as a reduction in the capitalized interest fund, for the Outstanding Bonds to be redeemed pursuant to the prepayment (the "*Capitalized Interest Credit*").

14. The Special Tax prepayment is equal to the sum of the amounts computed pursuant to paragraphs 3, 4, 10, and 11, less the amounts computed pursuant to paragraphs 12 and 13 (the "*Prepayment Amount*").

From the Prepayment Amount, the amounts computed pursuant to paragraphs 3, 4, 10, 12 and 13 shall be deposited into the appropriate fund as established under the Indenture and be used to retire Outstanding Bonds or make debt service payments. The amount computed pursuant to paragraph 11 shall be retained by CFD No. 98-1.

The Prepayment Amount may be sufficient to redeem other than a $5,000 increment of CFD No. 98-1 Bonds. In such cases, the increment above $5,000 or integral multiple thereof will be retained in the appropriate fund established under the Indenture to be used with the next prepayment of Outstanding Bonds or to make debt service payments.

As a result of the payment of the current Fiscal Year's Special Tax levy as determined under paragraph 7 (above), the CFD Administrator shall remove the current Fiscal Year's Special Tax levy for such Assessor's Parcel from the County tax rolls. With respect to any Assessor's Parcel that is prepaid in full in accordance with this Section I.1., the Board shall cause a suitable notice to be recorded in compliance with the Act, to indicate the prepayment of Special Taxes and the release of the Special Tax lien on such Assessor's Parcel, and the obligation of such Assessor's Parcel to pay the Special Tax (including any Backup Special Tax) shall cease.

Notwithstanding the foregoing, no Special Tax prepayment shall be allowed unless the amount of Maximum Special Taxes that may be levied on Taxable Property within CFD No. 98-1 both prior to and after the proposed prepayment is at least 1.1 times the maximum annual debt service on all Outstanding Bonds.

2. Prepayment in Part

The Special Tax on an Assessor's Parcel of Developed Property and an Assessor's Parcel of Undeveloped Property for which a building permit has been issued may be partially prepaid. The amount of the prepayment shall be calculated as in Section J.1; except that a partial prepayment shall be calculated according to the following formula:

$$PP = P_E \times F.$$

These terms have the following meaning:

PP = the partial prepayment
P_E = the Prepayment Amount calculated according to Section J
F = the percentage by which the owner of the Assessor's Parcel(s) is partially prepaying the Special Tax.

A partial prepayment of Special Taxes shall be permitted only if all Assessor's Parcels within a Final Subdivision Map are prepaid uniformly. A prospective seller of the Assessor's Parcels within a Final Subdivision Map shall notify the CFD Administrator at least ninety (90) days prior to close of the first escrow for a dwelling unit within that Final Subdivision Map of (i) such prospective seller's intent to partially prepay the Special Tax on all of the Assessor's Parcels within the Final Subdivision Map, (ii) the percentage by which the Special Tax shall be prepaid, and (iii) the company or agency that will be acting as the escrow agent. The prepayment shall be collected no later than the close of escrow of each Assessor's Parcel. The owner shall provide instructions to the escrow agent and the CFD Administrator, which instructions shall direct the escrow agent to collect the partial

prepayment of the Special Taxes as calculated pursuant to this Section J.2 and to remit this amount to CFD No. 98-1, unless such amount has been partially prepaid by such owner prior to the close of such escrow. The CFD Administrator shall provide the owner and the escrow agent with a statement of the amount required for the partial prepayment of the Special Tax for an Assessor's Parcel within thirty (30) working days of notice of the pending close of an escrow of the first residential dwelling unit in the Final Subdivision Map. The CFD Administrator may charge a reasonable fee for providing this figure.

With respect to any Assessor's Parcel that is partially prepaid, the School District shall (i) distribute the funds remitted to it according to the Indenture, and (ii) indicate in the records of CFD No. 98-1 that there has been a partial prepayment of the Special Tax and that a portion of the Special Tax with respect to such Assessor's Parcel, equal to the outstanding percentage (1.00 - F) of the remaining Maximum Special Tax, shall continue to be levied on such Assessor's Parcel pursuant to Section F.

K. TERM OF SPECIAL TAX

The Special Tax shall be levied for a period not to exceed fifty years commencing with Fiscal Year 2000-01.

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EXHIBIT C

CFD No. 98-1 of the
Laguna Beach Unified School District

Special Tax Roll
Fiscal Year 2016-2017

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
477-102-01	16455	43			1	$1,238.12
477-102-02	16455	42			1	$1,238.12
477-102-08	16455	36			1	$1,238.12
477-102-09	16455	35			1	$1,238.12
477-102-10	16455	34			1	$1,238.12
477-102-11	16455	33			1	$1,238.12
477-102-14	16455	30			1	$1,238.12
477-102-15	16455	29			1	$1,238.12
477-102-18	16455	14			1	$1,238.12
477-102-19	16455	13			1	$1,238.12
477-102-20	16455	12			1	$1,238.12
477-102-21	16455	11			1	$1,238.12
477-102-22	16455	10			1	$1,238.12
477-102-25	16455	7			1	$1,238.12
477-102-26	16455	6			1	$1,238.12
477-102-27	16455	5			1	$1,238.12
477-102-28	16455	4			1	$1,238.12
477-102-29	16455	3			1	$1,238.12
477-102-30	16455	2			1	$1,238.12
477-102-31	16455	1			1	$1,238.12
477-102-49	16455	31, 32			1	$1,238.12
477-102-50	16455	40, 41			1	$1,238.12
477-102-53	16455	37,38,39			1	$1,238.12
477-171-09	15850	20			3	$711.62
477-171-10	15850	19			3	$711.62
477-171-11	15850	18			3	$711.62
477-171-12	15850	17			3	$711.62
477-171-13	15850	16			3	$711.62
477-171-14	15850	15			3	$711.62
477-171-15	15850	14			3	$711.62
477-171-16	15850	13			3	$711.62
477-171-17	15850	1			3	$711.62
477-171-18	15850	2			3	$711.62
477-171-19	15850	3			3	$711.62
477-171-20	15850	4			3	$711.62
477-171-21	15850	5			3	$711.62
477-171-22	15850	6			3	$711.62
477-171-23	15850	7			3	$711.62
477-171-24	15850	8			3	$711.62

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
477-171-25	15850	9			3	$711.62
477-171-26	15850	10			3	$711.62
477-171-27	15850	11			3	$711.62
477-171-28	15850	12			3	$711.62
477-171-29	15850	36			3	$711.62
477-171-30	15850	35			3	$711.62
477-171-31	15850	34			3	$711.62
477-171-32	15850	33			3	$711.62
477-171-33	15850	32			3	$711.62
477-171-34	15850	31			3	$711.62
477-171-35	15850	30			3	$711.62
477-171-36	15850	29			3	$711.62
477-171-37	15850	28			3	$711.62
477-171-38	15850	27			3	$711.62
477-171-39	15850	26			3	$711.62
477-171-40	15850	25			3	$711.62
477-171-41	15850	24			3	$711.62
477-171-42	15850	23			3	$711.62
477-171-43	15850	22			3	$711.62
477-171-44	15850	21			3	$711.62
477-181-01	15817	13			2	$986.61
477-181-02	15817	14			2	$986.61
477-181-03	15817	15			2	$986.61
477-181-04	15817	16			2	$986.61
477-181-05	15817	17			2	$986.61
477-181-06	15817	18			2	$986.61
477-181-08	15817	11			2	$986.61
477-181-09	15817	10			2	$986.61
477-181-10	15817	9			2	$986.61
477-181-11	15817	8			2	$986.61
477-181-12	15817	7			2	$986.61
477-181-13	15817	6			2	$986.61
477-181-18	15856	1			2	$986.61
477-181-19	15856	2			2	$986.61
477-181-20	15856	3			2	$986.61
477-181-21	15856	4			2	$986.61
477-181-22	15856	5			2	$986.61
477-181-23	15856	6			2	$986.61
477-181-24	15856	7			2	$986.61
477-181-25	15856	8			2	$986.61
477-181-31	15857	1			2	$986.61
477-181-32	15857	2			2	$986.61

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
477-181-33	15857	3			2	$986.61
477-181-34	15857	4			2	$986.61
477-181-35	15857	5			2	$986.61
477-181-36	15857	6			2	$986.61
477-181-37	15857	7			2	$986.61
477-181-38	15857	8			2	$986.61
477-181-39	15857	9			2	$986.61
477-181-40	15857	15			2	$986.61
477-191-01	15817	5			2	$986.61
477-191-02	15817	4			2	$986.61
477-191-03	15817	3			2	$986.61
477-191-04	15817	2			2	$986.61
477-191-05	15817	1			2	$986.61
477-191-08	15856	9			2	$986.61
477-191-09	15856	10			2	$986.61
477-191-10	15856	11			2	$986.61
477-191-11	15856	12			2	$986.61
477-191-12	15856	13			2	$986.61
477-191-13	15856	14			2	$986.61
477-191-14	15856	15			2	$986.61
477-191-20	15857	10			2	$986.61
477-191-21	15857	11			2	$986.61
477-191-22	15857	12			2	$986.61
477-191-23	15857	13			2	$986.61
477-191-24	15857	14			2	$986.61
477-202-01	15818	15			1	$1,238.12
477-202-02	15818	14			1	$1,238.12
477-202-03	15818	13			1	$1,238.12
477-202-04	15818	12			1	$1,238.12
477-202-05	15818	11			1	$1,238.12
477-202-06	15818	10			1	$1,238.12
477-202-07	15818	9			1	$1,238.12
477-202-08	15818	8			1	$1,238.12
477-202-09	15818	7			1	$1,238.12
477-202-10	15818	16			1	$1,238.12
477-202-11	15818	17			1	$1,238.12
477-202-12	15818	18			1	$1,238.12
477-202-13	15818	19			1	$1,238.12
477-202-14	15818	20			1	$1,238.12
477-202-15	15818	21			1	$1,238.12
477-202-16	15818	22			1	$1,238.12
477-202-17	15818	23			1	$1,238.12

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
477-202-18	15818	24			1	$1,238.12
477-202-19	15818	25			1	$1,238.12
477-202-20	15818	26			1	$1,238.12
477-202-21	15818	27			1	$1,238.12
477-202-22	15818	28			1	$1,238.12
477-202-23	15818	29			1	$1,238.12
477-202-24	15818	30			1	$1,238.12
477-202-25	15818	31			1	$1,238.12
477-202-26	15818	32			1	$1,238.12
477-202-27	15818	33			1	$1,238.12
477-203-01	15818	1			1	$1,238.12
477-203-02	15818	2			1	$1,238.12
477-203-03	15818	3			1	$1,238.12
477-203-04	15818	4			1	$1,238.12
477-203-05	15818	5			1	$1,238.12
477-203-06	15818	6			1	$1,238.12
477-211-01	15445	24			2	$986.61
477-211-02	15445	23			2	$986.61
477-211-03	15445	22			2	$986.61
477-211-04	15445	21			2	$986.61
477-211-05	15445	20			2	$986.61
477-211-06	15445	19			2	$986.61
477-211-07	15445	18			2	$986.61
477-211-08	15445	17			2	$986.61
477-211-09	15445	16			2	$986.61
477-211-10	15445	15			2	$986.61
477-211-11	15445	14			2	$986.61
477-211-12	15445	13			2	$986.61
477-211-13	15445	12			2	$986.61
477-211-14	15445	11			2	$986.61
477-211-15	15445	10			2	$986.61
477-211-16	15445	9			2	$986.61
477-211-17	15445	8			2	$986.61
477-211-18	15445	7			2	$986.61
477-211-19	15445	6			2	$986.61
477-211-20	15445	5			2	$986.61
477-211-21	15445	4			2	$986.61
477-211-22	15445	3			2	$986.61
477-211-23	15445	2			2	$986.61
477-211-24	15445	1			2	$986.61
477-221-01	15851	25			3	$711.62
477-221-02	15851	26			3	$711.62

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
477-221-03	15851	27			3	$711.62
477-221-04	15851	28			3	$711.62
477-221-05	15851	29			3	$711.62
477-221-06	15851	30			3	$711.62
477-221-07	15851	31			3	$711.62
477-221-08	15851	32			3	$711.62
477-221-09	15851	33			3	$711.62
477-221-10	15851	34			3	$711.62
477-221-11	15851	35			3	$711.62
477-221-12	15851	36			3	$711.62
477-221-13	15851	37			3	$711.62
477-221-14	15851	38			3	$711.62
477-221-15	15851	39			3	$711.62
477-221-16	15851	24			3	$711.62
477-221-17	15851	23			3	$711.62
477-221-18	15851	22			3	$711.62
477-221-19	15851	21			3	$711.62
477-221-20	15851	20			3	$711.62
477-221-21	15851	19			3	$711.62
477-221-22	15851	18			3	$711.62
477-221-23	15851	17			3	$711.62
477-221-24	15851	16			3	$711.62
477-221-25	15851	15			3	$711.62
477-221-26	15851	14			3	$711.62
477-221-27	15851	13			3	$711.62
477-221-28	15851	12			3	$711.62
477-221-29	15851	11			3	$711.62
477-221-30	15851	10			3	$711.62
477-221-31	15851	9			3	$711.62
477-221-32	15851	8			3	$711.62
477-221-33	15851	7			3	$711.62
477-221-34	15851	6			3	$711.62
477-221-35	15851	5			3	$711.62
477-221-36	15851	4			3	$711.62
477-221-37	15851	3			3	$711.62
477-221-38	15851	2			3	$711.62
477-221-39	15851	1			3	$711.62
477-261-04	16455	47			1	$1,238.12
477-261-05	16455	48			1	$1,238.12
477-261-10	16455	27			1	$1,238.12
477-261-11	16455	26			1	$1,238.12
477-261-12	16455	25			1	$1,238.12

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
477-261-13	16455	24			1	$1,238.12
477-261-14	16455	23			1	$1,238.12
477-261-15	16455	22			1	$1,238.12
477-261-16	16456	28			1	$1,238.12
477-261-17	16456	27			1	$1,238.12
477-261-19	16456	25			1	$1,238.12
477-261-22	16456	30			1	$1,238.12
477-261-23	16456	29			1	$1,238.12
477-261-24	16455	21			1	$1,238.12
477-261-25	16455	20			1	$1,238.12
477-261-26	16455	19			1	$1,238.12
477-261-27	16455	18			1	$1,238.12
477-261-28	16455	17			1	$1,238.12
477-261-29	16455	16			1	$1,238.12
477-261-31	16456	12			1	$1,238.12
477-261-32	16456	13			1	$1,238.12
477-261-33	16456	14			1	$1,238.12
477-261-34	16456	15			1	$1,238.12
477-261-35	16456	16			1	$1,238.12
477-261-37	16456	18			1	$1,238.12
477-261-38	16456	19			1	$1,238.12
477-261-39	16456	20			1	$1,238.12
477-261-47	16456	6			1	$1,238.12
477-261-48	16456	7			1	$1,238.12
477-261-49	16456	8			1	$1,238.12
477-261-50	16456	9			1	$1,238.12
477-261-51	16456	10			1	$1,238.12
477-261-83	16456	23,24			1	$1,238.12
477-261-84	16455	45,46			1	$1,238.12
489-041-08	15919	1			2	$986.61
489-041-09	15919	2			2	$986.61
489-041-10	15919	3			2	$986.61
489-041-11	15919	4			2	$986.61
489-041-12	15919	5			2	$986.61
489-041-13	15919	6			2	$986.61
489-041-14	15919	7			2	$986.61
489-041-15	15919	8			2	$986.61
489-041-16	15919	9			2	$986.61
489-041-17	15919	10			2	$986.61
489-041-18	15919	11			2	$986.61
489-041-19	15919	12			2	$986.61
489-041-20	15919	13			2	$986.61

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
489-041-21	15919	14			2	$986.61
489-041-22	15919	15			2	$986.61
489-041-40	16421	1			2	$986.61
489-041-41	16421	2			2	$986.61
489-041-42	16421	3			2	$986.61
489-041-43	16421	4			2	$986.61
489-041-44	16421	5			2	$986.61
489-041-46	16421	6			2	$986.61
489-041-47	16421	7			2	$986.61
489-041-48	16421	8			2	$986.61
489-041-49	16421	9			2	$986.61
489-041-50	16421	10			2	$986.61
489-041-51	16421	11			2	$986.61
489-041-52	16421	12			2	$986.61
489-041-53	16421	13			2	$986.61
489-041-54	16421	14			2	$986.61
489-041-55	16421	15			2	$986.61
489-041-56	16421	16			2	$986.61
489-041-57	16421	17			2	$986.61
489-041-58	16421	18			2	$986.61
489-041-59	16421	19			2	$986.61
489-041-60	16421	20			2	$986.61
489-041-61	16421	21			2	$986.61
489-041-62	16421	22			2	$986.61
489-041-63	16421	23			2	$986.61
489-052-01	16431	1			2	$986.61
489-052-02	16431	2			2	$986.61
489-052-03	16431	3			2	$986.61
489-052-04	16431	4			2	$986.61
489-052-05	16431	5			2	$986.61
489-052-06	16431	6			2	$986.61
489-052-07	16431	7			2	$986.61
489-052-08	16431	8			2	$986.61
489-052-09	16431	9			2	$986.61
489-052-10	16431	10			2	$986.61
489-052-11	16431	11			2	$986.61
489-052-12	16431	19			2	$986.61
489-052-13	16431	18			2	$986.61
489-052-14	16431	17			2	$986.61
489-052-15	16431	16			2	$986.61
489-052-16	16431	15			2	$986.61
489-052-17	16431	14			2	$986.61

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
489-052-18	16431	13			2	$986.61
489-052-19	16431	12			2	$986.61
489-052-20	16431	20			2	$986.61
489-052-21	16431	21			2	$986.61
489-052-22	16431	22			2	$986.61
489-052-23	16431	23			2	$986.61
489-052-24	16431	24			2	$986.61
489-052-25	16431	25			2	$986.61
489-052-26	16431	26			2	$986.61
489-052-27	16431	27			2	$986.61
489-052-28	16431	28			2	$986.61
489-052-35	16269	1			2	$986.61
489-052-36	16269	2			2	$986.61
489-052-37	16269	3			2	$986.61
489-052-38	16269	4			2	$986.61
489-052-39	16269	5			2	$986.61
489-052-40	16269	6			2	$986.61
489-052-41	16269	7			2	$986.61
489-052-42	16269	8			2	$986.61
489-052-43	16269	9			2	$986.61
489-052-44	16269	10			2	$986.61
489-052-45	16269	11			2	$986.61
489-052-46	16269	12			2	$986.61
489-052-47	16269	13			2	$986.61
489-052-48	16269	14			2	$986.61
489-061-01	16422	1			2	$986.61
489-061-02	16422	2			2	$986.61
489-061-03	16422	3			2	$986.61
489-061-04	16422	4			2	$986.61
489-061-05	16422	5			2	$986.61
489-061-06	16422	6			2	$986.61
489-061-07	16422	7			2	$986.61
489-061-08	16422	8			2	$986.61
489-061-09	16422	9			2	$986.61
489-061-10	16422	10			2	$986.61
489-061-11	16422	11			2	$986.61
489-061-12	16422	12			2	$986.61
489-061-13	16422	13			2	$986.61
489-061-14	16422	14			2	$986.61
489-061-15	16422	15			2	$986.61
489-061-16	16422	16			2	$986.61
489-061-17	16422	17			2	$986.61

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
489-061-18	16422	18			2	$986.61
489-061-19	16422	19			2	$986.61
489-061-20	16422	20			2	$986.61
489-061-21	16422	21			2	$986.61
489-061-22	16422	22			2	$986.61
489-061-23	16422	23			2	$986.61
489-061-24	16422	24			2	$986.61
489-071-01	16409	17			2	$986.61
489-071-02	16409	16			2	$986.61
489-071-03	16409	15			2	$986.61
489-071-04	16409	14			2	$986.61
489-071-05	16409	13			2	$986.61
489-071-06	16409	12			2	$986.61
489-071-07	16409	11			2	$986.61
489-071-08	16409	10			2	$986.61
489-071-09	16409	9			2	$986.61
489-071-10	16409	8			2	$986.61
489-071-11	16409	7			2	$986.61
489-071-12	16409	6			2	$986.61
489-071-13	16409	5			2	$986.61
489-071-14	16409	4			2	$986.61
489-071-15	16409	3			2	$986.61
489-071-16	16409	2			2	$986.61
489-071-17	16409	1			2	$986.61
489-071-18	16407	5			2	$986.61
489-071-19	16407	4			2	$986.61
489-071-20	16407	3			2	$986.61
489-071-21	16407	2			2	$986.61
489-071-22	16407	1			2	$986.61
489-071-23	16408	1			2	$986.61
489-071-24	16408	2			2	$986.61
489-071-25	16408	3			2	$986.61
489-071-26	16408	4			2	$986.61
489-071-27	16408	5			2	$986.61
489-071-28	16408	6			2	$986.61
489-071-29	16408	7			2	$986.61
489-071-30	16408	8			2	$986.61
489-071-31	16408	9			2	$986.61
489-071-32	16408	10			2	$986.61
489-071-33	16408	11			2	$986.61
489-071-34	16408	12			2	$986.61
489-071-35	16408	13			2	$986.61

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
489-071-36	16408	14			2	$986.61
489-071-37	16408	15			2	$986.61
489-071-38	16408	16			2	$986.61
489-071-39	16408	17			2	$986.61
489-071-40	16408	18			2	$986.61
489-071-62	16427	8			2	$986.61
489-071-63	16427	9			2	$986.61
489-071-64	16427	10			2	$986.61
489-071-65	16427	11			2	$986.61
489-071-66	16427	12			2	$986.61
489-071-67	16427	13			2	$986.61
489-071-68	16427	14			2	$986.61
489-071-69	16427	15			2	$986.61
489-071-70	16427	16			2	$986.61
489-081-01	16427	1			2	$986.61
489-081-02	16427	2			2	$986.61
489-081-03	16427	3			2	$986.61
489-081-04	16427	4			2	$986.61
489-081-05	16427	5			2	$986.61
489-081-06	16427	6			2	$986.61
489-081-07	16427	7			2	$986.61
489-081-08	16427	17			2	$986.61
489-081-09	16428	10			2	$986.61
489-081-10	16428	9			2	$986.61
489-081-11	16428	8			2	$986.61
489-081-12	16428	7			2	$986.61
489-081-13	16428	6			2	$986.61
489-081-14	16428	5			2	$986.61
489-081-15	16428	4			2	$986.61
489-081-16	16428	3			2	$986.61
489-081-17	16428	2			2	$986.61
489-081-18	16428	1			2	$986.61
489-091-01	16425	1			2	$986.61
489-091-02	16425	2			2	$986.61
489-091-03	16425	3			2	$986.61
489-091-04	16425	4			2	$986.61
489-091-05	16425	5			2	$986.61
489-091-06	16425	6			2	$986.61
489-091-07	16425	7			2	$986.61
489-091-08	16425	8			2	$986.61
489-091-09	16425	9			2	$986.61
489-091-10	16425	10			2	$986.61

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
489-091-11	16425	11			2	$986.61
489-091-12	16425	12			2	$986.61
489-091-13	16425	13			2	$986.61
489-091-14	16425	14			2	$986.61
489-091-15	16425	15			2	$986.61
489-091-16	16425	16			2	$986.61
489-091-17	16425	17			2	$986.61
489-091-18	16425	18			2	$986.61
489-091-19	16425	19			2	$986.61
489-091-20	16424	1			2	$986.61
489-091-21	16424	2			2	$986.61
489-091-22	16424	3			2	$986.61
489-091-23	16424	4			2	$986.61
489-091-24	16424	5			2	$986.61
489-091-25	16424	6			2	$986.61
489-091-26	16424	7			2	$986.61
489-091-27	16424	8			2	$986.61
489-091-28	16424	9			2	$986.61
489-091-29	16424	10			2	$986.61
489-091-30	16424	11			2	$986.61
489-091-31	16424	12			2	$986.61
489-091-32	16424	13			2	$986.61
489-091-33	16424	14			2	$986.61
489-091-34	16424	15			2	$986.61
489-091-35	16424	16			2	$986.61
489-091-36	16424	17			2	$986.61
489-101-01	16482	1			1	$1,238.12
489-101-02	16482	2			1	$1,238.12
489-101-03	16482	3			1	$1,238.12
489-101-04	16482	4			1	$1,238.12
489-101-05	16482	5			1	$1,238.12
489-101-06	16482	6			1	$1,238.12
489-101-07	16482	7			1	$1,238.12
489-101-08	16482	8			1	$1,238.12
489-101-09	16482	9			1	$1,238.12
489-101-10	16482	10			1	$1,238.12
489-101-11	16482	11			1	$1,238.12
489-101-12	16482	12			1	$1,238.12
489-101-13	16482	13			1	$1,238.12
489-101-14	16482	14			1	$1,238.12
489-101-16	16482	16			1	$1,238.12
489-101-17	16482	17			1	$1,238.12

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
489-101-18	16482	18			1	$1,238.12
489-101-19	16482	19			1	$1,238.12
489-101-20	16482	20			1	$1,238.12
489-101-21	16482	21			1	$1,238.12
489-101-22	16482	22			1	$1,238.12
489-101-23	16482	23			1	$1,238.12
489-101-24	16482	24			1	$1,238.12
489-101-25	16482	25			1	$1,238.12
489-101-26	16482	26			1	$1,238.12
489-101-27	16482	27			1	$1,238.12
489-101-28	16482	28			1	$1,238.12
489-101-29	16482	29			1	$1,238.12
489-101-45	16482	15			1	$1,238.12
489-111-01	15918	30			1	$1,238.12
489-111-02	15918	29			1	$1,238.12
489-111-03	15918	28			1	$1,238.12
489-111-04	15918	27			1	$1,238.12
489-111-05	15918	26			1	$1,238.12
489-111-06	15918	25			1	$1,238.12
489-111-07	15918	24			1	$1,238.12
489-111-08	15918	23			1	$1,238.12
489-111-09	15918	22			1	$1,238.12
489-111-10	15918	21			1	$1,238.12
489-111-11	15918	20			1	$1,238.12
489-111-12	15918	19			1	$1,238.12
489-111-13	15918	18			1	$1,238.12
489-111-14	15918	17			1	$1,238.12
489-111-15	15918	16			1	$1,238.12
489-111-16	15918	15			1	$1,238.12
489-111-17	15918	14			1	$1,238.12
489-111-18	15918	13			1	$1,238.12
489-111-19	15918	12			1	$1,238.12
489-111-20	15918	11			1	$1,238.12
489-111-21	15918	10			1	$1,238.12
489-111-22	15918	9			1	$1,238.12
489-111-23	15918	8			1	$1,238.12
489-111-24	15918	7			1	$1,238.12
489-111-25	15918	6			1	$1,238.12
489-111-26	15918	5			1	$1,238.12
489-111-28	15918	3			1	$1,238.12
489-111-29	15918	2			1	$1,238.12
489-111-30	15918	1			1	$1,238.12

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
489-181-68	16457	23			1	$1,238.12
935-348-14	15810	1	1	1	3	$711.62
935-348-15	15810	1	2	2	3	$711.62
935-348-16	15810	1	3	3	5	$535.90
935-348-17	15810	1	3	4	5	$535.90
935-348-18	15810	1	4	5	3	$711.62
935-348-19	15810	1	5	6	3	$711.62
935-348-20	15810	1	68	79	3	$711.62
935-348-21	15810	1	69	80	3	$711.62
935-348-22	15810	1	70	81	5	$535.90
935-348-23	15810	1	70	82	5	$535.90
935-348-24	15810	1	72	83	3	$711.62
935-348-25	15810	1	71	84	3	$711.62
935-348-26	15810	5	11	13	3	$711.62
935-348-27	15810	5	12	14	3	$711.62
935-348-28	15810	5	13	15	3	$711.62
935-348-29	15810	5	14	16	3	$711.62
935-348-30	15810	5	15	17	3	$711.62
935-348-31	15810	5	16	18	3	$711.62
935-348-32	15810	7	54	63	3	$711.62
935-348-33	15810	7	55	64	3	$711.62
935-348-34	15810	7	56	65	5	$535.90
935-348-35	15810	7	56	66	5	$535.90
935-348-36	15810	7	58	67	3	$711.62
935-348-37	15810	7	57	68	3	$711.62
935-348-38	15810	7	59	69	3	$711.62
935-348-39	15810	7	60	70	3	$711.62
935-348-40	15810	7	62	71	3	$711.62
935-348-41	15810	7	61	72	3	$711.62
935-348-42	15810	3	63	73	3	$711.62
935-348-43	15810	3	64	74	3	$711.62
935-348-44	15810	3	65	75	5	$535.90
935-348-45	15810	3	65	76	5	$535.90
935-348-46	15810	3	67	77	3	$711.62
935-348-47	15810	3	66	78	3	$711.62
935-348-48	15810	2	6	7	3	$711.62
935-348-49	15810	2	7	8	3	$711.62
935-348-50	15810	2	8	9	5	$535.90
935-348-51	15810	2	8	10	5	$535.90
935-348-52	15810	4	9	11	3	$711.62
935-348-53	15810	4	10	12	3	$711.62
935-348-68	15810	6	17	19	3	$711.62

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
935-348-69	15810	6	18	20	5	$535.90
935-348-70	15810	6	18	21	5	$535.90
935-348-71	15810	6	19	22	5	$535.90
935-348-72	15810	6	19	23	5	$535.90
935-348-73	15810	6	21	24	3	$711.62
935-348-74	15810	6	20	25	3	$711.62
935-348-75	15810	8	49	57	3	$711.62
935-348-76	15810	8	50	58	3	$711.62
935-348-77	15810	8	51	59	5	$535.90
935-348-78	15810	8	51	60	5	$535.90
935-348-79	15810	8	53	61	3	$711.62
935-348-80	15810	8	52	62	3	$711.62
935-348-81	15810	11	22	26	3	$711.62
935-348-82	15810	11	23	27	3	$711.62
935-348-83	15810	11	24	28	5	$535.90
935-348-84	15810	11	24	29	5	$535.90
935-348-85	15810	11	25	30	3	$711.62
935-348-86	15810	11	26	31	3	$711.62
935-348-87	15810	11	27	32	3	$711.62
935-348-88	15810	9	41	47	5	$535.90
935-348-89	15810	9	41	48	5	$535.90
935-348-90	15810	9	42	49	3	$711.62
935-348-91	15810	9	43	50	3	$711.62
935-348-92	15810	9	44	51	3	$711.62
935-348-93	15810	9	45	52	3	$711.62
935-348-94	15810	9	46	53	5	$535.90
935-348-95	15810	9	46	54	5	$535.90
935-348-96	15810	9	47	55	3	$711.62
935-348-97	15810	9	48	56	3	$711.62
935-348-98	15810	12	28	33	3	$711.62
935-348-99	15810	12	29	34	3	$711.62
935-349-00	15810	12	30	35	5	$535.90
935-349-01	15810	12	30	36	5	$535.90
935-349-02	15810	12	31	37	3	$711.62
935-349-03	15810	12	32	38	3	$711.62
935-349-04	15810	10	33	39	3	$711.62
935-349-05	15810	10	34	40	3	$711.62
935-349-06	15810	10	35	41	3	$711.62
935-349-07	15810	10	36	42	3	$711.62
935-349-08	15810	10	37	43	3	$711.62
935-349-09	15810	10	38	44	3	$711.62
935-349-10	15810	10	39	45	3	$711.62

Exhibit C

Laguna Beach Unified School District CFD No. 98-1
FY 2016-2017 Special Tax Levy

APN	Tract No.	Lot No.	Building	Unit	Tax Class	FY 2016-2017 Special Tax
935-349-11	15810	10	40	46	3	$711.62
			Total Number of Parcels Taxed			**586**
			Total FY 2016-2017 Special Tax			**$567,687.76**

Laguna Beach Unified School District

29. ACTION **June 28, 2016**

Approval: Disposal of District Surplus Property

Proposal

Staff proposes the Board of Education authorize the Director of Facilities to coordinate and manage the disposal of surplus properties by sale, donation, trade, and/or disposal, as per Education Code Sections 17545 and 17546.

Background

During the school year, all inoperable and outdated equipment from school sites is accumulated and stored at the District Warehouse for proper disposal after approval by the Board of Education. Items include non-functional office equipment, audio/video systems, computers, computer parts, and miscellaneous items. In 2015, the Board approved a service contract with The Liquidation Company (TLC) on an on-going basis for this purpose.

Some items must be disposed of according to environmental laws, rules, and regulations. It is critical that we obtain the services of a company for environmentally compliant disposal of those items. For example, all computer equipment and related components, ballasts, light bulbs, and any liquid material other than water must be documented and disposed of properly.

Budget Impact

There is no impact to the general fund. The cumulative value of items is less than $2,500 and utilization of this service will generate minimal revenue.

Recommended Action

Staff recommends the Board of Education authorize the Director of Facilities to coordinate and manage the disposal of surplus properties by sale, donation, trade, and/or disposal, as per Education Code Sections 17545 and 17546.

Prepared by:

Jeff Dixon
Director, Facilities

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

10012-10022 CITRUS AVENUE
FONTANA, CA 92335
909-823-3428
www.tlcauctions.com

AGREEMENT

This agreement dated the 1st day of July, 2016 in the County of San Bernardino, State of California, between **Laguna Beach Unified School District** hereinafter referred to as SELLER, and **TLC Auctions** hereinafter referred to as AUCTIONEER.

This Agreement is to conduct an unreserved auction for the sale of all board approved surplus property to the SELLER'S needs either through offsite auctions, online at TLCAuctions.com or at eBay.com

1. For all the services, which AUCTIONEER is obligated to perform under the terms of this Agreement, the SELLER shall pay to the AUCTIONEER a standard Seller's Fee of 45 percent of gross sales. AUCTIONEER shall provide a check made payable **Laguna Beach Unified School District District** for net proceeds of auction. The check shall be delivered to SELLER no later than forty-five (45) business days after the sale and removal of sold items.

2. The duty of the AUCTIONEER shall be to serve as AUCTIONEER and to provide the necessary additional team members to solicit and receive bids on property offered for sale and to award said property to the highest qualified bidder. AUCTIONEER has a security bond (#62307468) on file with the State of California. AUCTIONEER is also licensed by the State of California Cal Recycle Program for the collection of electronic waste (#116172). AUCTIONEER shall perform all other duties in regards to such sales, including but not limited to transportation of surplus items, tagging, inventorying, set-up, advertising, telemarketing, clerking, cashiering, DMV paperwork (if applicable), bookkeeping and all other related functions.

3. AUCTIONEER shall be an independent contractor retained by the SELLER for the aforementioned purpose. Employees of the AUCTIONEER will not be considered for any reason to be employees of the SELLER.

4. It shall be the responsibility of the AUCTIONEER to obtain, at the AUCTIONEER'S expense, all required licenses and permits necessary to perform under this Agreement. SELLER warrants that they are the owner of and have merchantable title to the items of surplus property offered for sale as set forth in this agreement, and grants to the AUCTIONEER the right to convey a merchantable title to that property to the successful buyer at the auction. SELLER shall offer all

board approved surplus property to AUCTIONEER. In the event SELLER provides a listing of surplus items, said list will be made an integral part of this Agreement as Addendum "A". No items shall be removed from Addendum "A" less than four days prior to the scheduled auction date.

5. Each Party shall indemnify, defend and hold harmless the other Party, its officers, agents, volunteers, contractors, and employees from any and all liability, loss, expense (including reasonable attorneys' fees and other defense costs), or claims imposed for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising out of willful misconduct or gross negligent acts or omissions on the part of the Party's own officers, agents, contractors, or employees under or in connection with any obligation under this Agreement.

6. AUCTIONEER shall comply with all Federal, State, and County safety, environmental, and sanitation laws and regulations.

7. In the case of dispute, the laws of the State of California and the County of Los Angeles shall apply.

8. Non-discrimination in the performance of the terms of this Agreement: AUCTIONEER agrees that he will not engage in or permit subcontractors where applicable, as he may employ, from engaging in discrimination in employment of persons because of race, color, sex, religion, ancestry or national origin.

9. AUCTIONEER shall provide SELLER with the selling price for each lot sold.

10. With this signed agreement SELLER hereby appoints AUCTIONEER as their attorney in fact, to complete all necessary DMV documents as needed, to transfer ownership as required by law of the items sold pursuit to this agreement.

11. The term of this agreement shall be for a period of 1 year and will end on the 30th day of June, 2017. The SELLER or AUCTIONEER have the right to terminate this agreement at any time after thirty (30) days prior written notice specifying the desired date of termination. The provisions of this Section Shall survive the expiration or sooner termination of this Agreement with respect to any such matters arising in connection with any event occurring prior to such expiration or termination.

The parties hereto have executed this Agreement on the 1st day of July 2016

By: _____ By: _____

Date: 5/23/16 Date: _____

TLC Auctions **Laguna Beach Unified School District**

30. ACTION **June 28, 2016**

Approval: **Award of Contract for the Purchase of Hardware and Installation Services from PTI Solutions, formerly Pinnacle Telecommunications, Inc., based on contract number 3-12-70-2172B of the State of California Multiple Award Schedule (CMAS)**

Proposal

Staff proposes the Board of Education approve award of a contract for the purchase of hardware and installation services from PTI Solutions, formerly Pinnacle Telecommunications, Inc., based on contract number 3-12-70-2172B of the State of California Multiple Award Schedule (CMAS).

Background

The California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. Pursuant to Public Contract Code Sections 10290 et seq. and 12101.5, the State of California establishes multiple award contracts that can be used by State and local government agencies, i.e. K-12 public school districts.

The CMAS contract for PTI Solutions, formerly Pinnacle Telecommunications, Inc., expires 10/31/2017. However, the District is not required to rely solely on this CMAS contract for all hardware purchases, and may at any time solicit new quotes or bids for the same scope of work. As an approved CMAS contractor, this insures all pricing and warranties have been fully vetted and proven to be fair and competitive. Awarding this contract will allow staff to pursue flooring replacement projects quickly, as well as provide a strong benchmark for comparison of alternative quotes for similar work.

Budget Impact

There is no financial impact to allowing this purchasing option.

Recommended Action

Staff recommends the Board of Education award a contract for purchase of hardware and installation services from PTI Solutions, formerly Pinnacle Telecommunications, Inc., based on contract number 3-12-70-2172B of the State of California Multiple Award Schedule (CMAS).

Prepared by:

Jeff Dixon
Director, Facilities

Submitted by:

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California

MULTIPLE AWARD SCHEDULE

Pinnacle Telecommunications, Inc. DBA

PTI Solutions

Formerly

Pinnacle Telecommunications, Inc.

CONTRACT NUMBER:	**3-12-70-2172B**
SUPPLEMENT NO.:	3
CMAS CONTRACT TERM:	8/01/2013 through 10/31/2017
CONTRACT CATEGORY:	Information Technology Goods & Services
APPLICABLE TERMS & CONDITIONS:	September 8, 2014
MAXIMUM ORDER LIMIT:	$500,000
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	GS-35F-4748G
BASE SCHEDULE HOLDER:	Communications Supply Corporation

This contract provides for the purchase and warranty of hardware and installation services. (See page 2 for the specific brands, labor categories, and restrictions applicable to this contract.)

The purpose of this contract supplement is to incorporate the following changes:

1) Change the contractor name from Pinnacle Telecommunications, Inc. to Pinnacle Telecommunications, Inc. dba PTI Solutions
2) Update contact information
3) Update to the current CMAS Information Technology General Provisions dated September 8, 2014.
4) Replace Ordering Instructions and Special Provisions in its entirety.

The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated September 8, 2014, products and/or services and pricing are included herein. Please review these provisions carefully because they may have changed since issuance of your last contract, if applicable.

The services provided under this CMAS contract are only in support of the products covered by this CMAS contract.

Terri Lopez

Effective Date: **10/01/2014**

TERRI LOPEZ, Program Analyst, California Multiple Award Schedules Unit

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
PTI SOLUTIONS
CMAS NO. 3-12-70-2172B, SUPPLEMENT NO. 3

NOTICE: Products and/or services on this CMAS may be available on a Mandatory Statewide Contracts. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm. This requirement is not applicable to local government entities.

Agency non-compliance with the requirements of this contract may result in the loss of delegated authority to use the CMAS program.

Contractor non-compliance with the requirements of this contract may result in contract termination.

CMAS PRODUCT & SERVICE CODES

The CMAS Product & Service Codes listed below are for marketing purposes only. Review this CMAS contract and the base contract identified below for the products and/or services available on this contract.

Brand-Belden
Brand-Berk-Tek
Brand-General Cable
Brand-Leviton
Brand-Mohawk
Brand-Panduit
Cable-Telecommunications
Data Commun-Equipment
Data Commun-Network Mgmt
Wire-Communication (Fiber)
Data Commun-Wireless
Service-Telecom Cabling

AVAILABLE PRODUCTS AND/OR SERVICES

Only products from the manufacturer(s) listed below are available within the scope of this contract:

Belden
Berk-Tek
General Cable
Leviton
Mohawk
Panduit

The ordering agency must verify all products and/or services are currently available on the base GSA schedule at the GSA eLibrary. Access the GSA eLibrary at www.gsaelibrary.gsa.gov.

Only the following job titles are available within the scope of this contract:

Junior Technician
Communications Technician
Project Manager

You may verify the following current information about the job titles available on this CMAS contract at the GSA eLibrary (using the base GSA contract number identified below):

- Description of the functional requirements
- Minimum education and experience requirements
- Maximum pricing allowed (lower pricing acceptable)

Access the GSA eLibrary at www.gsaelibrary.gsa.gov.

EXCLUDED PRODUCTS AND/OR SERVICES

Services such as maintenance and repair are not available under this contract.

CMAS BASE CONTRACT

This CMAS contract is based on some or all of the products and/or services and prices from GSA Schedule No. GS-35F-4748G (COMMUNICATIONS SUPPLY CORPORATION) with a GSA term of 07/29/1997 through 07/28/2017 including modification PS-2026. The term of this CMAS contract incorporates an extension of three months beyond the expiration of the base GSA contract, and is shown in the "CMAS Term Dates" on page 1.

Replace "Communications Supply Corporation" with "PTI Solutions" where "Communications Supply Corporation" is referenced in the federal GSA multiple award Contract Terms and Conditions.

ISSUE PURCHASE ORDER TO

Agency purchase orders must be mailed to the following address, or faxed to (916) 426-1085:

PTI Solutions
4242 Forcum Avenue, Suite 200
McClellan, CA 95652
Attn: Business Development

Agencies with questions regarding products and/or services may contact the contractor as follows:

Contact: Heather Sula
Phone: (916) 426-1046
E-mail: Solutions@pti-s.com

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
PTI SOLUTIONS
CMAS NO. 3-12-70-2172B, SUPPLEMENT NO. 3

CALIFORNIA SELLER'S PERMIT

PTI Solutions' California Seller's Permit No. is 99610578. Prior to placing an order with this company, agencies should verify that this permit is still valid at the following website: www.boe.ca.gov.

CONTRACT PRICES

The maximum prices allowed for the products and/or services available in this CMAS contract are those set forth in the base contract identified on page 2 of this contract.

The ordering agency is encouraged to seek prices lower than those on this CMAS contract. When responding to an agency's Request for Offer (RFO), the contractor can offer lower prices to be competitive.

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

Ordering departments executing purchases using ARRA funding must attach the ARRA Supplemental Terms and Conditions document to their individual RFOs and purchase documents. Departments are reminded that these terms and conditions supplement, but do not replace, standard State terms and conditions associated with this CMAS contract. The ARRA Supplemental Terms and Conditions can be accessed at www.documents.dgs.ca.gov/pd/poliproc/ARRATand%20C081009final.pdf.

WARRANTY

For warranties, see the federal GSA schedule and the CMAS Terms and Conditions, General Provisions, CMAS Warranty.

DELIVERY

30 days after receipt of order, or as negotiated between agency and contractor and included in the purchase order, or as otherwise stipulated in the contract.

SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Destination. Seller pays the freight charges.

PURCHASING AUTHORITY DOLLAR THRESHOLD

No CMAS order may be executed by a State agency that exceeds that agency's CMAS purchasing authority threshold or the CMAS maximum order limit, whichever is less.

HOW TO USE CMAS CONTRACTS

Agencies must adhere to the detailed requirements in the State Contracting Manual (SCM) when using CMAS contracts. The requirements for the following bullets are in the SCM, Volume 2, Chapter 6 (for non-IT) and the SCM, Volume 3, Chapter 6 (for IT):

- Develop a Request for Offer, which includes a Scope of Work (SOW), and Bidder Declaration form. For information on the Bidder Declaration requirements, see the SCM, Volume 2, Section 3.5.7 and Volume 3, Section 3.4.7.
- Search for potential CMAS contractors at www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx, select "Find a CMAS Contract".
- Solicit offers from a minimum of 3 CMAS contractors including one small business and/or DVBE, if available, who are authorized to sell the products and/or services needed.
- If soliciting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Std. 843) in the Request for Offer. This declaration must be completed and returned by the DVBE prime contractor and/or any DVBE subcontractors. (See the SCM Volumes 2 and 3, Chapter 3)
- This is not a bid transaction, so the small business preference, DVBE participation goals, protest language, intents to award, evaluation criteria, advertising, etc., are not applicable.
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers solicited did not respond with an offer.
- Assess the offers received using best value methodology, with cost as one of the criteria.
- Issue a Purchase Order to the selected contractor.
- For CMAS transactions under $5,000 only one offer is required if the State agency can establish and document that the price is fair and reasonable.

Local governments set their own order limits, and are not bound by the order limits on the cover page of this contract.

SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited.

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders (PCC § 10329).

Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited. (SAM 4819.34).

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
PTI SOLUTIONS
CMAS NO. 3-12-70-2172B, SUPPLEMENT NO. 3

MINIMUM ORDER LIMITATION

The minimum dollar value of an order to be issued under this contract is $100.00.

ORDERING PROCEDURES

1. Order Form

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing website. The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65:
http://www.dgs.ca.gov/dgs/ProgramsServices/Forms/FMC/Search.aspx

2. Purchase Orders

State and Local Government agencies are required to send a copy of each CMAS purchase order to:

Department of General Services
Procurement Division, Data Management Unit
PO Box 989052, MS #2-203
West Sacramento, CA 95798-9052
(or via Interagency Mail Service #Z-1)

The agency is required to complete and distribute the order form. For services, the agency shall modify the information contained on the order to include the service period (start and end date), and the monthly cost (or other intermittent cost), and any other information pertinent to the services being provided. The cost for each line item should be included in the order, not just system totals.

The contractor must immediately reject orders that are not accurate. Discrepancies are to be negotiated and incorporated into the order prior to the products and services being delivered.

3. Service and Delivery after Contract Expiration

The purchase order must be issued before the CMAS contract end term expires. However, delivery of the products or completion of the services may be after the contract end term expires (unless otherwise specifically stated in the contract), but must be as provided for in the contract and as specified in the purchase order.

4. Multiple Contracts on STD. 65 Order Form

Agencies may include multiple CMAS contracts from the same contractor on a single Std. 65 Contract/Delegation Purchase Order. For guidelines, see the SCM, Volumes 2 & 3, Chapter 6.B4.1.

5. Amendments to Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS contract has expired.

The SCM, Volumes 2 & 3, Chapter 6.A5.0 provides the following direction regarding amendments to all types of CMAS purchase orders:

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an NCB is approved for those amendments.

Amendments unique to non-IT services are covered in the SCM, Volume 2, Chapter 6.B2.9 as follows:

If the original contract permitted amendments, but did not specify the changes (e.g., quantity or time), it may be amended. This only applies to the first amendment. The time shall not exceed one year, or add not more than 30% of the original order value and may not exceed $250,000. If the original contract did not have language permitting amendments, the NCB process must be followed.

Also, see the SCM, Volumes 2 & 3, Chapter 8, Topic 6, for more information on amending purchase orders.

CONTRACTOR OWNERSHIP INFORMATION

PTI Solutions is a large business enterprise.

SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, State agencies shall whenever practicable first consider offers from small businesses that have established CMAS contracts [GC Section 14846(b)]. NOTE: The Department of General Services auditors will request substantiation of compliance with this requirement when agency files are reviewed.

The following website lists CMAS Small Business and Disabled Veteran Partners: www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx then select "Find a CMAS Contractor".

In response to our commitment to increase participation by small businesses, the Department of General Services **waives the administrative fee (a fee currently charged to customer agencies to support the CMAS program) for orders to certified small business enterprises.**
See the current fees in the DGS Price Book at: http://www.dgs.ca.gov/ofs/Pricebook.aspx

SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their small business or DVBE goals whenever the Contractor subcontracts a commercially useful function to a certified small business or DVBE. The Contractor will provide the ordering agency with the name of the small business or DVBE used and the dollar amount the ordering agency can apply towards its small business or DVBE goal.

SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the Contractor to each small business or DVBE.

2. The Contractor will provide an ordering agency with the following information at the time the order is quoted:

   a. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the fulfillment of the order.

   b. The Contractor will indicate to the ordering agency how the order meets the small business or DVBE goal, as follows:

      - List the name of each company that is certified by the Office of Small Business and DVBE Certification that it intends to subcontract a commercially useful function to; and
      - Include the small business or DVBE certification number of each company listed, and attach a copy of each certification; and
      - Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering agency towards the small business or DVBE goal; and
      - Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.

3. The ordering agency's purchase order must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor as outlined above.

NEW EQUIPMENT REQUIRED

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Where Federal Energy Management Program (FEMP) standards are available, all State agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

SPECIAL MANUFACTURED GOODS

Any contract for goods to be manufactured by the contractor specifically for the State and not suitable for sale to others may require progress payments.

For Non-IT goods contracts, see the CMAS contract Non-IT Commodities Terms & Conditions, Provision 69, Progress Payments.

PRODUCT INSTALLATION

The contractor is fully responsible for all installation services performed under the CMAS contract. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications.

The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project.

TRADE-IN EQUIPMENT

Trade-ins at open market price may be considered. The product description and trade-in allowance must be identified on the purchase order.

Agencies are required to adhere to SAM 3520 through 3520.6, Disposal of Personal Property and Surplus Personal Property, as applicable, when trade-ins are considered. A Property Survey Report, Std. 152, must be submitted for approval prior to disposition of any State-owned personal property, including general office furniture regardless of the acquisition value, or if the property was recorded or capitalized for accounting purposes.

ELECTRONIC WASTE RECYCLING

The Electronic Waste Recycling Act of 2003 requires retailers to collect a recycling fee from consumers on covered electronic devices starting January 1, 2005. California Public Resources Code, Section 42463(f) defines a "covered electronic device" as a video display device containing a screen greater than four inches measured diagonally. See the code identified above for more information and exceptions to this definition.

The Integrated Waste Management Board is implementing this new legislation, and the Board of Equalization is responsible for collecting these recycling fees from retailers. See the following two websites for more information on this topic:

www.ciwmb.ca.gov/Electronics/Act2003/

www.boe.ca.gov/sptaxprog/ewaste.htm

The electronic waste recycling fee must be shown as a line item on the agency purchase order before the Contractor can include it on their invoice.

PUBLIC WORKS (INSTALLATION SERVICES ONLY)

A public works contract is defined as an agreement for "the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind" in accordance with the Public Contract Code (PCC) Section 1101. State agencies planning these types of projects need to review the SCM, Volume 1, Chapters 10 and 11 for applicable guidelines and regulations. Also, the Department of General Services (DGS), Real Estate Services Division (RESD) can be contacted at (916) 376-1748, if you have questions about these types of transactions.

Agency CMAS purchase orders may allow for public works installation only when it is incidental to the total purchase order amount. **The total dollar value of all public works services included in the purchase order must not exceed the dollar value of the products.**

Agencies are to ensure that the applicable laws and codes pertaining to the contractor and sub-contractor licensing, prevailing wage rates, bonding, labor code requirements, etc., are adhered to by the prime contractor as well as any sub-contractor during performance under the CMAS purchase order.

The bond amount for public works has increased to a sum not less than one hundred percent (100%) of the purchase order price.

NOTE: In accordance with Labor Code Section 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works. Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the order that the prevailing wage rates are on file at the agency's office, and will be made available upon request. The prevailing wage rates are available from the DIR at www.dir.ca.gov (select Statistics & Research) or (415) 703-4774.

Bonds: For guidelines, see CMAS contract, General Terms and Conditions, Public Works Requirements.

State Contractor's License: Public works services can be obtained through CMAS only if incidental to the overall purchase order. If incidental public works services are included in the purchase order, prior to issuing the order agencies should contact the State Contractor's License Board at 1-800-321-2752 or at www.cslb.ca.gov to verify that the Contractor's License shown below is still active and in good standing.

PTI Solutions' California Contractor's License number is **686658**. This is a Class **C-7 and C-10** license that is valid through **4/30/2016**.

Cable and Wire: Cable and wire products that are purchased under this contract must be for information technology projects only (computers, telecommunications, and security systems) and cannot be used for general purpose installations.

Purchase orders for cable and wire installation services only are prohibited.

Agency questions regarding the purchase and/or installation of cable and wire for computers and/or telecommunications may be directed to the California Technology Agency, Statewide Telecommunications and Network Division.

Cable and wire installations under this contract must be installed and tested to EIA/TIA Standards.

PRODUCTIVE USE REQUIREMENTS

The customer in-use requirement applies to all procurements of information technology equipment and software, per the SCM, Volume 3, Chapter 2, Section 2.B6.2.

Each equipment or software component must be in current operation for a paying customer and the paying customer must be external to the contractor's organization (not owned by the contractor and not owning the contractor).

To substantiate compliance with the Productive Use Requirements, the contractor must provide upon request the name and address of a customer installation and the name and telephone number of a contact person.

The elapsed time such equipment or software must have been in operation is based upon the importance of the equipment or software for system operation and its cost. The following designates product categories and the required period of time for equipment or software operation prior to approval of the replacement item on CMAS.

Category 1 - Critical Software: Critical software is software that is required to control the overall operation of a computer system or peripheral equipment. Included in this category are operating systems, data base management systems, language interpreters, assemblers and compilers, communications software, and other essential system software.

Cost	Prior Operation
More than $100,000	8 months
$10,000 up to $100,000	4 months
Less than $10,000	1 month

Category 2 - All Information Technology Equipment and Non-Critical Software: Information technology equipment is defined in SAM Section 4819.2.

Cost	Prior Operation
More than $100,000	6 months
$10,000 up to $100,000	4 months
Less than $10,000	1 month

OPEN MARKET/INCIDENTAL, NON-SCHEDULE ITEMS

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision. If the NSP provision is not included in the schedule, or the products and/or services required do not qualify under the parameters of the NSP provision, the products and/or services must be procured separate from CMAS.

NOT SPECIFICALLY PRICED (NSP) ITEMS

Contractors must be authorized providers of the hardware, software and/or services they offer under the Not Specifically Priced (NSP) Items provision.

Agency and contractor use of the NSP provision is subject to the following requirements:

1. Purchase orders containing only NSP items are prohibited.

2. A purchase order containing NSP items may be issued only if it results in the lowest overall alternative to the State.

3. NSP items shall be clearly identified in the order. Any product or service already specifically priced and included in the contract may not be identified as an NSP item.

4. Maximum Order Limitation: For orders $250,000, or less, the total dollar value of all NSP items included in a purchase order shall not exceed $5,000. For orders exceeding $250,000, and at the option of the contractor, the total dollar value of all NSP items in a purchase order shall not exceed 5% of the total cost of the order, or $25,000 whichever is lower.

5. An NSP item included in an order issued against a contract is subject to all of the terms and conditions set forth in the contract.

6. Trade-ins, upgrades, involving the swapping of boards, are permissible, where the contract makes specific provisions for this action. In those instances where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

The following NSP items ARE SPECIFICALLY EXCLUDED from any order issued under this contract:

1. Items not intended for use in directly supporting the priced items included in the same order. An NSP item must be subordinate to the specifically priced item that it is supporting. For example, a cable, which is not otherwise specifically priced in the contract, is subordinate to a specifically priced printer or facsimile machine, and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer or facsimile machine, which is not otherwise specifically priced in the contract, is not subordinate to a specifically priced cable, and is not eligible to be an NSP item.

2. Supply type items, except for the minimum amount necessary to provide initial support to the priced items included in the same order.

3. Items that do not meet the Productive Use Requirements for information technology products, per the SCM, Volume 3, Chapter 2, Section 2.B6.2.

4. Any other item or class of items specifically excluded from the scope of this contract.

5. Public Works components NOT incidental to the total purchase order amount.

6. Products or services the contractor is NOT factory authorized or otherwise certified or trained to provide.

7. Follow-on consultant services that were previously recommended or suggested by the same contractor.

The contractor is required to reject purchase orders containing NSP items that do not conform to the above requirements. The contractor will promptly notify the agency issuing the non-conforming order of its non-acceptance and the reasons for its non-acceptance.

STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS contracts is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges empowered to expend public funds. While the State makes this contract available, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.

UPDATES AND/OR CHANGES

A CMAS amendment is not required for updates and/or changes once the update and/or change becomes effective for the federal GSA schedule, except as follows:

- A CMAS amendment is required when the contract is based on products and/or services from another contractor's multiple award contract and the contractor wants to add a new manufacturer's products and/or services.
- A CMAS amendment is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the contractor or on the cost to the State.
- A CMAS amendment is required for changes to contracts that require California Prison Industry Authority (CALPIA) approval.

A CMAS amendment is required to update and/or change terms and conditions and/or products and services based on a non-federal GSA multiple award contract.

SELF-DELETING FEDERAL GSA TERMS AND CONDITIONS

Instructions, or terms and conditions that appear in the Special Items or other provisions of the federal GSA and apply to the purchase, license, or rental (as applicable) of products or services by the U.S. Government in the United States, and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation (FAR), Federal Information Resources Management Regulation (FIRMR), Federal Information Processing Standards (FIPS), General Services Administration Regulation (GSAR), or Federal Installment Payment Agreement (FIPA) shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

ORDER OF PRECEDENCE

The CMAS Terms and Conditions shall prevail if there is a conflict between the terms and conditions of the contractor's federal GSA, (or other multiple award contract), packaging, invoices, catalogs, brochures, technical data sheets or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. THE USE OF CMAS DOES NOT REDUCE OR RELIEVE STATE AGENCIES OF THEIR RESPONSIBILITY TO MEET STATEWIDE REQUIREMENTS REGARDING CONTRACTING OR THE PROCUREMENT OF GOODS OR SERVICES. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS contracts. Nonetheless, there is no guarantee that *every* possible requirement that pertains to all the different and unique State processes has been included.

STATEWIDE PROCUREMENT REQUIREMENTS

Agencies must carefully review and adhere to all statewide procurement requirements in the SCM, Volumes 2 and 3, such as:

- Automated Accounting System requirements of State Administrative Manual (SAM) Section 7260-62
- Productive Use Requirements, per the SCM, Volume 3, Chapter 2, Section 2.B6.2.
- SAM Sections 4819.41 and 4832 certifications for information technology procurements and compliance with policies.
- Services may not be paid for in advance.
- Agencies are required to file with the Department of Fair Employment and Housing (DFEH) a Contract Award Report Std. 16 for each order over $5,000 within 10 days of award, including supplements that exceed $5,000.
- Pursuant to Public Contract Code Section 10359 State agencies are to report all Consulting Services Contract activity for the preceding fiscal year to DGS and the six legislative committees and individuals that are listed on the annual memorandum from DGS.

- Pursuant to Unemployment Insurance Code Section 1088.8, State and local government agencies must report to the Employment Development Department (EDD) all payments for services that equal $600 or more to independent sole proprietor contractors. See the Contractor's Std. 204, Payee Data Record, to determine sole proprietorship. For inquiries regarding this subject, contact EDD at (916) 651-6945 for technical questions or (888) 745-3886 for information and forms.
- Annual small business and disabled veteran reports.
- Post evaluation reports. Public Contract Code 10369 requires State agencies to prepare post evaluations on form Std. 4 for all completed non-IT consulting services contracts of more than $5,000. Copies of negative evaluations for non-IT consulting services only must be sent to the DGS, Office of Legal Services. The Bureau of State Audits requires State agencies annually to certify compliance with these requirements.

ETHNICITY/RACE/GENDER REPORTING REQUIREMENT

Effective January 1, 2007, in accordance with Public Contract Code 10111, State agencies are to capture information on ethnicity, race, and gender of business owners (not subcontractors) for all awarded contracts, including CAL-Card transactions. Each department is required to independently report this information to the Governor and the Legislature on an annual basis.

Agencies are responsible for developing their own guidelines and forms for collecting and reporting this information.

Contractor participation is voluntary.

PAYMENTS AND INVOICES

1. **Payment Terms**

   Payment terms for this contract are net 45 days.

   Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

2. **Payee Data Record (Std. 204)**

   Each State accounting office must have a copy of the Contractor's Payee Data Record (Std. 204) in order to process payment of invoices. Contractors are required to provide a copy of their Std. 204 upon request from an agency customer. Agencies should forward a copy of the Std. 204 to their accounting office. Without the Std. 204, payment may be unnecessarily delayed.

3. **DGS Administrative and Incentive Fees**

   Orders from State Agencies:

   The Department of General Services (DGS) will bill each State agency directly an administrative fee for use of CMAS contracts. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

   See the current administrative fees in the DGS Price Book at: http://www.dgs.ca.gov/ofs/Pricebook.aspx.

   Orders from Local Government Agencies:

   Effective for CMAS orders dated 1/1/2010 or later, CMAS contractors, who are not California certified small businesses, are required to remit to the DGS an incentive fee equal to 1% of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS contract(s). This incentive fee is in lieu of local government agencies being billed the above referenced DGS administrative fee.

   This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

   The check covering this fee shall be made payable to the Department of General Services, CMAS Unit, and mailed to the CMAS Unit along with the applicable Quarterly Report. See the provision in this contract entitled "Contractor Quarterly Report Process" for information on when and where to send these checks and reports.

4. Contractor Invoices

Unless otherwise stipulated, the contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- Contract number
- Agency purchase order number
- Agency Bill Code
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS contract, purchase order and invoice must match or the State Controller's Office will not approve payment.

5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, e.g., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 – 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription, may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Warranty upgrades and extensions may also be paid for in advance, one time.

6. Credit Card

PTI Solutions accepts the State of California credit card (CAL-Card).

A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. Also, the DGS administrative fee is applicable for all CMAS orders to suppliers not California certified as a small business.

7. Lease/Purchase Analysis

State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental, and retain a copy for future audit purposes (SAM 3700). Approval by the Department of General Services is not required.

8. Leasing

Except for Federal Lease to Own Purchase (LTOP) and hardware rental provisions with no residual value owed at end term ($1 residual value is acceptable), Federal GSA Lease provisions are NOT available through CMAS because the rates and contract terms and conditions are not acceptable or applicable to the State.

SEAT Management financing options are NOT available through this contract.

As an alternative, agencies may consider financing through the State's financial marketplace GS $Mart™. All terms and conditions and lenders are pre-approved for easy financing. The GS $Mart™ Internet address is www.dgs.ca.gov/pd/programs/statefinancialmarketplace.aspx. Buyers may contact the GS $Mart™ Administrator, Patrick Mullen by phone at (916) 375-4617 or via e-mail at patrick.mullen@dgs.ca.gov for further information.

CONTRACTOR QUARTERLY REPORT PROCESS

Contractors are required to submit a detailed CMAS Business Activity Report on a quarterly basis to the CMAS Unit. See Attachment B for a copy of this form and instructions.

This report shall be mailed to:

Department of General Services
Procurement Division – CMAS Unit
Attention: Quarterly Report Processing
PO Box 989052, MS #2-202
West Sacramento, CA 95798-9052

Reports that include checks for incentive fees or that exceed a total of 5 pages must be mailed and shall not be faxed or e-mailed. All other reports may be faxed or e-mailed to the attention of Quarterly Report Processing as follows:

CMAS Unit Fax Number: (916) 375-4663
CMAS Unit E-Mail: cmas@dgs.ca.gov

For the full instructions on completing and submitting CMAS Quarterly Business Activity Reports, and a soft copy of a blank quarterly report form, go to www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx, and then select "For Suppliers/Contractors".

Important things to remember regarding CMAS Quarterly Business Activity Reports (referred to as "reports" below):

- A report is required for each CMAS contract each quarter, even when no new purchase orders are received in the quarter.
- A separate report is required for each CMAS contract.

- Each purchase order must be reported only once in the quarter identified by the purchase order date, regardless of when the services were performed, the products were delivered, the invoice was sent, or the payment was received.
- Purchase orders from State and local government agencies must be separated on the report, as shown in the instructions.
- Contractors must report the sales activity for all resellers listed on their CMAS contract.
- Any report that does not follow the required format or excludes required information will be deemed incomplete and returned to the contractor for corrections.
- Taxes and freight must not be included in the report.
- For CMAS orders dated 1/1/2010 or later, contractors are no longer required to attach copies of purchase orders to their reports. This changed requirement will begin on Q1-2010 reports, which are due 4/15/2010.
- For CMAS orders dated 1/1/2010 or later, contractors who are not California certified small businesses must attach to their quarterly report a check covering the required incentive fee for all CMAS sales to local government agencies (see more information below). This new requirement will start on Q1-2010 reports, which are due 4/15/2010.
- New contracts, contract renewals or extensions, and contract modifications will be approved only if the contractor has submitted all required quarterly reports and incentive fees.

CMAS Quarterly Business Activity Reports are due in the CMAS Unit within two weeks after the end of each quarter as shown below:

Quarter 1	Jan 1 to Mar 31	Due Apr 15
Quarter 2	Apr 1 to Jun 30	Due Jul 15
Quarter 3	Jul 1 to Sep 30	Due Oct 15
Quarter 4	Oct 1 to Dec 31	Due Jan 15

CONTRACTOR QUARTERLY INCENTIVE FEES

CMAS contractors who are not California certified small businesses must remit to the DGS an incentive fee equal to 1% of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS contract(s). This incentive fee is in lieu of local government agencies being billed the above referenced DGS administrative fee.

CMAS contractors cannot charge local government agencies an additional 1% charge on a separate line item to cover the incentive fee. The contractor must include the 1% incentive fee in the price of the products or services offered, and the line item prices must not exceed the applicable GSA prices.

A local government agency is any city, county, district, or other local governmental body, including the California State University (CSU) and University of California (UC) systems, K-12 public schools and community colleges empowered to expend public funds.

This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

The check covering this fee shall be made payable to the Department of General Services, CMAS Unit, and mailed to the CMAS Unit along with the applicable Quarterly Report. See the provision in this contract entitled "Contractor Quarterly Report Process" for information on when and where to send these checks and reports.

CONTRACTOR PROVIDES COPY OF THE CONTRACT AND SUPPLEMENTS

CMAS contractors are required to provide the entire contract that consists of the following:

- Cover pages with DGS logo and CMAS analyst's signature, and Ordering Instructions and Special Provisions.
- California CMAS Terms and Conditions.
- Federal GSA Terms and Conditions (unless otherwise stipulated in the CMAS contract).
- Federal GSA products, services, and price list (unless otherwise stipulated in the CMAS contract).
- Supplements, if applicable.

It is important for the agency to confirm that the required products, services, and prices are included in the contract and are at or below contract rates. To streamline substantiation that the needed items are in the contract, the agencies should ask the contractor to identify the specific pages from the contract that include the required products, services, and prices. Agencies should save these pages for their file documentation.

CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature, and does not provide a Commercially Useful Function (CUF). It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

AGENCY RESPONSIBILITY

Agencies must contact contractors to obtain copies of the contracts and compare them for a best value purchasing decision.

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.

This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's interests, obtaining required approvals, and documenting compliance with Government Code 19130.b (3) for outsourcing services.

It is the responsibility of each agency to consult as applicable with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.

If you do not have legal services available to you within your agency, the DGS Office of Legal Services is available to provide services on a contractual basis.

CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the attached CMAS Terms and Conditions, Conflict of Interest, for more information.

FEDERAL DEBARMENT

When federal funds are being expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the contractor before the purchase order is issued.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

ACCEPTANCE TESTING CRITERIA

If the agency wants to include acceptance testing for all newly installed technology systems, and individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

AMERICANS WITH DISABILITY ACT (ADA)

Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22; California Government Code, Sections 11135, et seq.; and other federal and State laws, and Executive Orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities. See Attachment A for Procurement Division's ADA Compliance Policy of Nondiscrimination on the Basis of Disability.

Individual government agencies are responsible for self-compliance with ADA regulations.

Contractor sponsored events must provide reasonable accommodations for persons with disabilities.

DGS PROCUREMENT DIVISION CONTACT AND PHONE NUMBER

Department of General Services
Procurement Division, CMAS Unit
707 Third Street, 2nd Floor, MS 202
West Sacramento, CA 95605-2811

Phone # (916) 375-4363
Fax # (916) 375-4663

31. ACTION **June 28, 2016**

Approval: **Award of Contracts to XVR Software, LLC. and PTI Solutions, Inc., for the Purchase and Installation of Security Cameras Districtwide, in an Amount Not to Exceed $100,000**

Proposal

Staff recommends the Board of Education award of Contracts to XVR Software, LLC., and PTI Solutions, Inc., for the purchase and installation of security cameras Districtwide, in an amount not-to-exceed $100,000.

Background

In an effort to further enhance the safety and security throughout the District the Board approved a contract with Klepp Industries, to help staff identify security camera products and installation locations. Staff worked with Klepp industries to finalize the proposed locations and number of cameras needed to provide adequate coverage consistent with the provisions provided in Board Policy 3515, Campus Security. The proposed locations and viewing angle of each camera is attached.

It is proposed that the security cameras be purchased from XVR Software, LLC., and the installation be performed by PTI Solutions, Inc. In addition to the purchase and installation of security cameras, new signage must be posted throughout each campus that notifies students, staff, and the public that security cameras are in use. The cost of the signs has not yet been determined, however staff estimates a cost of about $50 per sign. The signs will be posted in conspicuous locations at affected school buildings and grounds and inform students, staff, and visitors that surveillance may occur and that cameras are not actively monitored by school personnel.

If approved, the total cost for the installation of security cameras will not exceed $110,000:

- $100,000 for purchase and installation of all cameras and signage.
- $10,000 already awarded to Klepp Industries for professional consultation and implementation assistance.

Budget Impact

The fiscal impact will be up to $100,000 and will be paid from the Safety funds in the General Fund.

Recommended Action

Staff recommends award of contracts to XVR Software, LLC., and PTI Solutions, Inc., for the purchase and installation of security cameras Districtwide, in an amount not-to-exceed $100,000.

Prepared by:

Jeff Dixon
Director, Facilities

Submitted by,

Dean West
Assistant Superintendent
Business Services

Sherine Smith, Ed.D.
Superintendent of Schools

XVR Software, LLC

XVR Software, LLC.
27762 Antonio Parkway, Suite L1-445
Ladera Ranch, CA 92694

(949)218-3337
damian@exceleratesoftware.com
http://www.exceleratesoftware.com

Estimate

Date	Estimate #
04/29/2016	1566
	Exp. Date

Address
Laguna Beach Unified School District 550 Blumont Street Laguna Beach, CA 92651

Date	Activity	Quantity	Rate	Amount
04/29/2016	Insight Video IP based Camera A-14	2	265.00	530.00T
04/29/2016	Insight Video IP based Camera A-34W	44	375.00	16,500.00T
04/29/2016	Insight Video IP based Camera A-54 OD	18	920.00	16,560.00T
04/29/2016	Insight Video IP based Camera A-34	10	375.00	3,750.00T
04/29/2016	Insight Video IP based Camera B-33	2	979.00	1,958.00T
04/29/2016	Insight Video IP based Camera A-35	1	375.00	375.00T
04/29/2016	Insight A-MD-WM Wall Mount Brackets	54	35.00	1,890.00T
04/29/2016	Insight A-MWM Wall Mount Brackets	18	89.00	1,602.00T
04/29/2016	Magenta Computer Server (EMS and TMS) 1U Server with 8TB Usable Storage, 3 Years On-Site Hardware warranty, Windows 2012R License included, OS Installed	2	4,285.00	8,570.00T
04/29/2016	Magenta Computer Server (TOW) 1U Server with 12TB Usable Storage, 3 Years On-Site Hardware warranty, Windows 2012R2 License included, OS Installed	1	4,653.00	4,653.00T
04/29/2016	Magenta Computer Server (LBHS) 2U Server with 16TB Usable Storage, 3 Years On-Site Hardware warranty, Windows 2012R2 License included, OS Installed	1	6,913.00	6,913.00T
05/02/2016	Education promotion for 2016 - Proposed Cameras include a free enterprise Video Management Software (VMS) license, 3-year warranty for the Cameras, and FREE software updates for the life of the camera.	1	0.00	0.00
05/02/2016	Education Discount	-1	11,750.00	-11,750.00T

This estimate is valid for 60 days. Education discount provided is in-line with the Winning Bid for Saddleback Unified School District in 2014 based on a bulk purchase level of 1,000 cameras. Thank you for your business!

SubTotal	$51,551.00
Tax (8%)	$4,124.08
Shipping	$875.00
Total	$56,550.08

Accepted By

Accepted Date

4242 FORCUM AVE., SUITE 200
MCCLELLAN, CA 95652
CA #686658, B, C7, C10
DIR REG #: 1000001477

CONTACT Jeff Tow
PHONE 916.903.6141
FAX 916.426.1085
EMAIL jtow@pti-s.com

MAY 2, 2016

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Installation of Security Cameras - 5 Sites

PTI Solutions (Pinnacle Telecommunications, Inc.) is pleased to provide this quote for Laguna Beach Unified School District's Security Camera project.

INSTALLATION – AVERAGE COST PER CAMERA $484.74

TOTAL $37,324.98

SCOPE OF WORK

1) Installation of 77 cameras at 5 sites
2) Provide CAT6 blue patch cords-5ft (UTPSP5BU). Pull new blue CAT 6 cables (non-plenum) GenSpeed 6000 for each camera to the nearest IDF. Each new CAT 6 cable needs to be terminated on a new patch panel (CPP24WBLY) and labeled according to the District's cabling standards.
3) Provide and install EMT conduit for locations when required.
4) Mount and aim cameras (brackets come with cameras, provided by customer).
5) Patch each camera to the POE switch (provided by LBUSD) and verify Connectivity.
6) Field of views and focus must be approved by school's representatives prior to final mounting.
7) Test cables and give testing logs to the school district for their records.
8) Above price does not include any OSP (Underground) cable, was determined not needed during the initial job walk.
9) No lifts were determined to be needed on the job walk.

CLARIFICATIONS

If PTI is awarded, District must provide complete drawings for all requested school sites, including accurate camera counts for each site. Total value of contract will be determined based on camera counts.

CMAS

For this proposal, PTI Solutions utilized pricing from its **CMAS** contract (**Contract No. 3-12-70-2172B**). If awarded, this project will be subject to the mandatory terms and conditions of the CMAS program.

PTI TERMS AND CONDITIONS

PRICE AND PAYMENT

All of the work is to be completed in a substantial and workmanlike manner according to standard practices.

Any alterations or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. All payment terms are Net 30. Payments overdue and unpaid under this agreement shall bear interest from the date payment is due at the rate of 1.5%. Should any collection or legal proceedings be necessary for the collection of said debt, PTI Solutions will be entitled to recovery of any and all legal fees and associated costs. This provision shall not limit the available remedies PTI Solutions may be entitled to or may wish to pursue.

The content of this proposal is to be considered proprietary and confidential, and neither party shall disclose the information herein to outside parties. It is assumed that all areas that work will be performed in are completely void of asbestos. If asbestos is found in an area where work needs to be performed, the work will not commence until the customer has completed the asbestos abatement.

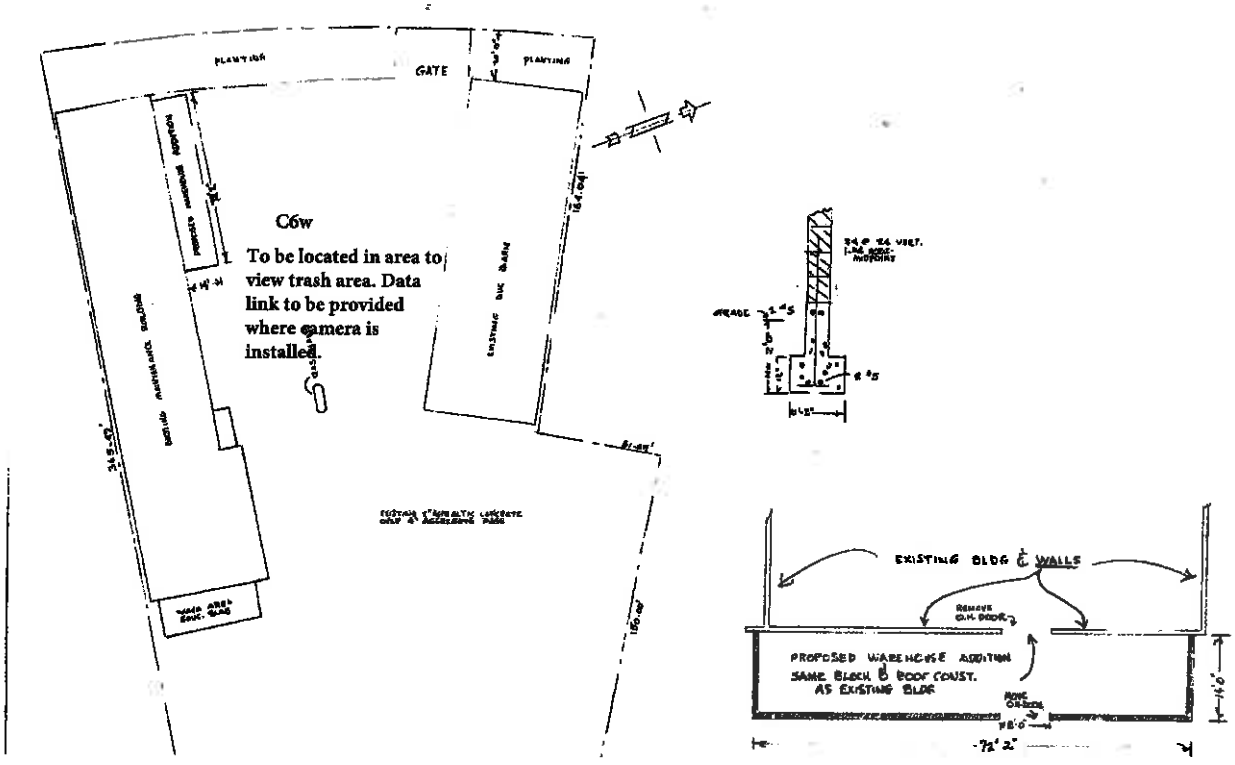
It is assumed that all pathways and cable routes will be clear and accessible or additional cost can occur. Any changes to the scope of work will need to be authorized in writing by a designated representative of PTI and the above-entitled customer prior to the work being performed. It is assumed that the installation will proceed consecutively from the start of job to its completion. *This proposal is valid for a period thirty (30) days from the date of this letter.*

PTI warrants that the parts and services furnished pursuant to this agreement will be free from defects in materials and workmanship under normal use and operation and, with respect to parts, will conform with PTI drawings and specifications at the time of delivery to the customer. The obligation of PTI under this warrant is limited to the repair or replacement, at PTI option, of any non-conforming product, part or component established by PTI to be non-conforming or defective within one (1) year after installation and acceptance. The foregoing warranty and conditions shall apply to any repaired or replaced product, part or component supplied by PTI. The customer's remedies are limited to PTI product, part or component supplied by PTI. The customer's remedies are limited to PTI obligations herein expressly stated. This warranty extends only to the customer and not to the clientele of the customer or the users of the customer's service. In no event shall PTI be liable to the customer or anyone else for incidental or consequential damages, however occasioned.

ACCEPTANCE OF PROPOSAL

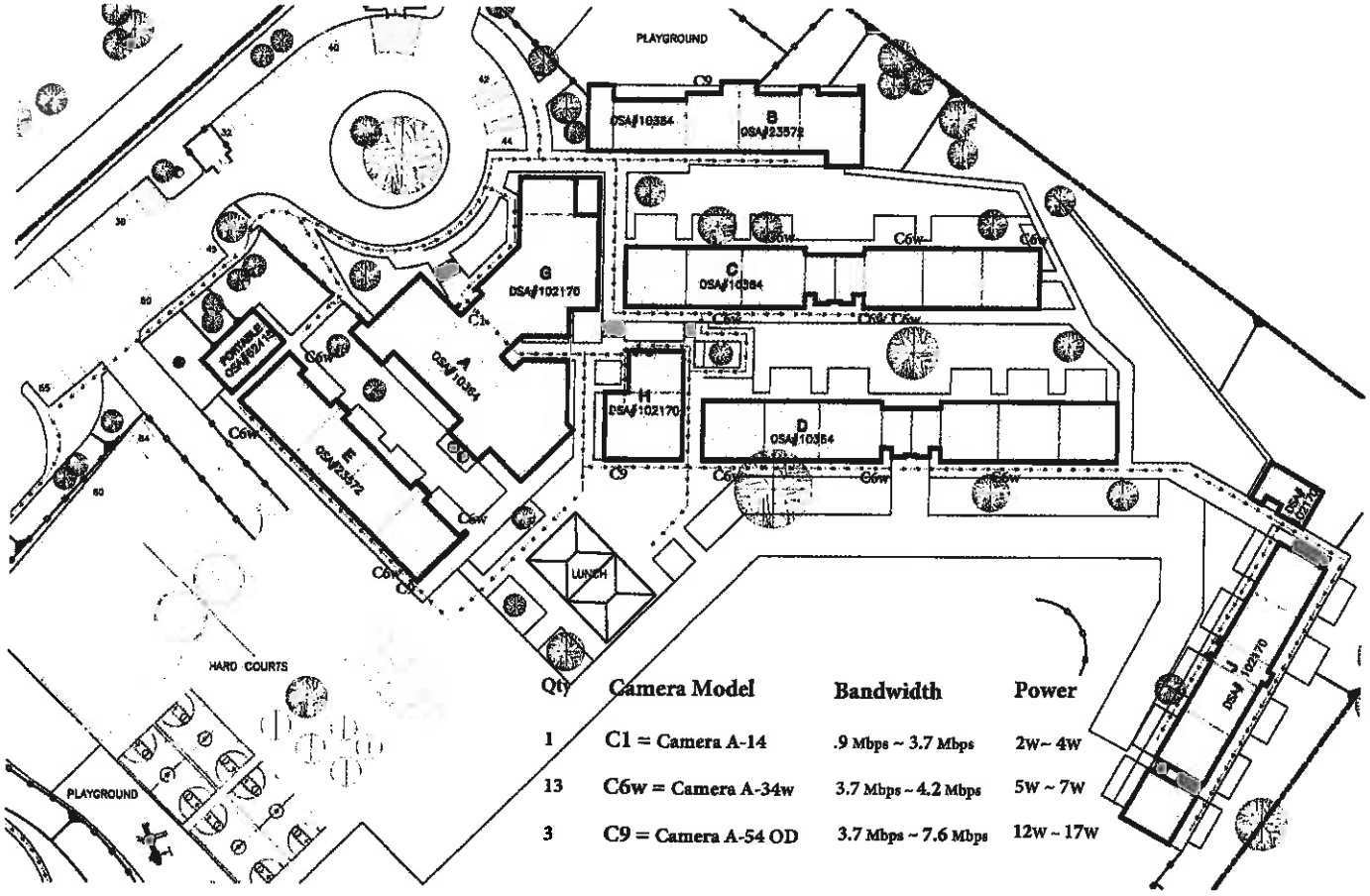
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized do to do the work as specified. Payment will be made as outlined above.

PTI REPRESENTATIVE SIGNATURE		REPRESENTATIVE SIGNATURE	
Date Signed:	_____	Date Accepted:	_____
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____



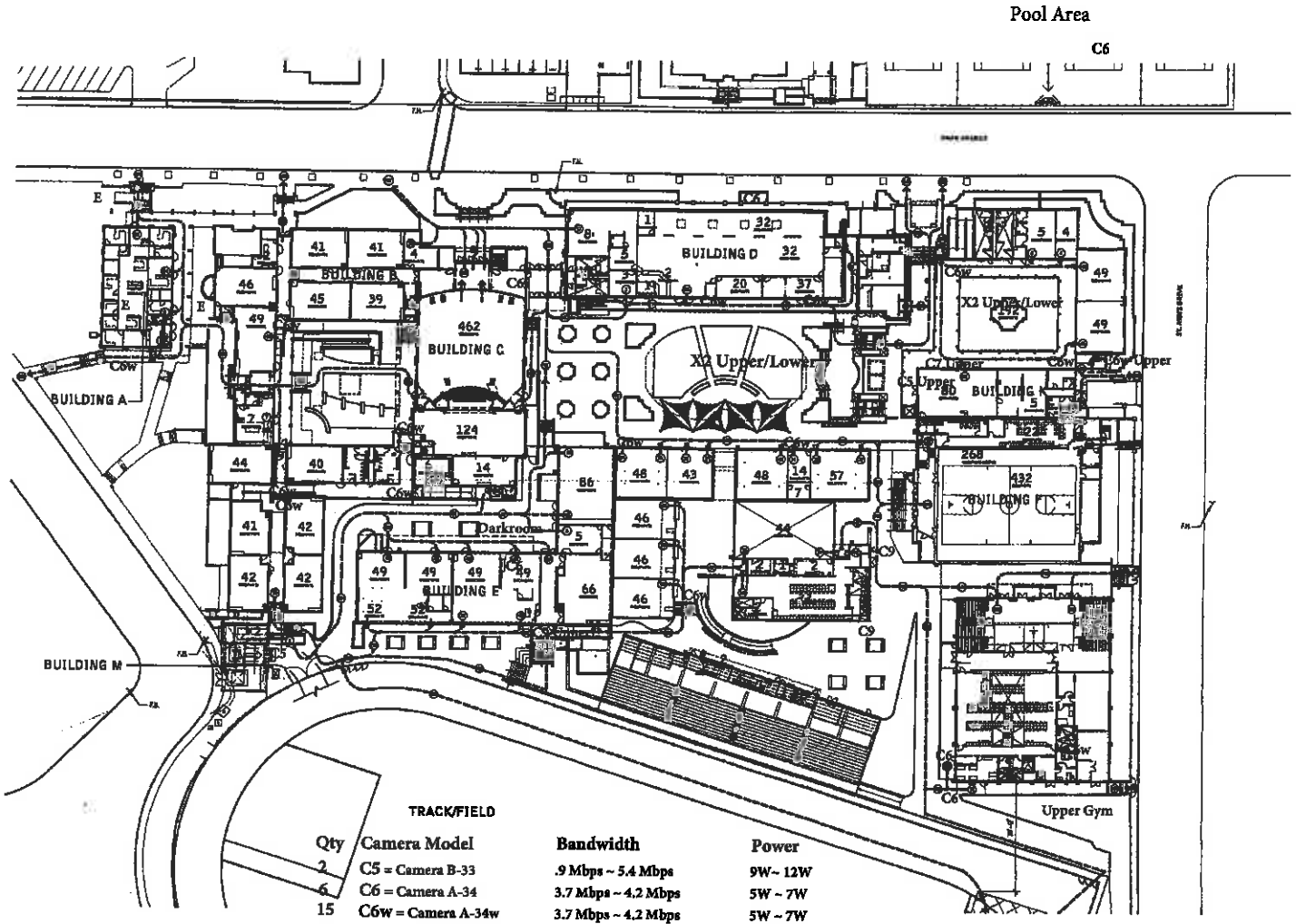
C6w

To be located in area to view trash area. Data link to be provided where camera is installed.



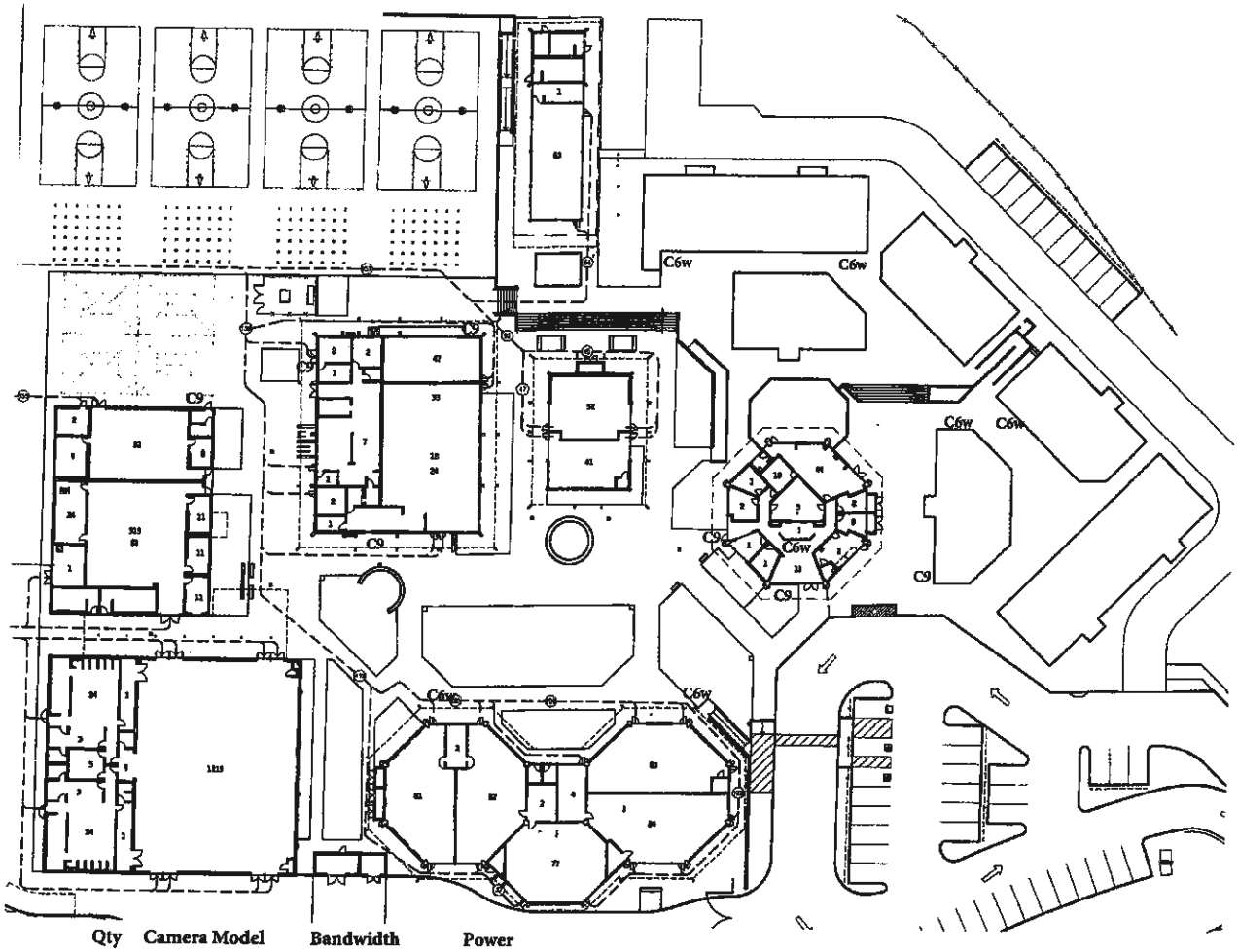
Qty	Camera Model	Bandwidth	Power
1	C1 = Camera A-14	.9 Mbps ~ 3.7 Mbps	2W~ 4W
13	C6w = Camera A-34w	3.7 Mbps ~ 4.2 Mbps	5W ~ 7W
3	C9 = Camera A-54 OD	3.7 Mbps ~ 7.6 Mbps	12W ~ 17W

Note: Arrows represent area of coverage between each arrow for the camera specified.



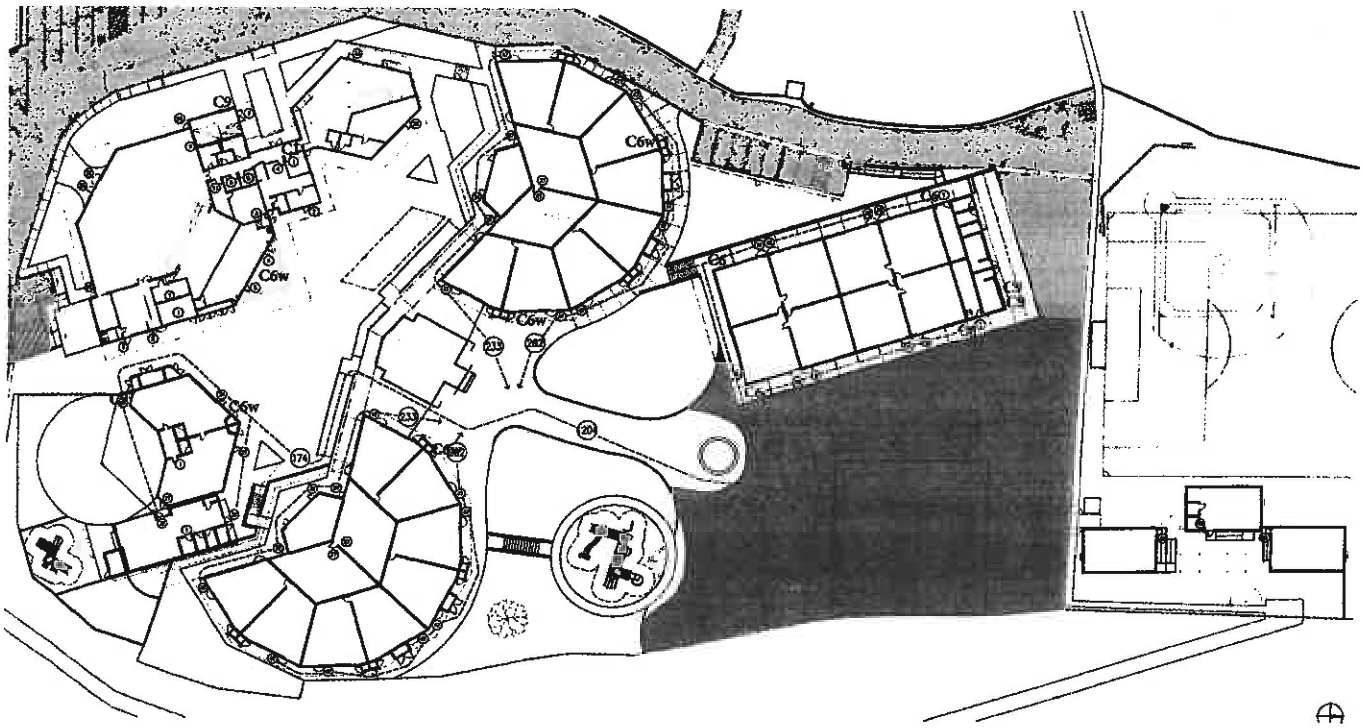
Qty	Camera Model	Bandwidth	Power
2	C5 = Camera B-33	.9 Mbps ~ 5.4 Mbps	9W~ 12W
6	C6 = Camera A-34	3.7 Mbps ~ 4.2 Mbps	5W ~ 7W
15	C6w = Camera A-34w	3.7 Mbps ~ 4.2 Mbps	5W ~ 7W
1	C7 = Camera A-35	3.7 Mbps ~ 5.4 Mbps	5W ~ 7W
3	C9 = Camera A-54 OD	3.7 Mbps ~ 7.6 Mbps	12W ~ 17W
3	E = Existing Cameras		

Note: Arrows represent area of coverage between each arrow for the camera specified.



Qty	Camera Model	Bandwidth	Power
7	C6w = Camera A-34w	3.7 Mbps ~ 4.2 Mbps	5W ~ 7W
7	C9 = Camera A-54 OD	3.7 Mbps ~ 7.6 Mbps	12W ~ 17W

Note: Arrows represent area of coverage between each arrow for the camera specified.



Qty	Camera Model	Bandwidth	Power
1	C1 = Camera A-14	.9 Mbps ~ 3.7 Mbps	2W~ 4W
4	C6 = Camera A-34	3.7 Mbps ~ 4.2 Mbps	5W ~ 7W
5	C6w = Camera A-34w	3.7 Mbps ~ 4.2 Mbps	5W ~ 7W
5	C9 = Camera A-54 OD	3.7 Mbps ~ 7.6 Mbps	12W ~ 17W

Note: Arrows represent area of coverage between each arrow for the camera specified.