

CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.org

Local Control Accountability Plan Goals:

1. CJUSD Students will be challenged and supported to achieve academic success in a clean, safe environment through Multi-Tiered Systems of Support (MTSS)
2. CJUSD students will be College and Career ready through Multi-Tiered Systems of Support (MTSS) Actions/Services
3. CJUSD students and families will be engaged and informed regarding the educational process and opportunities through Multi-Tiered Systems of Support (MTSS)

BOARD OF TRUSTEES REGULAR MEETING

**District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747**

Wednesday, April 10, 2019 - 6:00 p.m.

STATUS

- | | |
|--|-------------|
| I. CALL TO ORDER & ROLL CALL - 5:30 p.m. | |
| II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION | |
| 1. Conference with Labor Negotiator, (David Grimes), Re: CSEA and CUTA (G.C. §54957.6) | |
| 2. Student Expulsions/Readmissions (G.C. §54962) | |
| 3. Public Employee Performance Evaluation (G.C. §54957) - Superintendent | |
| III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION | |
| IV. CLOSED SESSION - 5:30 p.m. | |
| V. OPEN SESSION - CALL TO ORDER - 6:00 p.m. | |
| VI. FLAG SALUTE | |
| VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION | Info/Action |
| VIII. ADOPTION OF AGENDA | Action |
| IX. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each) | Info |
| 1. Center High School - Maximus Gomez | |
| 2. McClellan High School - Asirah Jackson | |

Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]

NOTICE: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

	X. ORGANIZATION REPORTS (3 minutes each)	Info
	1. CUTA - Venessa Mason, President	
	2. CSEA - Marie Huggins, President	
	XI. COMMITTEE UPDATES (8 minutes each)	Info
Facilities & Op.	1. Facilities Update - Craig Deason	
	XII. REPORTS/PRESENTATIONS (8 minutes each)	Info
Curr & Instr	1. Williams Uniform Complaint Quarterly Reporting - Mike Jordan	
↓	2. Best Buddies Presentation - Keri Green and Sandy Weaver	
	XIII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA	Public Comments Invited
	<i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 54954.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i>	
	XIV. BOARD / SUPERINTENDENT REPORTS (10 minutes)	Info
	XV. CONSENT AGENDA (5 minutes)	Action
	<i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i>	
Governance	1. Approve Adoption of Minutes from March 20, 2019 Regular Meeting	
Personnel	2. Approve Classified Personnel Transactions	
↓	3. Approve Certificated Personnel Transactions	
↓	4. Approve New CSEA Contract Language Relating to Family Medical Leave (FMLA)	
↓	5. Approve Updated Memorandum of Understanding with CSEA Chapter #610 Regarding Hiring Incentives for New Bus Drivers	
↓	6. Approve Negotiated Agreement with CSEA Chapter #610 Regarding Changes to the Collective Bargaining Agreement, Article III, Organizational Security	
↓	7. Approve Revised CSEA Contract Language Relating to the Distribution of Overtime and Temporary Work Assignments	
Curr & Instr	8. Approve Out-of-State Travel for Conference: Best Buddies Leadership Conference	
↓	9. Approve Memorandum of Understanding between Sacramento County Office of Education and Center Joint Unified School District for Career Technical Education Incentive Grant	
↓	10. Ratify 2017-18 School Accountability Report Cards	
↓	11. Approve Memorandum of Understanding Agreement #19039 between Sacramento County Office of Education and Center Joint Unified School District for Professional Development Support for Leading and Teaching Math	
↓	12. Approve Memorandum of Understanding Agreement #19041 between Sacramento County Office of Education and Center Joint Unified School District for Professional Development Support in Mathematics for 4th-6th Grade Teachers	
↓	13. Approve Professional Services Agreement: Lisa Coates	
Facilities & Op.	14. Approve 2018-2019 Safe School and Emergency Preparedness Plan - Center HS	
↓	15. Approve Resolution #23/2018-19: Eligibility Renewal Application, State & Federal Surplus Property Program	
↓	16. Approve Resolution # 22/2018-19: Acknowledging the State Allocation Board's "Applications Received Beyond Bond Authority List", and Authorizing the Superintendent to Submit Project Funding Request Applications for the North Country Elementary School Modernization Project	

- | | | |
|----------|-----|--|
| Business | 17. | Approve Three Year Service Agreement with The Howard E. Nyhart Company |
| ↓ | 18. | Approve Payroll Orders: July 2018 - March 2019 |
| ↓ | 19. | Approve Supplemental Agenda (Vendor Warrants): March 2019 |

XVI. BUSINESS ITEMS

PUBLIC HEARING: Consideration and Adoption of a Resolution to Increase Level 1 School Fees Imposed On Residential and Commercial/Industrial Development Projects.

- | | | | |
|------------------|---|--|--------|
| Facilities & Op. | A. | <u>Residential & Commercial/Industrial Development School Fee Justification Study and Resolution #21/2018-19: Resolution of the Governing Board of the Center Joint Unified School District To Increase Statutory School Fees Imposed on Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 (Level 1 Fees)</u> | Action |
| | | The School Fee Justification Study for Residential and Commercial/Industrial Development was prepared by Caldwell Flores Winters in March 2019. This study finds that the analysis to determine the imposition of fees pursuant to Government Code Section 65995 indicates that the Center Joint Unified School District is justified to impose a fee of \$3.79 per square foot of residential construction and \$0.61 per square foot of commercial/industrial development with the exception of self-storage development which should be imposed a fee not to exceed \$0.14 per square foot. | |
| ↓ | B. | <u>Resolution #20/2018-19: Execute Center High Turf Replacement Through California Multiple Award Schedules (CMAS) and Piggyback Bids</u> | Action |
| ↓ | C. | <u>Field Turf Replacement - Center High School Stadium</u>
The Facilities and Operations would like to enter into a contract with FieldTurf USA, Inc., to sell, to supply and to install 91,191 square feet of FieldTurf Vertex Prime 2" Purefill outdoor artificial grass surface at the football/soccer field at Center High School Stadium. The price for the product fully installed shall be \$646,211.00. | Action |
| XVII. | ADVANCE PLANNING | | Info |
| | a. | <i>Future Meeting Dates:</i> | |
| | i. | <i>Special Meeting: Wednesday, May 1, 2019 @ 6:00 p.m. - Center High School Theater, 3111 Center Court Lane, Antelope, CA 95843</i> | |
| | ii. | <i>Regular Meeting: Wednesday, May 15, 2019 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747</i> | |
| | b. | <i>Suggested Agenda Items:</i> | |
| XVIII. | CONTINUATION OF CLOSED SESSION (Item IV) | | Action |
| XIX. | ADJOURNMENT | | Action |

CJUSD Mission:

Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Curriculum, Instruction and Special Education

Date: April 2, 2019

Action Item

To: Board of Trustees

Information Item XX

From: Michael Jordan

Director of Curriculum, Instruction and Special Education

Initials: MJS

Attached Pages: 2

SUBJECT: Williams Complaint Process Quarter 3 Report

Mr. Jordan will provide the Williams Complaint Process Quarter 2 Report (January - March) for the 2018-19 school year. There were no complaints filed this quarter.

RECOMMENDATION: .

Quarterly District Report: *Williams* Uniform Complaint Process (UCP)

Properly submitting this form to SCOE serves as your district's *Williams* UCP Quarterly Complaint Report per *Education Code* § 35186(d). All fields are required.

SUBMITTER INFORMATION

Michael Jordan

Director of Curriculum and Instruction

916-339-4697

Name

Person submitting form

Job Title

Phone Number

Include area code

mikejordan@centerusd.org

E-mail Address

DISTRICT INFORMATION

Center Joint U.S.D.

2018-19

Quarter 3 (Jan. — Mar.)

School District

Year Covered by This Report

Quarter Covered by This Report

COMPLAINTS

Sufficiency of Textbooks

Total Number of Textbook Complaints Enter 0 if none.	0
Number of Textbook Complaints <u>Resolved</u> Enter 0 if none.	0
Number of Textbook Complaints <u>Unresolved</u> Enter 0 if none.	0

Emergency School Facilities Issues

Total Number of Emergency Facilities Complaints Enter 0 if none.	0
Number of Emergency Facilities Complaints <u>Resolved</u> Enter 0 if none.	0
Number of Emergency Facilities Complaints <u>Unresolved</u> Enter 0 if none.	0

Vacancy or Misassignment of Teachers

Total Number of Vacancy/Misassignment Complaints Enter 0 if none.	0
Number of Vacancy/Misassignment Complaints <u>Resolved</u> Enter 0 if none.	0
Number of Vacancy/Misassignment Complaints <u>Unresolved</u> Enter 0 if none.	0

RESOLUTION OF COMPLAINTS

Briefly summarize the nature of complaints and how they were resolved.

Enter "N/A" if no complaints were received. If you need more space, enter "sent by e-mail" and send your summary to Shannon Hansen with your report.

REPORT INCLUDES ALL COMPLAINTS FOR THIS QUARTER

The number of UCP complaints (textbooks, facilities, and teachers categories) filed for the quarter being reported *MUST* be entered in this report. Please check the box below confirming this:



Includes All UCP Complaints

All UCP complaints for the indicated quarter are being reported—from my district office and all school sites in my district.

By submitting this form, you certify that the information is complete and accurate, and that you have verified the accuracy of the report information by contacting each school in your district. The report includes *ALL* UCP complaints in the above categories received at school sites in the district, plus the district office.

RETURN INSTRUCTIONS

After completing the form in its entirety, save the file and e-mail it to Shannon Hansen at the Sacramento County Office of Education (SCOE): shannonh@scoe.net.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: 3/28/19

To: CUSD Board of Trustees

From: Jerald Ferguson

Principal's Initials

JF

Action Item

Information Item x

Attached Pages

SUBJECT:

Informational power point presentation on the Best Buddies Program.

Presenters: Keri Green and Sandy Weaver

RECOMMENDATION: To allow Keri Green and Sandy Weaver to share information about the Best Buddies Program to the Board.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item X

To: Board of Trustees

Information Item

Date: April 10, 2019

Attached Pages

From: Scott A. Loehr, Superintendent

Principal's Initials: **SUBJECT: Adoption of Minutes****The minutes from the following meeting are being presented:**

March 20, 2019 Regular Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.**CONSENT AGENDA**

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747

Wednesday, March 20, 2019

MINUTES

OPEN SESSION - CALL TO ORDER - Trustee Hunt called the meeting to order at 5:30 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Hunt, Mr. J'Beilly, Mrs. Pope, Mr. Wilson

Administrators Present: Scott Loehr, Superintendent
Craig Deason, Assist. Supt., Operations & Facilities
Lisa Coronado, Director of Fiscal Services
Mike Jordan, Director of Curriculum/Instruction/Special Ed.

Administrators Absent: David Grimes, Director of Personnel/Student Services

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Conference with Labor Negotiator, (David Grimes), Re: CSEA and CUTA (G.C. §54957.6)
2. Student Expulsions/Readmissions (G.C. §54962)
3. Public Employee Performance Evaluation (G.C. §54957) - Superintendent

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION - None

CLOSED SESSION - 5:30 p.m.

OPEN SESSION - CALL TO ORDER – 6:05 p.m.

FLAG SALUTE - led by Jeremy Hunt

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – the Board met in Closed Session and no action was taken. The following action was taken during Open Session:

2. Student Expulsions/Readmissions (G.C. §54962)
Student Expulsion 18/19.04 – Recommendation approved.

Motion: Wilson
Second: Anderson

Vote: General Consent

Student Expulsion 18/19.05 – Recommendation approved.

Motion: Wilson
Second: Anderson

Vote: General Consent

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION (continued)

Student Expulsion 18/19.06 – Recommendation approved.

Motion: Wilson
Second: Anderson

Vote: General Consent

ADOPTION OF AGENDA - There was a motion to approve the adoption of the agenda as presented.

Motion: Wilson
Second: Pope

Vote: General Consent

STUDENT BOARD REPRESENTATIVE REPORTS

1. Center High School – Maximus Gomez

- the Junior Prom was held this past weekend
- Powder Puff Week is this week. Dress up days this week are: Monday – blue vs. pink, Tuesday – fans vs. athletes, Wednesday – fans vs. couch potato, Thursday – flannel vs. floral, Friday – Cougar Friday. The game will be at 5:30 p.m.; the guys will be cheerleading and the girls will be playing football.
- tomorrow is the College and Career Fair
- next Wednesday is the Top Ten Dinner
- March 30th is the Football Crab Feed
- April 4th is the 2nd blood drive of the year

2. McClellan High School – Asirah Jackson

- 15 students have earned attendance awards in the past week
- next Friday will be the Spring Dance
- gearing up for graduation; students are ordering caps, gowns and tassels, as well as RSVPing for the graduation dinner
- the basketball team finished this season undefeated and finished 2nd in the championship playoffs. The All Star game will be this Friday at Hardwood Palace.
- thanked the Antelope Lion's Club for bringing several more boxes of food donations to their food closet to help McClellan families in need.
- our local Boys Scouts troop donated food, that was collected in their food drive, to the food closet.
- McClellan HS is participating in Pennies for Patients, a fundraiser for cancer research, during the month of March.
- preschool students visited SeaQuest Aquarium last week
- preschool students had a color day
- there have been 49 students enrolled in the Adult Ed ESL classes, 11 in the Apprenticeship Program, 26 in the high school diploma program, and 9 in the GED class

ORGANIZATION REPORTS

1. CUTA - Venessa Mason, President, was not available to report. Amy Chaney reported that the teachers of Center Joint Unified School District continue to provide exceptional educational and extracurricular opportunities while trying to adhere to contractual obligations. They look forward to continuing our contractual renewal negotiations that would be effective for the 19/20 through 21/22 school years.

2. CSEA - Marie Huggins, President, noted that CSEA has nothing to report.

COMMITTEE UPDATES

Facilities Committee Update - Craig Deason, Assistant Superintendent of Operations & Facilities, covered the following in Project updates:

- North Country's plans have been approved by DSA
- Oak Hill's paperwork should be approved shortly
- Center High School's intake meeting is March 29th

Summer Project updates:

- everything is set for the E-rate project
- stadium turf project has not come out of DSA yet
 - o will have items for approval at next board meeting

Current projects:

- have some restroom modifications and ADA concrete modifications to do (to be done during Spring Break)
- Prop 39 folks are working tonight and tomorrow night on interior lighting; will look at the pot of money to see if there is anything left for exterior lighting

REPORTS/PRESENTATIONS

1. Information on Recently Initiated New State/Federal Programs - Mike Jordan, Director of Curriculum/Instruction/Special Ed., handed the Board a sheet of information and gave a brief overview of the Comprehensive Support and Improvement (CSI), Differentiated Assistance (DA), and Low-Performing Students Block Grant:

Comprehensive Support and Improvement (CSI)

Not Less than the Lowest-performing Five Percent of Title I Schools Criteria: Criteria (color combinations) are included in approved ESSA State Plan

- Schools with all red indicators
- Schools with all red but one indicator of any other color
- Schools with five or more indicators where majority are red
- Schools with all red and orange indicators Grant

Amount = \$332,422

Qualifying Schools-

McClellan High School

Reason for qualifying= 2 red indicators - Graduation Rate, College/Career Readiness

Grant Allotment = \$75,000

Plan = Hire a social worker to work with families and conduct home visits to eliminate barriers to school success.

Wilson C. Riles Middle School

Reason for qualifying = All red and orange indicators

- Chronic Absenteeism
- Suspension Rate
- ELA
- Math

Grant Allotment= \$257,422.00

Plan= Hire multiple academic coordinators to work with teachers to develop lesson plans, curriculum and behavior management support, model teaching lessons.

REPORTS/PRESENTATIONS (continued)

Differentiated Assistance

- District level support provided by the Sacramento County Office of Education
- Eligibility due to suspension data
- District team is meeting with SCOE staff to develop and follow a plan to look at all aspects of district-wide suspension data including:
 - Entering of suspension data into Aeries
 - Disproportionality in suspension rates of subgroups
 - Discipline policies and practices at sites

Low-Performing Students Block Grant

District level grant for low performing students in English language arts and/or mathematics who are not otherwise identified for supplemental grant funding under LCFF or eligible for special education services.

Amount= \$241,075

Plan= Summer Math Boot Camp for grades 4 and 5. Other plans in the development stage. Also, fourth and fifth grade teachers will be receiving specific grade level professional development on the Math CA Framework by SCOE in late August.

Mr. Loehr noted that when LCFF came in categoricals went away, but with this some are starting to come back. On the agenda tonight is a general plan that we had to submit to the state by the end of last month. He noted that the district is looking at what else they can do; they want to have the Boot Camp for at least 2 summers.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

Kari Green & Sandy Weaver, teachers within CJUSD, shared information about the Best Buddies Program. They noted that they are looking into purchasing airline tickets for a conference this summer and would like guidance as to whether or not they could go ahead and purchase them. Their request for the trip will be on the next agenda. Trustee Hunt noted that they could not give an answer or vote on this tonight, but noted that historically they have voted to approve items like this.

BOARD/SUPERINTENDENT REPORTS

Mrs. Anderson

- noted that April 11th she has another surgery scheduled. Thanked everyone for sticking with her through this.

Mrs. Pope

- thanked Mr. Deason for the successful Disaster Drill.
- congratulated Mrs. Luigi for again holding the St. Baldrick's drive.
- noted that the Otter Outlook was shared by Mr. Muldoon; the students did a great job.

Mr. Wilson

- shared his thoughts that he was not entirely comfortable with the personnel transaction that was done last month.

Mr. J'Beily – had nothing to report

BOARD/SUPERINTENDENT REPORTS (continued)

Mr. Loehr

- acknowledged Mr. Farrel for his dedication to St. Baldrick's.
- thanked Mrs. Opfer for the organization to allow St. Baldrick's happen on her campus.
- thanked Marie Huggins and Venessa Mason; he feels lucky to be in a district where we work as a team to solve things within the district.
- acknowledged that Mr. Wilson passed his test at work.
- congratulated Mr. Hunt who was awarded Co-Administrator of the Year for 2019 for ACSA.

Mr. Hunt – had nothing to report.

CONSENT AGENDA

1. Approved Adoption of Minutes from February 20, 2019 Regular Meeting
2. Approved Adoption of Minutes from March 6, 2019 Special Meeting
3. Approved Classified Personnel Transactions
4. Approved Declaration of Hard-to-Fill Positions: Bus Driver
5. Approved Updated Job Descriptions for Library Technician and Student and Family Support Assistant (formerly known as Integrated Services Technician)
6. Approved 2019-2020 AVID Center Contract
7. Ratified Low Performance Students Block Grant, Report Number One
8. Approved Professional Services Agreement: Dialed Action Sports
9. Approved Memorandum of Understanding between Sacramento County Office of Education (SCOE) and Center Joint Unified School District in the Implementation of the SCOE Art Grant
10. Approved Field Trip: Educational Talent Search College Campus Tours in Southern California - CHS
11. Approved Field Trip: MCA Senior Saturday Trip - CHS
12. Approved Field Trip: ARC Upward Bound Overnight Spring College Tour to Southern California
13. Approved Summer Grades for 2018 Six-week Summer Program at ARC
14. Ratified Sacramento Cal-SOAP Consortium Memorandum of Understanding 2018-2019-18
15. Approved 2018-2019 Safe School and Emergency Preparedness Plan - Dudley
16. Approved 2018-2019 Safe School and Emergency Preparedness Plan - Riles MS
17. Approved Master Service Agreement between Center Joint Unified School District and Consolidated Communications
18. Approved Amendment #9 between Center Joint Unified School District and Consolidation Communications
19. Approved Professional Services Agreement: Hugh R. Davison
20. Approved CJUSD Purchasing Manual
21. Approved Payroll Orders: July 2018 - February 2019
22. Approved Supplemental Agenda (Vendor Warrants): February 2019

Motion: Wilson

Vote: General Consent

Second: Pope

BUSINESS ITEMS

A. APPROVED - Second Reading: Board Policies/Regulations/Exhibits

- BP/AR 0420 - School Plans/Site Councils
- BP/AR 0450 - Comprehensive Safety Plan
- BP/AR 0460 - Local Control and Accountability Plan
- AR 1220 - Citizen Advisory Committees
- AR 3311.1 - Uniform Public Construction Cost Accounting Procedures

BUSINESS ITEMS (continued)

AR 3543 - Transportation Safety and Emergencies
AR 4200 - Classified Personnel
AR 5113 - Absences and Excuses
AR 5131.41 - Use of Seclusion and Restraint
BP/AR 5141.52 - Suicide Prevention
BP/AR 5144 - Discipline
BP 5146 - Married/Pregnant/Parenting Students
BP 6146.1 - High School Graduation Requirements
AR 6173.2 - Education of Children of Military Families
AR 6183 - Home and Hospital Instruction
BB 9322 - Agenda/Meeting Materials
BB 9324 - Minutes and Recordings

Mr. Loehr noted that AR 6173.2 has the update to include the language that Trustee Wilson had discussed and the board approved last meeting.

Motion: Pope
Second: Anderson

Ayes: Anderson, Hunt, J'Beilly, Pope, Wilson
Noes: None

B. APPROVED - Center Joint Unified School District Facilities Assessment and Implementation Plan

Mr. Loehr noted that the Board has already met several times going over this. The Board is approving a general outline for where we want to go.

Motion: Anderson
Second: Pope

Vote: General Consent

C. APPROVED - Second Interim Report for Fiscal Year 2018/19

Lisa Coronado, Director of Fiscal Services noted, noted that the Second Interim Report captures all revenue and expenditures from July 1 until January 31. It is based on Governor Newsome's budget proposal that he brought forth in January. She then shared information on District-Only ADA, Total Unrestricted Revenue, Total Unrestricted Expenditures/Contributions, 2018-19 Expenditure Budget, Unrestricted Revenue vs. Expenditures/Contributions, General Fund Unrestricted Ending Fund Balance, and Other Funds. Mr. Loehr noted that they are looking at Developer Fees and how it will affect the district putting in for hardship funds. Trustee Wilson asked how confident she was with the states numbers; does she know anything about the January/February numbers. Mrs. Coronado noted that it was down. It was noted that we are certifying a positive certification. Mr. Loehr complimented Ms. Coronado for making it look easy, even though it is not.

Motion: Pope
Second: Anderson

Vote: General Consent

ADVANCE PLANNING

- a. *Future Meeting Dates:*
 - i. *Regular Meeting: Wednesday, April 10, 2019 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items:*

ADJOURNMENT – 6:51 p.m.

Motion: Pope
Second: Anderson

Vote: General Consent

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Donald E. Wilson, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site:	Personnel Department	Action Item	<u>X</u>
Date:	April 10, 2019	Information Item	<u>-</u>
To:	Board of Trustees	# Attached Pages	<u>1</u>
From:	David Grimes, Director of Personnel and Student Services		

Subject: Classified Personnel Transactions

New Hire

Shelbie Baker, Instructional Specialist/PH Autism
 Aaron Derr, Bus Driver
 Javon Martinez, Noon Duty
 Katlyn Voegeli, Instructional Specialist/PH Autism

Recommendation: Approve Classified Personnel Transactions as Submitted

CONSENT AGENDA

Shelbie Baker has been hired as an Instructional Specialist/ PH Autism at Dudley Elementary School effective date to be announced.

Aaron Derr has been hired as a Bus Driver for the Transportation Department effective date to be announced.

Javon Martinez has been hired as a Noon Duty at North Country Elementary School effective March 25, 2019.

Katlyn Voegeli has been hired as an Instructional Specialist/PH Autism at Center High School effective March 11, 2019.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Action Item X

Date: April 10, 2019

Information Item

To: Board of Trustees

Attached Pages 1

From: David Grimes,  Director of Personnel and Student Services

CONSENT AGENDA

Subject: Certificated Personnel Transactions

New Hires

Janelle Newman, Oak Hill Elementary

Resignations

Julia Roesser, Wilson C. Riles Middle
Elena Sorokova, McClellan High School

Retirement

Jennifer Towner

Recommendation: Approve Certificated Personnel Transactions as Submitted

XV-3

Janell Newman has been hired as a Special Ed Teacher for Oak Hill Elementary School effective August 5, 2019.

Julia Roesser has resigned from her position as School Counselor, Wilson C. Riles Middle School, effective end of day on April 12, 2019.

Elena Sorokova has resigned from her position as ESL teacher for McClellan High School, effective March 28, 2019.

Jennifer Towner is retiring from her position as French Teacher from Center High School, effective May 31, 2019.

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Personnel	Action Item <u>X</u>
To:	Board of Trustees	Information Item _____
Date:	March 29, 2019	# Attached Pages <u>1</u>
From:	David Grimes, Director of Personnel	
Principal/Administrator Initials:	<i>[Signature]</i>	

<p>SUBJECT: NEW CSEA CONTRACT LANGUAGE RELATING TO FAMILY MEDICAL LEAVE (FMLA).</p> <p>The District reached agreement with CSEA #610 on new contract language to be added to Article XIV, LEAVES. The new language pertains to Family Medical Leave and is consistent with current state and federal statutes governing such leave. The new language is also consistent with language already in the District's Collective Bargaining Agreement with Center Unified Teachers Association.</p> <p>RECOMMENDATION: The CJUSD Board of Trustees approve the new language added to the District's Collective Bargaining Agreement with CSEA #610 regarding Family Medical Leave.</p>
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CONSENT AGENDA

**TENTATIVE AGREEMENT Between CENTER JOINT UNIFIED SCHOOL DISTRICT
And CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, LOCAL 610**

This Tentative Agreement confirms the parties' mutual understanding and agreement regarding new contract language in Article XIV, LEAVES, Family and Medical Leave. The following language will be added to the Collective Bargaining Agreement:

Family Care Leave: Summary of Code and Policy

California Family Rights Act of 1993 (CFRA)

1. Eligibility

- a. Prior employment in District for twelve (12) months (at least 1,250 hours during this period).
- b. Certification of the classified employee's health condition or eligible family member may be required by the District.

2. Leave Allowances

- a. Leave may be authorized for up to twelve (12) work weeks in a twelve (12) month period for the birth, adoption or foster care placement of a classified employee's child or for a classified employee's serious health condition or that of classified employee's child, parent, or spouse.
- b. An additional leave period for up to four (4) months if a classified employee is disabled by pregnancy, childbirth, or related medical conditions, may be available. (This pregnancy related provision is available separate from the twelve (12) weeks even though a classified employee may not meet the Eligibility Requirements.) The basic minimum duration is two (2) weeks, which must conclude within one (1) year of birth or placement for adoption or foster care.

3. Notice Requirement

- a. A classified employee shall request family care and medical leave in writing, at least thirty (30) days before commencement date of the leave.
- b. If the leave becomes necessary less than thirty (30) days before its commencement, the classified employee shall provide such notice as soon as practicable.

4. The use of this leave may impact certain classified employee benefits and seniority date. If considering this form of leave please contact the Personnel Department for more details. (Board Administrative Regulation 4161.8 and Government Code.)

For CSEA:

DATE: 3/8/19

BY: Marie Huggins
Marie Huggins
CSEA President, Chapter 610

DATE: 3-8-19

BY: Cesar Mata
Cesar Mata
CSEA Labor Relations Representative

For DISTRICT:

DATE: 3/8/19

BY: David Grimes
David Grimes
Director of Personnel

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Personnel	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
Date:	March 29, 2019	# Attached Pages <u> 1 </u>
From:	David Grimes, Director of Personnel	
Principal/Administrator Initials:	<i>[Signature]</i>	

**SUBJECT: UPDATED MEMMORANDUM OF UNDERSTANDING WITH CSEA
CHAPTER #610 REGARDING HIRING INCENTIVES FOR NEW BUS DRIVERS**

There continues to be a shortage of school bus drivers throughout the state of California. The Board of Trustees of Center Joint Unified School District has designated the job of "Bus Driver" as a "Hard to Fill" position for the 2018/19 school year. Such designation permits the District to offer hiring incentives to recruit bus drivers to the District.

The District recently updated a prior MOU from the previous school year with CSEA #610, which specifies the parameters of incentives offered to bus drivers. This MOU covers all bus drivers hired during the 2018/19 school year.

This MOU provides a newly hired bus driver an incentive of \$500 at the conclusion of 6 months of District service, and an additional \$500 at the conclusion of 18 months of District service. These incentives are the same as were offered to newly hired bus drivers during the 2017/18 school year.

RECOMMENDATION: The CJUSD Board of Trustees approve the updated MOU with CSEA #610 regarding hiring incentives for bus drivers hired during the 2018/19 school year.

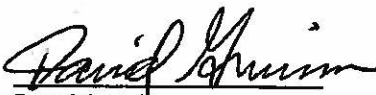
CONSENT AGENDA

MEMORANDUM OF UNDERSTANDING


Between
Center Joint Unified School District
And
California School Employees Association #610

This memorandum of understanding (MOU) confirms and clarifies the parties' mutual understanding and agreement as follows:

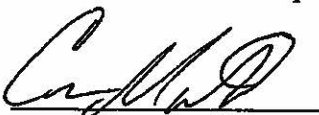
1. Upon the designation of "Bus Driver" as a "Hard to Fill Position" by the Board of Trustees, the District agrees to pay bus drivers hired during the 2018/19 school year a signing incentive as follows:
 - A. Five hundred dollars (\$500.00) at the conclusion of 6 months of District service,
 - B. Five hundred dollars (\$500.00) at the conclusion of 18 months of District service.
2. Bus drivers already hired but who have not yet completed service time to the district as outlined above, will receive the signing incentive when reaching the service time outlined.
3. This agreement shall be in effect for drivers hired during the 2018/19 school year only. It may be renewed from year to year by agreement of the parties.
4. This agreement does not constitute a precedent for any future agreement.


David Grimes
Director of Personnel, CJUSD

2/21/19
Date


Marie Huggins
President, CSEA Chapter #610

2/21/19
Date


Cesar Mata
CSEA Labor Representative

2-21-19
Date

Center Joint Unified School District

Dept./Site: Personnel		AGENDA REQUEST FOR:
To: Board of Trustees		Action Item <u>X</u>
Date: March 29, 2019		Information Item _____
From: David Grimes, Director of Personnel		# Attached Pages <u>2</u>
Principal/Administrator Initials: <u>[Signature]</u>		

SUBJECT: NEGOTIATED AGREEMENT WITH CSEA CHAPTER #610 REGARDING CHANGES TO THE COLLECTIVE BARGAINING AGREEMENT, ARTICLE III, ORGANIZATIONAL SECURITY

Due to the recent United States Supreme Court Decision (Janus) and subsequent state legislation, it became necessary to revise portions of Article III, Organizational Security, of the Collective Bargaining Agreement with CSEA Chapter #610. Revised language reflects new law relating to union membership, the collection of dues, and union information provided to new classified employees.

RECOMMENDATION: The CJUSD Board of Trustees approve the changes to Article III, Organizational Security, of the Collective Bargaining Agreement between the District and CSEA Chapter #610.

CONSENT AGENDA

ARTICLE III
ORGANIZATIONAL SECURITY

Chlor 2-21-19
m. Huggins 2/21/19
David Huggins 2/21/19

A. Membership Dues

1. CSEA has the sole and exclusive right to have regular membership dues deducted by the District for classified employees. CSEA certifies that it has and will maintain individual employee authorizations regarding union membership. CSEA shall provide written notification to the District within a reasonable time, normally within 10 days, of any unit member who is a member of CSEA, or who has applied for membership, and who has authorized deduction of CSEA membership dues.
2. In accordance with the CSEA Dues Schedule, the District shall deduct membership dues from the wages of CSEA members, as voluntarily authorized in writing by the employee on the CSEA form. Pursuant to written notification by CSEA, the District shall deduct the membership dues from the regular salary warrant of the unit member. Deductions for unit members who join CSEA after the commencement of the school year shall be appropriately prorated to complete dues payments by the end of the school year.
3. The District shall refer all employee requests to revoke membership to the CSEA Labor Relations Representative and shall obtain his/her approval on behalf of the union before processing any revocation request.
4. CSEA agrees to furnish any information needed by Business Services to fulfill the provisions of this Article.
5. The District shall not be obligated to implement any new, revised, changed, or discontinued payroll deductions until the first of the month following no less than thirty (30) calendar days after CSEA submits their form to the District payroll office initiating such revised deduction.
6. No employee shall be obligated to pay membership dues to CSEA until the first of the month following at least thirty (30) calendar days from the employee's hire date.

B. Membership Information

1. The District shall distribute CSEA-supplied membership applications to new hires (but not make any statement suggesting workers must join). The District shall refer all employee questions about CSEA or dues over to

- the CSEA Labor Relations Representative. This agreement shall satisfy District's duty to bargain effects of *Janus* decision.
2. The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic renewal yearly unless the worker drops out during a specified window period. The District does not need to keep track of this period which shall be tracked by CSEA within its membership database.
 3. The District shall take all reasonable steps to safeguard the privacy of CSEA members' personal information as required by law.

C. Hold Harmless Provision

1. CSEA shall indemnify, defend, and hold harmless the District's Board of Education, including each individual School Board Member, and employees, agents, and representatives of the District against any and all claims, demands, suits or other forms of liability; including, but not limited to, wages, damages, judgments, fees, fines, court costs, attorney fees and any back pay, penalties or awards resulting from any court, arbitrator or PERB orders, judgments or settlement which may arise by reason of, or resulting from the operation of this Article III. CSEA shall bear all costs of defending against any and all such claims, demands, suits or other forms of liability; including, but not limited to, court costs, attorney fees and all other costs of litigation.
2. CSEA shall have the exclusive right to decide and determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried or appealed. CSEA's decision thereon shall be final and binding upon all Parties protected by Section C.1., above.
3. Section C.2., above shall not be construed as a waiver on the part of the District, Board of Education, or any individual protected by this Section of any claim against the CSEA for failing to act in good faith in settling a claim or any failure to competently defend and hold them harmless. Within ten (10) days of proper service of a claim, demand, suit, or other legal action against any protected Party, the District shall inform CSEA and provide CSEA with copies of any documents received as a result of the legal action. Upon request, the District shall provide CSEA's legal counsel with documents and information reasonably related to providing a defense.

[Signature] 2-21-19
M Higgins 2/21/19
[Signature] 2/21/19

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Personnel	Action Item <u> X </u>
To: Board of Trustees	Information Item <u> </u>
Date: March 29, 2019	# Attached Pages <u> 4 </u>
From: David Grimes, Director of Personnel	
Principal/Administrator Initials: <u> DGA </u>	

<p>SUBJECT: REVISED CSEA CONTRACT LANGUAGE RELATING TO THE DISTRIBUTION OF OVERTIME AND TEMPORARY WORK ASSIGNMENTS</p> <p>The District reached agreement with CSEA #610 on revisions to Article VI, HOURS. The revisions clarify how overtime assignments will be offered to classified employees, and outline how classified employees shall notify the District of their desire for temporary or substitute work assignments.</p> <p>The revised language clarifies that, with the exception of an emergency or exigent circumstance, overtime assignments will be offered on a rotational basis in descending order of seniority, unless the job requires a particular skill set or certification. It also outlines that classified employees interested in being considered for substitute or temporary work assignments shall notify the Personnel Department in writing of the specific jobs they wish to be considered for in which they are qualified/certified.</p> <p>In the attached document, new language is underlined and language being deleted is stuck out.</p> <p>RECOMMENDATION: The CJUSD Board of Trustees approve the revisions to Article VI, HOURS, of the District's Collective Bargaining Agreement with CSEA #610. Revised language outlines the process for the distribution of overtime, and how the employee is to inform the District of her/his desire to be considered for substitute or temporary assignments.</p>

CONSENT AGENDA

ARTICLE VI

HOURS

T.A. d
Rand Khum 3/8/19
Marie Higgins 3/8/19
C. L. L. 3-8-19

- A.
1. The normal full-time workweek shall consist of five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week.
 2. Each employee shall be assigned a regular minimum number of hours per day.

B. OVERTIME

1. Any hours which an employee works above and beyond eight (8) hours per day or forty (40) hours per week shall be compensated at one and one-half (1-1/2) times the employee's regular pay rate.
2. Any overtime hours must have prior and direct authorization from the employee's immediate supervisor unless an unforeseen/emergency situation exists.
3. An employee having a regular work week of five (5) consecutive days and an average work day of four (4) or more hours shall be paid for any work required to be performed on the sixth or seventh day at one and one-half (1-1/2) times their regular hourly rate.
4. An employee having a regular work week of five (5) consecutive days and an average work day of less than four (4) hours shall be paid for any work required to be performed on the seventh day at one and one-half (1-1/2) times their regular hourly rate.
5. With the exception of an emergency or exigent circumstance, when additional hours or days per year become available to a part-time position on a regular basis, the assignment shall be offered to a bargaining unit member in the appropriate classifications with the greatest seniority in that classification from the same site/department, unless the job requires knowledge of a particular skill set or certification, in descending order on a rotational basis of seniority at the site/department. The additional hours or days are then offered to the most senior bargaining unit member district-wide with the same number of hours and in the same classification as the bargaining unit member who declined the additional hours.

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- C. If the District is contemplating an increase in a position's regular hours, they will bring it to a CSEA/CJUSD Collaboration meeting with CSEA to review whether or not the hours should be added to an incumbent's base assignment or whether the hours need to be posted in-house for five (5) days as a vacancy. If the parties cannot reach consensus, the hours will be posted in-house.
- D. A part-time employee required to work a minimum of thirty (30) minutes per day additionally for a period of twenty (20) consecutive days or more shall earn additional Leave, Holiday and Vacation benefits on a prorated basis for that period.
- E. Additional work required by the District occurring during the school year shall be rotated among part-time (less than eight (8) hours per day) employees. With the exception of an emergency or exigent circumstance, such additional work shall be distributed equally among employees in descending order on a rotational basis by seniority within the same classification at the same site, or within the department for Transportation and Maintenance classifications.
- F. An employee called back to work after completion of his/her work hours and after leaving the District shall be compensated for at least one (1) hour.
- G.
 - 1. Employees working five (5) or more consecutive hours are entitled to an unpaid duty-free lunch period of one-half (1/2) hour, scheduled as closely as practical to the midpoint of the work shift. The one-half (1/2) hour duty-free period is exclusive of the workday.
 - 2. Employees working four (4) or more consecutive hours are entitled to a rest break of fifteen (15) minutes.

H. Temporary Work Assignment

- 1. If the District determines that a site requires "temporary work", the District will inform employees at that site of such work.
- 2. Employees working less than twelve (12) months and/or eight (8) hours daily may request any such work.
- 3. If an employee is interested in being considered for substitute or temporary work assignments, employees shall notify the Personnel Department in writing of the specific jobs they wish to be considered for in which they are qualified/certified.

~~Substitutes and Temporary workers shall not receive extra hours unless all employees on the volunteer list decline the offer.~~

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pm 3/8/19

4. Work assignments will be made by the site supervisor from among those qualified and shall normally be offered in the following order: descending order on a rotational basis.
 - a. ~~Position incumbent~~
 - b. ~~Site employee~~
 - c. ~~District employee~~
5. Temporary work shall be on a case by case basis, shall not exceed nor extend beyond one (1) school year and an employee shall not become permanent in this work. CSEA and the District shall both provide written authorization prior to any temporary assignment being implemented.
6. An employee whose current position does not quality qualify for health and welfare benefits shall not acquire nor increase benefits if selected for temporary work. Employees shall be eligible to receive prorated sick leave, vacation and holiday credit per Section C. above.
7. Because the need for this work is temporary and may be eliminated at any time by the District, layoff procedures shall not be applicable.
8. Should an employee's current position and temporary work be at different work sites/locations, the employee shall not be paid for travel time or mileage.
9. It is agreed and understood that the uncertainty of financial resources warrants that the intent of this program is to provide District employees the opportunity to work additional hours, for a limited period of time, without affecting the District's operations and current flexibility, or incurring increased costs.

I. Summer Work Assignments

1. If the District determines that short-term work is required during the "traditional summer" period, the District will post an announcement of that work throughout the District, not less than five (5) working days prior to the date needed.
2. Employees working less than twelve (12) months and/or eight (8) hours may file a written request for consideration of any work for which the employee is qualified.

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RM 3/8/19

3. Assignments will be made by the District from among those qualified.
4. An employee assigned to work during the summer recess period in his/her normal classification shall receive, on a prorated basis, no less than the compensation and benefits applicable to that classification during the regular academic year.
5. An employee assigned to work during the summer recess period in a classification other than his/her normal classification shall receive, on a prorated, no less than the compensation and benefits applicable at Step 1 of the appropriate salary range of the classification in which summer work is assigned.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: March 4, 2019

Action Item **XX**

To: CUSD Board of Trustees

Information Item

From: Jerald Ferguson

Attached Pages

Principal's Initials

 JF

SUBJECT: Best Buddies Leadership Conference

Best Buddies Leadership Conference
July 18-22, 2019
Bloomington, IN
Indiana University

2 Club Advisors – Keri Green and Sandy Weaver – paid by district
5 Student Club Officers – paid by district

Per Person:

\$350 Registration – includes airport transfer, accommodations, and meals

\$650 appx. Airfare (Southwest)

Meals not included on travel days.

The Best Buddies Leadership Conference (BBLC) brings together leaders with and without intellectual and developmental disabilities from middle schools, high schools, colleges, and communities worldwide, providing chapter leaders and ambassadors personalized training that develops the leadership skills needed to organize a Best Buddies chapter and share the Best Buddies mission.

RECOMMENDATION: to allow Keri Green, Sandy Weaver and 5 student club officers attend the Best Buddies Leadership Conference from July 18-22 2019.

CONSENT AGENDA

XV-8

BESTBUDDIES.

HIGH SCHOOL EDUCATIONAL TRACK

High school chapter leaders of school friendship and promoters chapters and will engage in the same education track this year; all high school leaders from our various high school programs can expect to participate in dynamic training topics that focus on the Best Buddies mission, disability rights movement, professional skill building and leadership development, and chapter management. Chapter presidents and officers, including buddy directors, will participate in inclusive training sessions together; sessions will offer a rich and unique training experience where students will learn from Best Buddies staff, network peer-to-peer, and participate in forums with professionals in the disability rights field. These trainings will be offered in a number of different styles and settings to ensure students leaders are able to grow, and develop new skills by utilizing a variety of educational tools.



Classroom

Chapter management and program expectations will be reviewed with chapter leaders in a lecture style with personal, hands-on training from experienced Best Buddies staff members. Chapter presidents and officers will participate in these classroom breakouts with professionals from their state or region and be taught by their Best Buddies staff contacts in their community, ranging from their program manager to their chapter director.

Roundtable

Student leaders will participate in roundtable discussions to cultivate the specific skill development needed to be a leader on their campus. The discussions' predetermined topics will focus on student based experience and be led based on needs and goals of the student participants. Student leaders should come to the Best Buddies Leadership Conference prepared to participate and share their experiences in addition to seeking out answers, suggestions, and resources to support their own chapter goals. Roundtables provide a unique opportunity for student networking and peer-to-peer learning.

BBLC Talks Forum

On Saturday, July 22nd, students will participate in a TED Talks-esque forum; the audience will be comprised of all high school leaders with and without disabilities. The BBLC Talks speakers will be comprised of global disability rights advocates, professionals in the disability field, and experienced Best Buddies volunteers and staff who will share their expertise, best practices, and engage the audience to craft their vision of leadership in the movement. The goal of the forum will be to showcase our progress in the movement, discuss the goals of our mission, and provide awareness and networking opportunities for attendees. Additionally, speakers will evaluate how Best Buddies and the larger disabilities community can partner to ensure inclusion, employment, leadership and social opportunities are available to all people with and without disabilities across the globe.

World Café

The World Café offers all chapter leaders a new and exciting platform to engage with peers and evaluate the successes, challenges, and goals of being a Best Buddies leader. Focusing on the conference theme, *All for Best Buddies*, participating leaders will be assigned small groups comprised of other high school leaders with and without disabilities. The goal of these small-group discussions will be to evaluate our commitment to joining the movement and fostering a global impact; conversations will explore how to impact, empower, engage volunteers, families, and communities in the Best Buddies movement. The World Café provides students the opportunity to share ideas and cultivate skills to overcome challenges and feel informed and prepared to return home and lead their chapters successfully and creatively. These small group discussions, facilitated by global Best Buddies staff, will provide leaders a new, ever-changing discussion to address the history of the movement, our involvement, and equip all leaders with the knowledge and tools to commit to global growth in their communities.

BESTBUDDIES.

CONFERENCE AGENDA

Download the Conference Schedule App:



The Best Buddies Leadership Conference (BBLC) will prepare attendees to create and foster life-long friendships, plan exciting activities, delegate responsibilities, communicate effectively, advocate, motivate, and inspire their community. Though each participant's journey will differ, all attendees can expect a welcoming environment to create connections with peers, develop diverse leadership skills, and make new friends.

Below is a snapshot of what a day in the life of a conference participant will look like. Check back often as the entire conference agenda will be posted as the conference nears.



A Typical Day in the Life at BBLC

Morning: Rise and shine!

It's time to greet the day and get ready for exciting new opportunities to engage in the Best Buddies mission!

7:00 AM – 8:00 AM: Breakfast!

Meet your friends in the Indiana University dining hall for a wide variety of breakfast options. Once you finish breakfast, all states will establish a specific meeting place to gather before heading to the first events of the day.

8 AM – 12:00 PM: Educate! Inspire! Empower!

All chapter leaders will participate in a number of educational sessions, ranging from guest speakers, large group forum, panel discussions, classroom lectures, workshops, and peer-to-peer roundtables. Topics will vary based on program, but all attendees can expect a diverse educational training to develop their leadership skills and empower them to enact the mission in their community. Ambassadors will participate in specific trainings designed to educate leaders on public speaking, advocacy, and professional writing skills.

Afternoon: Learn, Lead, Love

12:00 PM – 1:00 PM: Lunch!

Depending on the program track, attendees will break for lunch in one of the several dining halls designated for Best Buddies lunch on the Indiana University campus.

1:00 PM – 6:00 PM: All for Best Buddies!

In addition to classroom lectures and roundtable lessons, all attendees will have opportunities for peer-to-peer networking and learning as a part of our World Café and workshop sessions. These sessions are designed to empower leaders to share their own experiences and interests to motivate, educate, and inspire their peers. These sessions are facilitated by senior Best Buddies staff, but the goal of these sessions is to encourage information sharing and partnerships among attendees. Ambassadors will have opportunities to engage with educational tracks to practice their advocacy skills and prepare their final speeches, articles, or conversational topics.

Evening: The fun continues...

6:00 PM – 7:30 PM: Dinner!

Attendees will have the opportunity to gather as a state or with newfound friends for dinner in one of the dining halls designated for Best Buddies dinner on the Indiana University campus.

8:00 PM – 11:00 PM: Party time!

Each evening, a range of activities will be offered to engage participants and keep the fun going based on their age and interest. Events scheduled include an exciting Friendship Walk to showcase our mission, outdoor events with celebrity ambassadors, movie nights, bowling, billiards, and a celebratory dance party with all attendees, treats, and games, and other planned social gatherings.

Post-Events: Call it a night!

All middle school and high school participants are expected to be in their dorm rooms by 11:00 PM each night; dorm checks will be completed by all Best Buddies staff to ensure all students are in their rooms by this designated time. College students and adult ambassadors and job participants are welcome to stay up past 11:00 PM, but are expected to be in their dorm building, preferably on their dorm floor, by this hour. Remember, it's another early day tomorrow and everyone needs enough energy, enthusiasm and spirit to learn, lead and love the Best Buddies mission!

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Curriculum and Instruction

Date: March 29, 2019

Action Item ☒ ~~X~~

To: Board of Trustees

Information Item

From: Michael Jordan

Director of Curriculum, Instruction and Special Education

4 # Attached Pages

Initials: MJS

SUBJECT: MOU for a CTE grant application in a consortium with the Sacramento County Office of Education

The CJUSD would like to participate in a CTE grant by working in a consortium including the Sacramento Office of Education. This MOU states the terms of that working relationship.

RECOMMENDATION: CJUSD Board of Trustees approve the MOU with SCOE for this grant.

AGENDA ITEM # XV-9

CONSENT AGENDA

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SACRAMENTO COUNTY OFFICE OF EDUCATION
AND CENTER JOINT UNIFIED SCHOOL DISTRICT**

Career Technical Education Incentive Grant

This Memorandum of Understanding (MOU) is entered into between the Sacramento County Office of Education hereinafter referred to as SCOE and the Center Joint Unified School District, hereinafter referred to as DISTRICT, dated March 28, 2019 for reference purposes only.

RECITALS

The CTEIG Program was established by passage of Chapter 16.5 of the Education Code, Sections 53070 et seq. The goal of the CTEIG Program is to provide pupils with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of the CTEIG Program is to encourage and maintain the delivery of career technical education programs during implementation of the local control funding formula.

The CTEIG Program allows for funding for career technical education programs for the 2019-2020 school year. The funds available under the CTEIG Program shall be distributed based upon the average daily attendance ("ADA") of the applicant.

The CTEIG Program allows for a combination of LEAs, including county offices of education and school districts, to apply together for CTEIG Program funding for purposes of determining ADA.

GENERAL PROVISIONS

3.0 Responsibilities.

- 3.1 Each Party to this MOU agrees to apply for CTEIG Program funding together as a consortium applicant with all other Parties to this MOU ("Consortium").
- 3.2 Each Party to this MOU agrees and acknowledges that SCOE shall act as lead LEA of the Consortium for purposes of applying for, receiving, and administering CTEIG Program funds allocated to the Consortium. SCOE, as lead LEA, shall also submit the necessary plans, application(s), and fiscal claims to the California Department of Education ("CDE") on behalf of the Consortium. SCOE will focus CTEIG activities that build capacity within the consortium CTE community, including: New CTE Teacher Support Classes, CTE Teacher Speaker Series, Administrator CTE Training, and CTE Teacher Paid Summer Internships.
- 3.3 Each Party to this MOU participating in the Consortium shall cooperate in the Consortium's application process and in the development of all necessary

documents for the application(s) for CTEIG Program funding. Each Party shall provide timely responses to SCOE's request(s) for information and data relevant to the preparation of the Consortium's application(s) for CTEIG Program funding.

4.0 Term.

4.1 This MOU is entered into and effective from July 1, 2019 through June 30, 2020.

5.0 Termination of the Agreement.

5.1 Any party may terminate this MOU at any time by giving 60 days prior written notice to the other parties. In the event of a material breach of this MOU, an aggrieved party may terminate this MOU by giving 30 days prior written notice of termination to the other parties.

5.2 This MOU is contingent upon SCOE's receipt of funding from CDE, and may be terminated or modified immediately upon SCOE's notification that CDE intends to reduce or eliminate such funding.

6.0 Modification.

6.1 This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties. Should changes in legislation or the State budget occur that necessitate revision of this MOU, the parties shall meet to revise accordingly.

7.0 Ownership of Materials.

7.1 Any and all products developed pursuant to this agreement are the exclusive property of SCOE. District, its employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products without the expressed written permission of SCOE. SCOE shall have the authority to adapt and adopt materials developed by this agreement for dissemination purposes.

8.0 Confidentiality.

8.1 Each party shall be responsible for maintaining the confidentiality of employee and student data to the extent required by law. If either party fails to comply with this requirement it shall hold the non-offending party harmless and indemnify that party for the breach of confidentiality.

9.0 Notice

9.1 Any notices required to be given by the MOU or by law shall be in writing. They shall be served either personally, by mail, or email.

Any notice to District may be given at the following address;

Center Joint Unified School District – Annex Building
3243 Center Court Lane
Antelope, Ca. 95843
Attn: Mike Jordan
Email: mikejordan@centerusd.org

Any notice to SCOE shall be sent to the following address:

Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003
Attn: Tammy Sanchez
Email: tsanchez@scoe.net

10.0 Indemnification.

10.1 Each party agrees to defend, indemnify, and hold harmless each of the other parties (including a party's directors, agents, officers and employees), from any claim, action, or proceeding arising from any actual or alleged acts or omissions of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.

10.2 It is the intention of the parties that this section imposes on each party responsibility to the others for the acts and omissions of their respective officials, employees, representatives, agents, subcontractors and volunteers, and that the provisions of comparative fault shall apply. This provision shall survive the termination of this agreement for any claim related to this agreement.

11.0 Independent Agents.

11.1 This MOU is by and between independent agents, and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.

12.0 Nondiscrimination.

12.1 Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic

information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.

13.0 Insurance.

13.1 All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.

14.0 Execution of Agreement.

14.1 This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

SIGNATURES

Name: Scott Loehr
Title: Superintendent
LEA: Center Joint Unified School District

Date

Tamara Sanchez
Associate Superintendent, Business Services
Sacramento County Office of Education

Date

AGENDA ITEM # XV-10

Center Joint Unified School District

Dept./Site: Instructional Services

AGENDA REQUEST FOR:

Date: April 10, 2019

Action Item X

To: Board of Trustees

Information Item

From: Michael Jordan *MDJ*
Director of Curriculum & Instruction and Special Education

Attached Pages: 76

SUBJECT: School Accountability Report Card

RECOMMENDATION: The Center Joint Unified School District Board of Trustees to ratify School Accountability Report Card for Center High, Wilson Riles Middle, McClellan High, Spinelli Elementary, Dudley Elementary, North Country Elementary and Oak Hill Elementary.

AGENDA ITEM # XV-10

CONSENT AGENDA

Arthur S. Dudley Elementary School

School Accountability Report Card

Reported Using Data from the 2017-18 School Year

Published During 2018-19

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
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DataQuest

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Internet Access

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About This School

Contact Information (School Year 2018-19)

School Contact Information	
School Name	Arthur S. Dudley Elementary School
Street	8000 Aztec Way
City, State, Zip	Antelope, CA 95843-4486
Phone Number	(916) 338-6470
Principal	Steve Jackson
E-mail Address	sjackson@centerusd.org
Web Site	https://dudley.centerusd.org/
CDS Code	34739736032908

District Contact Information	
District Name	Center Joint Unified School District
Phone Number	(916) 338-6330
Superintendent	Scott A. Loehr
E-mail Address	superintendentsoffice@centerusd.org
Web Site	www.centerusd.org

School Description and Mission Statement (School Year 2018-19)

At Arthur S. Dudley Elementary we are dedicated to partnering with families to create a safe and respectful environment that supports student learning and development. Our mission is to guide and encourage students to meet or exceed challenging academic standards, to establish a connection to school, to be responsible and productive citizens and to be life-long learners with a goal for the future of being college and career ready.

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Kindergarten	104
Grade 1	72
Grade 2	110
Grade 3	97
Grade 4	94
Grade 5	96
Grade 6	102
Total Enrollment	675

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	13.3
American Indian or Alaska Native	0.4
Asian	7.6
Filipino	2.4
Hispanic or Latino	24.3
Native Hawaiian or Pacific Islander	0.9
White	45.3
Socioeconomically Disadvantaged	71.4
English Learners	18.2
Students with Disabilities	12.1
Foster Youth	0.6

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	34	31		
Without Full Credential	0	0		
Teaching Outside Subject Area of Competence (with full credential)	0	0		

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	
Total Teacher Misassignments *	0	0	
Vacant Teacher Positions	0	0	

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: December 2017

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	McGraw Hill, Wonders Reading 2016	Yes	0
Mathematics	CPM Educational Program, Core Connections 2014 McGraw Hill, My Math 2014	Yes	0
Science	Harcourt School Publishers, California Science 2008 Pearson Prentice Hall, Prentice Hall California Science Explorer: Focus on Earth, Life, and Physical Science 2008	Yes	0
History-Social Science	Houghton Mifflin, Houghton Mifflin History-Social Science 2007 McDougal Littell, World History: Ancient Civilizations 2007	Yes	0

School Facility Conditions and Planned Improvements (Most Recent Year)

The administration and staff of Dudley Elementary School work very closely with the maintenance and grounds department of the Center Joint Unified School District. If any situation is identified that requires attention, work orders are submitted, and the situations are resolved in a very timely manner.

Overall rating 95.33, Good.

School Facility Good Repair Status (Most Recent Year)

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: August, 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Cabinet door broken; holes in wall; torn vertex; stained and cracked ceiling tiles; stained carpet.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	Exhaust fan in restroom not working.
Safety: Fire Safety, Hazardous Materials	Good	M-3 mold.
Structural: Structural Damage, Roofs	Good	Lower corner bricks moving; holes in bricks.
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Fair	Windows cracked; windows with bb holes; missing 2-way door safety handle; old door handles.

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: August, 2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	44.0	44.0	47.0	45.0	48.0	50.0
Mathematics (grades 3-8 and 11)	28.0	25.0	34.0	31.0	37.0	38.0

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	393	387	98.47	43.67
Male	212	206	97.17	40.78
Female	181	181	100.00	46.96
Black or African American	51	50	98.04	24.00
American Indian or Alaska Native	--	--	--	--
Asian	32	32	100.00	53.13
Filipino	12	12	100.00	66.67
Hispanic or Latino	95	94	98.95	42.55
Native Hawaiian or Pacific Islander	--	--	--	--
White	174	170	97.70	47.06
Two or More Races	23	23	100.00	47.83
Socioeconomically Disadvantaged	291	286	98.28	35.66
English Learners	113	112	99.12	45.54
Students with Disabilities	76	70	92.11	15.71
Foster Youth	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	393	390	99.24	24.62
Male	212	210	99.06	30.48
Female	181	180	99.45	17.78
Black or African American	51	51	100	7.84
American Indian or Alaska Native	--	--	--	--
Asian	32	32	100	34.38
Filipino	12	12	100	41.67
Hispanic or Latino	95	95	100	22.11
Native Hawaiian or Pacific Islander	--	--	--	--
White	174	171	98.28	27.49
Two or More Races	23	23	100	30.43
Socioeconomically Disadvantaged	291	288	98.97	19.44
English Learners	113	112	99.12	25.89
Students with Disabilities	76	75	98.68	9.33
Foster Youth	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science for All Students
Grades Five, Eight, and Ten

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
5	26.3	27.4	13.7

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site.

Opportunities for Parental Involvement (School Year 2018-19)

Parents are encouraged to get involved in their child's learning environment either by volunteering in the classroom, participating in a decision-making group, or simply attending school events. Parents stay informed on upcoming events and school activities through automated telephone messages, email, progress reports, and the school website. Contact the school office at (916) 338-6470 for more information on how to become involved in your child's learning environment.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	4.3	2.6	1.9	9.1	7.6	6.7	3.7	3.7	3.5
Expulsions	0.0	0.0	0.0	0.2	0.2	0.2	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

The district takes great efforts to ensure that all schools are clean, safe, and functional through proper facilities maintenance and campus supervision. Dudley Elementary School's original facilities were built in 1959; ongoing maintenance and campus improvements ensure facilities remain up to date and provide adequate space for students and staff.

Dudley Elementary School's Comprehensive Safety Plan is updated annually with the current plan being approved by the CJUSD Board of Education in the Spring of 2017. This plan will be reviewed and updated in the Spring of 2018.

The Safety Plan has two goals related to School Climate: Goal #1: A school environment that has in place supports for students' social-emotional needs will be provided. Goal #2: Frequent communication will be maintained among staff, students and parents.

The Safety Plan has four goals related to the Physical Environment: Goal #1: The physical environment of Dudley Elementary will be free of hazards. Goal #2: 100% of staff will understand the Safety Plan procedures and their role in the Incident Command System. Goal #3: Staff members will wear their staff badges and carry a 2-way radio whenever outside of the classroom. Goal #4 Safety kits will be stored in each classroom.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2015-16				2016-17				2017-18			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	30		3		22	1	3		26	1	3	
1	26		3		25		4		18	4		
2	24		4		22		4		28		4	
3	20	2	3		25		4		24		4	
4	32		3		32		2	1	31		2	1
5	29		3		31		3		29		3	
6	26	1	4		26	1	3		33			3
Other									14	1		

Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	
Counselor (Social/Behavioral or Career Development)	.80	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	1	N/A
Psychologist	1	N/A
Social Worker	0	N/A
Nurse	1	N/A
Speech/Language/Hearing Specialist	1	N/A
Resource Specialist (non-teaching)	0	N/A
Other	0	N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	5331	993	4338	72342
District	N/A	N/A	6377	\$73,197
Percent Difference: School Site and District	N/A	N/A	-32.0	0.5
State	N/A	N/A	\$7,125	\$71,392
Percent Difference: School Site and State	N/A	N/A	-23.6	7.4

Note: Cells with N/A values do not require data.

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

Dudley Elementary School is committed to assisting all of our students with support in the areas of academic, behavioral, and social-emotional development.

Academically, we provide support at several levels. When a student is identified with an area of need, the teacher identifies accommodations and modifications to employ, writes a SMART goal related to the area of need, and meets with the parent of the child to relay this information. Academic support may occur through grade level Intervention Rotation, in-class Workshop, or through small group in a pull-out model. Student progress is monitored and adjustments to the strategy are made as needed.

Behaviorally, Dudley Elementary utilizes Positive Behavior Intervention Support (PBIS). We are currently in tier I and tier II implementation. The focus of the tier I strategy is to clearly identify behavior expectations stated with positive language. Students are acknowledged for displaying these expectations. There is also a clearly defined strategy for students who are experiencing difficulty meeting the expectations. Office Referral data is gathered and analyzed on a regular basis to identify if particular expectations need to be revisited as identified. Tier II focuses on those students who haven't responded to tier I level supports and additional strategies, such as Check-In, Check-Out are utilized and data is tracked as to the effectiveness of the strategy.

Dudley Elementary attempts to meet the social and emotional needs of our students by accessibility to a school counselor 4 days per week. We utilize Healthy Play, Second Step, and Community Circles in all classrooms as tier I intervention strategies. We also offer Dragon Pals and Toolbox as skill development strategies as tier II strategies. As needed we can access support from the district Behavior Support Team as well as ERMHS counseling.

Dudley Elementary strives to have all of our students become college and career ready, and these programs have proven to be quite valuable.

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$40,163	\$45,681
Mid-Range Teacher Salary	\$66,175	\$70,601
Highest Teacher Salary	\$84,591	\$89,337
Average Principal Salary (Elementary)	\$111,045	\$110,053
Average Principal Salary (Middle)	\$114,117	\$115,224
Average Principal Salary (High)	\$120,194	\$124,876
Superintendent Salary	\$168,016	\$182,466
Percent of Budget for Teacher Salaries	38.0	33.0
Percent of Budget for Administrative Salaries	5.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Professional Development (Most Recent Three Years)

During the 2015-16 school year, Dudley Elementary School's teachers attended the following events hosted by the Center Joint Unified School District:

- Common Core State Standards in Reading and Writing
- Common Core State Standards in Mathematics
- Common Core State Standards Instructional Shifts

During the 2016-17 school year, Dudley Elementary School staff participated in staff development related to the following topics:

- * The updated CCSS for ELA/ELD
- * Accommodations and Modifications to meet student's identified needs
- * Strategies for utilizing para-professionals in the classroom
- * Safety Training

During the 2017-18 school year, Dudley Elementary School's teachers attended the following events hosted by the Center Joint Unified School District:

- *Utilizing the Wonders ELA curriculum to address Common Core State Standards.
- *Implementing Community Circles as a Restorative Practice

Decisions concerning selection of staff development activities are performed by the principal and the school parent group using tools such as teacher input and data analysis to determine the areas in which additional teacher training may enhance classroom instruction and increase student achievement levels.

Dudley Elementary School supports ongoing professional growth throughout the year. Teachers meet in grade level teams to conduct data analysis to identify areas of need. Teaching staff are provided the opportunity to participate in district-sponsored staff development workshops or training session as 1) a supplement to site-based staff development, 2) for reinforcement of or follow-up on previous training, or 3) follow-up training for newly implemented programs/curricula.

Dudley Elementary School offers support to new and veteran teachers through peer coaching and mentoring. Instructional aides are provided targeted training focused on teaching strategies and curriculum content. Substitute teachers are invited to participate in designated staff development activities. All staff are encouraged to attend professional workshops and conferences. Classified support staff receive job-related training from department supervisors and district representatives.

Cyril Spinelli Elementary School

School Accountability Report Card

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About This School

Contact Information (School Year 2018-19)

School Contact Information	
School Name	Cyril Spinelli Elementary School
Street	3401 Scotland Drive
City, State, Zip	Antelope, CA 95843
Phone Number	(916) 338-6490
Principal	Julie Opfer
E-mail Address	jopfer@centerusd.org
Web Site	https://spinelli.centerusd.org/
CDS Code	34-73973-6032924

District Contact Information	
District Name	Center Joint Unified School District
Phone Number	(916) 338-6400
Superintendent	Scott Loehr
E-mail Address	superintendentsoffice@centerusd.org
Web Site	www.centerusd.org

School Description and Mission Statement (School Year 2018-19)

Welcome to Spinelli Elementary's annual School Accountability Report Card. In accordance with Proposition 98, every school in California is required to issue an annual School Accountability Report Card that fulfills state and federal disclosure requirements. Parents will find valuable information about our academic achievement, professional staff, curricular programs, instructional materials, safety procedures, classroom environment, and condition of facilities.

Spinelli Elementary School provides a warm, stimulating environment where students are actively involved in learning academics as well as positive values. Students receive challenging curriculum aligned with the Common Core State Standards, by dedicated professional staff based on the individual needs of the students. Ongoing evaluation of student progress and achievement helps us refine the instructional program so students can achieve academic proficiency.

We have made a commitment to provide the best educational program possible for Spinelli Elementary School's students, and welcome any suggestions or questions you have about the information contained in this report or about the school. Together, through our hard work, our students will be challenged to reach their maximum potential.

Mission Statement: Spinelli's diverse students will become responsible citizens committed to academic excellence

Vision: To achieve our mission, Spinelli staff will:

- * Provide a nurturing and challenging educational environment
- * Empower students through broad curriculum utilizing individualized technology
- * Foster lifelong learners who are flexible thinkers, problem solvers, and team players
- * Have clear expectations for student behaviors and procedures
- * Encourage students, families, and community members to actively participate in our programs

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Kindergarten	32
Grade 1	36
Grade 2	30
Grade 3	32
Grade 4	36
Grade 5	38
Grade 6	41
Total Enrollment	245

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	5.3
American Indian or Alaska Native	0.4
Asian	8.6
Filipino	2.4
Hispanic or Latino	31.4
Native Hawaiian or Pacific Islander	1.6
White	42.4
Socioeconomically Disadvantaged	82.9
English Learners	23.3
Students with Disabilities	24.9
Foster Youth	1.2

A. Conditions of Learning**State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	18	19	19	
Without Full Credential	0	0	0	
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: January 2018

All textbooks used in the core curriculum at Spinelli Elementary School were selected from the state's most recent list of standards-based materials and adopted by the State Board of Education. The district follows the State Board of Education's six- seven year adoption cycle for core content materials (English/Language Arts, Math, Science, and Social Science).

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	2015 McGraw Hill, Wonders ELA K-6 with ELD materials	Yes	0
Mathematics	2014, CPM Educational Program, Core Connections Grade 6 2014, McGraw Hill, My Math K-5	Yes	0
Science	2008, Harcourt School Publishers, California Science 2008, Pearson Prentice Hall, California Science Explorer: Focus on Earth, Life, and Physical Science	Yes	0
History-Social Science	2007, Houghton Mifflin, Houghton Mifflin History- Social Science 2007, McDougal Littell, World History: Ancient Civilizations	Yes	0
Foreign Language	none		
Health	none		
Visual and Performing Arts	none		
Science Laboratory Equipment (grades 9-12)	none		

School Facility Conditions and Planned Improvements (Most Recent Year)

The administration and staff of Spinelli Elementary School work very closely with the maintenance and grounds department of the Center Joint Unified School District. If any situation is identified that requires attention, work orders are submitted, and the situations are resolved in a very timely manner.

Overall rating is 96.00%, Good.

School Facility Good Repair Status (Most Recent Year)

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: June 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Hole in wall where old clock was located; vertex torn; missing ceiling tiles; ceiling tiles that need to be replaced because of stains and cracks

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: June 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	Clutter in classroom
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	Restroom door handle wearing out
Safety: Fire Safety, Hazardous Materials	Good	Weeds need to be removed
Structural: Structural Damage, Roofs	Good	Cinder blocks need holes patched, buildings settling; ramp rusted; skirting missing in a few areas
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	BB hole in window; door has holes; door number missing; cargo ladder broken; door handle old

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: June 2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	50.0	51.0	47.0	45.0	48.0	50.0
Mathematics (grades 3-8 and 11)	39.0	38.0	34.0	31.0	37.0	38.0

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	134	132	98.51	50.76
Male	68	68	100.00	44.12
Female	66	64	96.97	57.81
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	12	12	100.00	25.00
Filipino	--	--	--	--
Hispanic or Latino	42	41	97.62	43.90
Native Hawaiian or Pacific Islander	--	--	--	--
White	50	49	98.00	63.27
Two or More Races	12	12	100.00	41.67
Socioeconomically Disadvantaged	115	115	100.00	50.43
English Learners	40	39	97.50	46.15
Students with Disabilities	36	36	100.00	13.89
Foster Youth	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	135	133	98.52	38.35
Male	68	68	100	38.24
Female	67	65	97.01	38.46
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	12	12	100	25
Filipino	--	--	--	--
Hispanic or Latino	42	41	97.62	31.71
Native Hawaiian or Pacific Islander	--	--	--	--
White	51	50	98.04	52
Two or More Races	12	12	100	16.67
Socioeconomically Disadvantaged	115	115	100	34.78
English Learners	40	39	97.5	33.33

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
Students with Disabilities	36	36	100	16.67
Foster Youth	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science for All Students Grades Five, Eight, and Ten

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
5	22.2	33.3	19.4

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site.

Opportunities for Parental Involvement (School Year 2018-19)

Parents are encouraged to get involved in their child's learning environment either by volunteering in the classroom, participating in a decision-making group, or attending school events. Parents stay informed of upcoming events and school activities through the automated telephone messages, emails, fliers, newsletters, parent conferences, progress reports, the school marquee, the school website, and Homelink.

Opportunities to volunteer include:

- * Chaperone field trips
- * Classroom helper
- * Fundraising activities
- * Spinelli Buck Store

School committees include:

- * English Learner Advisory Council
- * School Site Council

School activities include:

- * Back to School Parent Meeting
- * Open House
- * Recognition Assemblies
- * Holiday Social
- * Spelling Bee
- * Scholastic Book Fair
- * Geography Bee
- * Spirit Days
- * Field Trips and Assemblies
- * Family Science Night
- * Language Arts and Math Showcase
- * Technology Tuesday

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	3.8	5.3	2.9	9.1	7.6	6.7	3.7	3.7	3.5
Expulsions	0.0	0.0	0.0	0.2	0.2	0.2	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

The Comprehensive School Site Safety Plan was developed for Spinelli Elementary School in collaboration with local agencies and the district to fulfill Senate Bill 187 requirements. Components of this plan include crisis management procedures; an Incident Command System, lockdown and student release procedures, and yearly safety trainings. It also includes crisis readiness procedures; bomb threats, chemical spills, hostage situations, severe weather, and a shooting or stabbing incident. Lastly, the site action plan describing goals for school climate and the physical environment. The school's safety plan is reviewed and updated by the site safety committee using input from our safety surveys, and discussed with the staff and School Site Council by November of each school year.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2015-16				2016-17				2017-18			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	20	1	1		32		1		21	1	1	
1	19	1			30		1		17	2		
2	20	1	1		15	2			25		1	
3	19	1			19	2			30		1	
4	24		2		33			1	17	2		
5	28		1		19	1	1		17	2		
6	19	2	2		17	2	1		18	3		
Other	10	2			14	1			12	1		

Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	0
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	1	N/A
Psychologist	.50	N/A
Social Worker	0	N/A
Nurse	.14	N/A
Speech/Language/Hearing Specialist	2	N/A
Resource Specialist (non-teaching)	0	N/A
Other	0	N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/Restricted	Basic/Unrestricted	
School Site	9273	4370	4902	77005
District	N/A	N/A	6377	\$73,197
Percent Difference: School Site and District	N/A	N/A	-26.2	5.1
State	N/A	N/A	\$7,125	\$71,392
Percent Difference: School Site and State	N/A	N/A	-37.0	7.6

Note: Cells with N/A values do not require data.

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

As part of the Local Control Funding Formula, school districts are required to develop, adopt, and annually update a three-year Local Control Accountability Plan (LCAP). The LCAP is a comprehensive plan showing how school districts support student success. The plan is organized around state and local priorities. Center Joint Unified School District has created goals to meet the LCAP requirements. The first goal is: CJUSD students will be challenged and supported to achieve academic success in a clean, safe environment. At Spinelli, we teach the Common Core State Standards, use district adopted curriculum, participate in staff development and collaboration to improve student learning, and ensure EL students get additional support where needed. To reach our goals, we provide a morning intervention program five days a week with two credentialed teachers, and we offer additional support throughout the school day by pushing-in and pulling-out students with one full-time and one half-time credentialed teacher. The second goal: CJUSD students will be engaged in their educational process and opportunities. We offer incentives to remedy attendance issues by encouraging students to participate in after school extra curricular activities. The third goal: CJUSD families will be engaged and informed regarding their students' educational experience. We offer several opportunities during the school year for our families to participate in day and evening educational events. We communicate with families via email, auto-dialer messages, phone calls home, personal parent meetings, written communication, and internet access to student grades via Homelink.

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$40,163	\$45,681
Mid-Range Teacher Salary	\$66,175	\$70,601
Highest Teacher Salary	\$84,591	\$89,337
Average Principal Salary (Elementary)	\$111,045	\$110,053
Average Principal Salary (Middle)	\$114,117	\$115,224
Average Principal Salary (High)	\$120,194	\$124,876
Superintendent Salary	\$168,016	\$182,466
Percent of Budget for Teacher Salaries	38.0	33.0
Percent of Budget for Administrative Salaries	5.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/csl/>.

Professional Development (Most Recent Three Years)

CJUSD adopted a new Math curriculum for the 2015-2016 school year and a new English Language Arts curriculum for the 2016-2017 school year aligned with the Common Core State Standards. All professional development for the past three years has been focused on the Common Core State Standards with the new Math and ELA programs. Teachers attended multiple day long training sessions, and several early out days were focused on the Common Core State Standards and curriculum implementation for Math and ELA. There was also a focus on the writing text types: narrative, informational/explanatory, and opinion/argument. Rubrics were implemented for the different text types, and exemplars were selected at each grade level. Staff were trained on calibrating the rubrics in order to have cohesive program. Benchmark data in Math and Language Arts was recorded district-wide in grades K-2. Weekly collaboration time was spent reviewing and discussing student work samples, and sharing and implementing teaching strategies to improve student learning opportunities. The district and site administrators continue to participate in the curriculum trainings and meetings so they can better support the teachers. Teachers have the opportunity to observe other teachers classrooms to observe quality teaching and learning in action. Site funds are used to provide Professional Development from SCOE to maximize our Wonders curriculum.

North Country Elementary School

School Accountability Report Card

Reported Using Data from the 2017-18 School Year

Published During 2018-19

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2018-19)

School Contact Information	
School Name	North Country Elementary School
Street	3901 Little Rock Drive
City, State, Zip	Antelope, CA 95843
Phone Number	916-338-6480
Principal	Jason Farrel
E-mail Address	jfarrel@centerusd.org
Web Site	http://northcountry.centerusd.org/
CDS Code	34-73973-6032924

District Contact Information	
District Name	Center Joint Unified School District
Phone Number	916-338-6400
Superintendent	Scott Loehr
E-mail Address	superintendentsoffice@centerusd.org
Web Site	www.centerusd.org

School Description and Mission Statement (School Year 2018-19)

Welcome to North Country, a Franklin Covey Leader in Me school and an award winning Title I Academic Achievement School. Our mascot is the Timber wolf. The center of a wolf's universe is its pack. Developing strong, social bonds with pack mates is dependent on the wolf's survival. With that in mind, we believe that together we can achieve and succeed. Our program addresses children's unique learning strengths as we recognize that all students can be successful learners and leaders.

North Country is a community; there is no one person or group who can take credit for the success of our school. The ingredient that remains constant is quality people with a genuine concern for students. The staff is committed to teaching all students the Seven Habits of Highly Effective People guiding them in respecting themselves and others. Through a Multi-Tiered System of Supports, we develop social, emotional, and academic well-being in all of our students.

The students here at North Country, together with an exceptional PTO, devoted certificated and classified staff, and a core of parent volunteers have all worked together to create a true learning community. We are proud to say we belong to North Country Elementary and we hope you will feel the school spirit next time you visit our campus.

North Country Mission Statement

Our mission is to empower learners and inspire leaders in a safe and nurturing community.

North Country Vision Statement

To achieve our mission, North Country Staff will:

Set & follow clear expectations for student behaviors and procedures

Encourage staff, parent, and community teamwork

Consistently teach and practice the 7 Habits

Establish attainable short and long-term goals & celebrate successes

Collective commitments are the values and habits that a faculty puts into action on behalf of our students. They are directly aligned with our school's mission and vision. These collective commitments were agreed upon as a staff through consensus, with an overwhelming majority of support.

We will consistently teach Leader in Me strategies to reinforce positive student interactions

We will be positive, contributing members of our collaborative teams

We will foster an attitude of mutual respect amongst every member of the staff

We will support students in the use of Leadership Notebooks to create, track, and adjust goals as necessary throughout the year

We will utilize District Pacing Guides to plan instruction and assessment of student learning

We will initiate small and whole group instruction based on students' needs

We will be given opportunities to engage in professional development to enhance our skills

We will utilize a variety of instructional strategies to promote success for all students

We will identify & teach age/grade level specific technology skills needed for the 21st century

Build a grade span plan for technology skills

3rd-6th use Google (slides, classroom, etc.)

We live our motto - Developing leaders, one child at a time.

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Kindergarten	122
Grade 1	75
Grade 2	95
Grade 3	94
Grade 4	87
Grade 5	67
Grade 6	81
Total Enrollment	621

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	7.2
American Indian or Alaska Native	0.6
Asian	3.1
Filipino	1.9
Hispanic or Latino	33.2
Native Hawaiian or Pacific Islander	1.4
White	42.7
Socioeconomically Disadvantaged	72.8
English Learners	21.3
Students with Disabilities	11.6
Foster Youth	0.3

A. Conditions of Learning**State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	32	31	30	
Without Full Credential	0	0	0	
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: January 2018

All textbooks used in the core curriculum at North Country Elementary School were selected from the state's most recent list of standards-based materials and adopted by the State Board of Education. The district follows the State Board of Education's six- seven year adoption cycle for core content materials (English/language arts, math, science, and social science).

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	McGraw Hill, Wonders Education K-6 2015-16	Yes	0
Mathematics	CPM Educational Program, Core Connections 2014 McGraw Hill, My Math 2014	Yes	0
Science	Harcourt School Publishers, California Science 2008 Pearson Prentice Hall, Prentice Hall, California Science Explorer: Focus on Earth, Life, and Physical Science 2008	Yes	0
History-Social Science	Houghton Mifflin, Houghton Mifflin History-Social Science 2007 McDougal Littell, World History: Ancient Civilizations 2007	Yes	0
Foreign Language			
Health			

School Facility Conditions and Planned Improvements (Most Recent Year)

The administration and staff of North Country Elementary work very closely with the maintenance and grounds department of the Center Joint Unified School District. If any situation is identified that required attention, work orders are submitted, and the situations are resolved in a very timely manner.

Overall rating is 94.80%, Good.

School Facility Good Repair Status (Most Recent Year)

Using the most recently collected FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: August 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Stained ceiling tiles; wide seam in the carpet; missing clock; linoleum is worn
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	Outlet cover missing; panel blocked
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	Dry rot; hole in exterior wall; hump in floor under carpeting; sheet-rock cracked by window; light cover broken
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Worn door handles; old mortise handle; closer needs work; door adjustment; replace door; door holes from old closer; chin up bar missing; all basketball rims have metal link nets

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: August 2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	38.0	45.0	47.0	45.0	48.0	50.0
Mathematics (grades 3-8 and 11)	23.0	27.0	34.0	31.0	37.0	38.0

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	319	313	98.12	44.73
Male	180	176	97.78	42.61
Female	139	137	98.56	47.45
Black or African American	18	15	83.33	26.67
American Indian or Alaska Native	--	--	--	--
Asian	13	13	100.00	46.15
Filipino	--	--	--	--
Hispanic or Latino	108	108	100.00	40.74
Native Hawaiian or Pacific Islander	--	--	--	--
White	134	131	97.76	48.85
Two or More Races	32	32	100.00	53.13
Socioeconomically Disadvantaged	238	232	97.48	42.24
English Learners	109	107	98.17	43.93
Students with Disabilities	41	41	100.00	24.39
Foster Youth	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	319	315	98.75	27.3
Male	180	178	98.89	30.34
Female	139	137	98.56	23.36
Black or African American	18	15	83.33	13.33
American Indian or Alaska Native	--	--	--	--
Asian	13	13	100	46.15
Filipino	--	--	--	--
Hispanic or Latino	108	108	100	24.07
Native Hawaiian or Pacific Islander	--	--	--	--
White	134	133	99.25	29.32
Two or More Races	32	32	100	34.38
Socioeconomically Disadvantaged	238	234	98.32	26.5
English Learners	109	109	100	26.61
Students with Disabilities	41	41	100	7.32
Foster Youth	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science for All Students
Grades Five, Eight, and Ten

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
5	13.8	24.6	27.7

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site.

Opportunities for Parental Involvement (School Year 2018-19)

Parents are encouraged to get involved in their child's learning environment either by volunteering in the classroom, attending student led conferences, participating in a decision-making group, or simply planning to enjoy school events. Parents stay informed on upcoming events and school activities through our automated telephone messages, email, parent conferences, fliers/notices, the school marquee, the school website, Aeries Parent Portal, and Facebook, Instagram, and Twitter. Contact the school office at (916) 338-6480 for more information on how to become involved in your child's learning environment.

Opportunities to Volunteer:

Chaperone Field Trips
Classroom Helper
Library Assistant
Art/STEAM
Student Store
PTO Sponsored School Events

Committees:

English Learner Advisory Council
Parent Teacher Organization
School Site Council

School Activities:

STEAM Showcase Night
Spelling Bee
Harvest Festival
Geography Bee
Title I Information Sessions
Open House
PTO Family Nights
Jog-A-Thon
Family Reading Night
Santa's Breakfast

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	6.6	5.5	8.4	9.1	7.6	6.7	3.7	3.7	3.5
Expulsions	0.0	0.0	0.0	0.2	0.2	0.2	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

The North Country Safe School and Emergency Preparedness Plan is updated annually with our current version approved in January 2019. The Safe School plan is reviewed with faculty at the beginning of each school year.

The Emergency Response Plan has as its primary objectives:

1. To save lives and avoid injuries;
2. To safeguard school property and records;
3. To promote a fast, effective reaction to coping with emergencies;
4. To restore conditions back to normal with minimal confusion as promptly as possible.

Attaining these objectives will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital to the continued functioning of the school, staff, and students that we are prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan has been developed in accordance to district guidelines to be used in case of an emergency. All members of the faculty and other employees should:

1. Familiarize themselves with this plan,
2. Be prepared to activate it immediately, and
3. Perform any duties to which they are assigned to make its activation effective.
4. Participate in annual district "disaster drill."

Members of the faculty shall teach the appropriate sections of the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2015-16				2016-17				2017-18			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	25		5		26		4		24		5	
1	23		4		26		3		19	4		
2	22		4		22		4		24		4	
3	23		3		22		4		23		4	
4	31		3		32		2		28		3	
5	27		3		30		3		24	1	2	
6	26	1		2	27		3		27		3	
Other					18	1	1					

Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	0
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	1.0	N/A
Psychologist	0.5	N/A
Social Worker	0	N/A
Nurse	0.14	N/A
Speech/Language/Hearing Specialist	1.0	N/A
Resource Specialist (non-teaching)	0	N/A
Other	0	N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/Restricted	Basic/Unrestricted	
School Site	6042	1494	4548	71073
District	N/A	N/A	6377	\$73,197
Percent Difference: School Site and District	N/A	N/A	-28.7	-1.3
State	N/A	N/A	\$7,125	\$71,392
Percent Difference: School Site and State	N/A	N/A	-19.9	5.5

Note: Cells with N/A values do not require data.

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

North Country hosts a school based coordinated program allowing regular ed, special ed and English Learner students to benefit from all programs offered if appropriate and beneficial to the learner. This is evidenced in our daily intervention schedule. Resource students receive instruction based on their IEP goals.

Before and after school classes and activities are hosted by staff which include Title I reading and math intervention for grades 1-6, and after school homework assistance for EL students twice weekly. A weekly video club is held for students in 1st-6th grades to facilitate student created videos in addition to a Technology Club for 4th-6th graders. Additional clubs/activities listed below.

As a result of a grant from FranklinCovey, we are in our fifth year in working toward being a Lighthouse Leadership School. We have implemented The Seven Habits of Highly Effective People as life skills for developing leadership in students. These principles are meant to guide students' personal choices and relationships. Our students will display a sense of pride in belonging to a school with high academic standards while experiencing responsibilities and opportunities as leaders.

Leader In Me; Tier I Social Emotional model:

Building team structures that allow the entire staff (teaching and non-teaching) to collaborate on three main areas; culture, academics and leadership

Time during staff meetings is set aside to share best practices for integrating the 7 Habits into the curriculum

Model 7 Habits language in staff meetings, newsletters and hallway communication

Display leadership tools (Baldridge tools) in classrooms and incorporate into lessons

Use art and technology to reinforce individual worth and leadership

Establish classroom mission statements encouraging student input

Staff development opportunities are offered during staff meetings and in monthly district sessions on topics such as the leadership model, technology, special education strategies, organizational techniques, and core curriculum

Provide students with meaningful leadership roles and responsibilities

Support students in designing and leading school wide initiatives and projects

Maintain high standards for behavior, decreases student referrals and contributes to a safer, more caring environment

Ensure that 100% of the students have an opportunity to participate in a leadership role

Meet with Student Lighthouse Team monthly to plan and support community service projects and school wide activities

Cooperative learning Big Buddy activities between older and younger students

WIGS (Wildly Important Goals) have been set by administrators, classroom teachers and individual students

Student Recognition

Monthly Leadership Awards Assemblies to recognize students for Leadership, caring and outstanding effort.

Spirit Assemblies are held during each grading period and for special events

Students are recognized and awarded certificates and ribbons for academics, citizenship and perfect attendance

Club members are recognized during Spirit Day

Assemblies are run by the Student Lighthouse Team

Timberwolf Tickets awarded to students displaying proactive behavior during recesses

North Country cash awarded to students to spend at NoCo Store once weekly run and managed by PTO

Student clubs and activities help students to realize their leadership potential and may help to improve grades by providing students with activities that interest them

Timberwolf Trotters before school walking program for students in grades 1-6

Garden Club

After school G.A.T.E. program with a focus on video production

TLC Timberwolf Learning Club grades 1-6 (Title I program for emerging readers and additional math support)

Video Club Grades 1-6

Technology Club - Grades 4-6

Student Lighthouse Team (Student Council) Grades 2-6

Newscasters announce the morning news Grades 4-6

Misc. Leadership roles based on individual student strengths

Student Lighthouse Team grades 2-6

School-wide events, programs and assistance for students

ISPS (In School Postal System)

Author Day

Great Kindness challenge

Accelerated Reader

Red Ribbon Week promotes anti-drug campaign and promotes healthy lifestyles. Each day carries a different theme encouraging student participation

Consistent school-wide discipline policy and consistent seven habits language

PE interns from Sac State University to work with students

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$40,163	\$45,681
Mid-Range Teacher Salary	\$66,175	\$70,601
Highest Teacher Salary	\$84,591	\$89,337
Average Principal Salary (Elementary)	\$111,045	\$110,053
Average Principal Salary (Middle)	\$114,117	\$115,224
Average Principal Salary (High)	\$120,194	\$124,876
Superintendent Salary	\$168,016	\$182,466
Percent of Budget for Teacher Salaries	38.0	33.0
Percent of Budget for Administrative Salaries	5.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Professional Development (Most Recent Three Years)

During the 2016-17 school year, North Country Elementary School staff participated in staff development related to the following topics:

- * The updated CCSS for ELA/ELD
- * Accommodations and Modifications to meet student's identified needs
- * Leader In Me Coaching

During the 2017-18 school year, North Country Elementary School's teachers and staff attended the following events hosted by the Center Joint Unified

School District:

- *Utilizing the Wonders ELA curriculum to address Common Core State Standards.
- *Paraeducator Training

Additionally, North Country teachers participated in a Leader In Me Coaching Day, some teachers attended CMC North Conference for math

Decisions concerning selection of staff development activities are performed by the the Curriculum and Instruction office, the principal, and grade level representatives, State assessment results, data analysis and teacher input determine the areas in which additional teacher training may enhance classroom instruction and increase student achievement levels. North Country Elementary School supports ongoing professional growth throughout the year on minimum days and during staff meetings. Teachers meet in grade level teams each Monday to conduct data analysis, compare test results and assignments and discuss best practices in order to identify areas of need. Teaching staff are provided the opportunity to participate in district-sponsored staff development workshops or training session as 1) a supplement to site-based staff development, 2) for reinforcement of or follow-up on previous training, or 3) follow-up training for newly implemented programs/curricula.

During the 2018-19 school year, North Country Elementary School's teachers attended the following events hosted by the Center Joint Unified School District:

- *Wonders Cadre
- *Math Cadre

***After School PD for math**

North Country teachers receive monthly 3-hour blocks as part of our implementation of Professional Learning Communities. During these blocks, administrators guide teachers through pacing, planning, creation of common assessments, data analysis for the purpose of supporting students in Tier 2 interventions.

Teachers participated in a Leader In Me Coaching Day.

North Country Elementary School offers support to new and veteran teachers through peer coaching and mentoring.

Instructional aides are provided targeted training focused on teaching strategies and curriculum content. All staff are encouraged to attend professional workshops and conferences specifically related to SPSA goals. Classified support staff receive job-related training from department supervisors and district representatives.

Oak Hill Elementary School Accountability Report Card Reported Using Data from the 2017-18 School Year Published During 2018-19

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2018-19)

School Contact Information	
School Name	Oak Hill Elementary
Street	3909 North Loop Blvd.
City, State, Zip	Antelope, CA, 95843
Phone Number	(916) 338-6460
Principal	Patty Spore
E-mail Address	pspore@centerusd.org
Web Site	www.centerusd.org
CDS Code	34 73973 6107734

District Contact Information	
District Name	Center Joint Unified School District
Phone Number	(916) 338-6411
Superintendent	Scott Loehr
E-mail Address	superintendentsoffice@centerusd.org
Web Site	www.centerusd.org

School Description and Mission Statement (School Year 2018-19)

Oak Hill Elementary is a school of approximately 800 students in grades TK-6. Oak Hill Elementary provides a warm, stimulating environment where students are actively involved in learning academics as well as positive values. Students receive a standards-based, challenging curriculum by dedicated professional staff based on the individual needs of the students. In keeping with the District LCAP goal students at Oak Hill Elementary School will be challenged and supported to achieve academic success in a clean, safe environment. Oak Hill Elementary School provides Title 1 intervention for students in grades 1st-6th in English/Language Arts and Math. The grades 4-6, GATE students are given the opportunity to attend after school challenge activities. This year GATE students were able to create videos for the SEVA Awards and participate in the Nature Bowl. Oak Hill Elementary supports the English Learners with a certificated teacher and two instructional assistants. For those English Learners that have been in the school system for more than 5 years, Oak Hill Elementary provides extra support during the school hours.

Students are encouraged to participate in many extra-curricular activities that build their sense of belonging. Programs offered at Oak Hill Elementary School include Yearbook Club, Garden Club, Safe School Ambassadors, Spirit Squad, Tech Club, Student Council, and Green Beret. Our Green Beret program is designed to teach students how to solve conflict peacefully. Students in the 5th grade go through a one day training to learn skills such as listening, using "I" messages, and understanding body language. Selected students act as "Green Beret" conflict managers who assist students in solving conflicts.

Oak Hill Elementary School's Mission Statement reads: It is our Mission at Oak Hill Elementary to empower ALL students to achieve their full potential.

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Kindergarten	121
Grade 1	108
Grade 2	115
Grade 3	92
Grade 4	97
Grade 5	120
Grade 6	125
Total Enrollment	778

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	11.1
American Indian or Alaska Native	0.6
Asian	4.6
Filipino	2.8
Hispanic or Latino	22.0
Native Hawaiian or Pacific Islander	1.3
White	47.6
Socioeconomically Disadvantaged	61.4
English Learners	19.8
Students with Disabilities	10.2
Foster Youth	0.3

A. Conditions of Learning**State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	31	33	34	
Without Full Credential	0	1	0	
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	1	1

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: January 2018

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	McGraw Hill, Wonders,	Yes	0%
Mathematics	CPM Educational Program, Core Connections 2014 McGraw Hill, My Math 2014	Yes	0%
Science	Harcourt School Publishers, California Science 2008 Pearson Prentice Hall, Prentice Hall California Science Explorer: Focus on Earth, Life, and Physical Science 2008	Yes	0%
History-Social Science	Houghton Mifflin, Houghton Mifflin History-Social Science 2007 McDougal Littell, World History: Ancient Civilizations 2007	Yes	0%

School Facility Conditions and Planned Improvements (Most Recent Year)

The administration and staff of Oak Hill Elementary work very closely with the maintenance and grounds department of the Center Joint Unified School District. If any situation is identified that required attention, work orders are submitted, and the situations are resolved in a very timely manner.

Overall rating is 93.20%, Good.

School Facility Good Repair Status (Most Recent Year)

Using the most recently collected FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: August 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Ceiling tiles stained; ceiling tiles missing; light covers missing; sheetrock scraped; bad carpet seam; wall patch needs taping.
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	Stairs by stage blocked by cooler; back stairwell filled with items.

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: August 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Replace signs; door handle & closures need repaired; some doors drag.

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: August 2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	47.0	44.0	47.0	45.0	48.0	50.0
Mathematics (grades 3-8 and 11)	35.0	32.0	34.0	31.0	37.0	38.0

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	438	435	99.32	43.52
Male	233	230	98.71	38.33
Female	205	205	100.00	49.27
Black or African American	47	47	100.00	19.57

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
American Indian or Alaska Native	--	--	--	--
Asian	19	19	100.00	42.11
Filipino	11	11	100.00	45.45
Hispanic or Latino	98	96	97.96	48.96
Native Hawaiian or Pacific Islander	--	--	--	--
White	210	209	99.52	49.04
Two or More Races	42	42	100.00	39.02
Socioeconomically Disadvantaged	285	283	99.30	36.43
English Learners	127	126	99.21	50.00
Students with Disabilities	46	46	100.00	9.09
Foster Youth	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (–) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	438	434	99.09	31.57
Male	233	229	98.28	37.12
Female	205	205	100	25.37
Black or African American	47	46	97.87	8.7
American Indian or Alaska Native	--	--	--	--
Asian	19	19	100	26.32
Filipino	11	11	100	27.27
Hispanic or Latino	98	98	100	31.63
Native Hawaiian or Pacific Islander	--	--	--	--
White	210	207	98.57	39.61
Two or More Races	42	42	100	26.19
Socioeconomically Disadvantaged	285	281	98.6	27.4
English Learners	127	126	99.21	34.13
Students with Disabilities	45	44	97.78	11.36
Foster Youth	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science for All Students Grades Five, Eight, and Ten

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
5	24.6	18.0	20.5

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site.

Opportunities for Parental Involvement (School Year 2018-19)

Goal 3 of the Center JUSD LCAP states that "students and families will be engaged and informed regarding the educational process and opportunities." Parents are encouraged to get involved in their child's learning environment either by volunteering in the classroom, participating in a decision-making group, or simply attending school events. Parents are informed of upcoming events and school activities through automated telephone messages, email, flyers, newsletters, parent conferences, progress reports, the school marquee, and the school website.

Oak Hill Elementary School has an active PTA providing many opportunities for students and parents to participate in activities outside of the school day, as well as during the school day. Parents may contact any PTA board member at (916) 338-6460 for more information on how to become involved in their child's learning environment. Parents are encouraged to join any of our parent groups which include PTA, School Site Council, English Learner Advisory Council, and District English Learner Advisory Council.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	3.7	4.5	4.8	9.1	7.6	6.7	3.7	3.7	3.5
Expulsions	0.0	0.0	0.0	0.2	0.2	0.2	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

The Comprehensive School Site Safety Plan was developed for Oak Hill Elementary School in collaboration with local agencies and the district office to fulfill Senate Bill 187 requirements. Components of this plan include child abuse reporting procedures, teacher notification of dangerous pupil procedures, disaster response procedures, procedures for safe arrival and departure from school, sexual harassment policy, and dress code policy. The school's most recent school safety plan was reviewed and updated in February 2018 and discussed with the school staff in March 2018.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2015-16				2016-17				2017-18			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	22	1	6		23	1	5		24		5	
1	24		4		23		5		22		5	
2	26		4		24		4		23		5	
3	26		4		26		4		23	1	3	
4	31		4		29		4		24		4	
5	31		4		32		4		30		4	
6	31		3		24	1	4		31		3	1

Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	0
Counselor (Social/Behavioral or Career Development)	.5	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	1.5	N/A
Psychologist	.8	N/A
Social Worker	0	N/A
Nurse	.1	N/A
Speech/Language/Hearing Specialist	.5	N/A
Resource Specialist (non-teaching)	2.5	N/A
Other		N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/Restricted	Basic/Unrestricted	
School Site	4588	340	4248	\$72,836
District	N/A	N/A	6377	\$73,197
Percent Difference: School Site and District	N/A	N/A	-40.1	-0.5
State	N/A	N/A	\$7,125	\$71,392
Percent Difference: School Site and State	N/A	N/A	-50.6	2.0

Note: Cells with N/A values do not require data.

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

Oak Hill is committed to supporting all students in the areas of academics, behavior, and social-emotional development.

Academics:

Reduced Class Size TK-3

Grade Level Rotation during ELA

Title 1 pull out for ELA and Math

In class workshop/small group time

SMART Goals (Specific, Measurable, Attainable, Results based, Time bound)

Parent Communication (emails, auto-dialer messages, phone calls, personal parent meetings, written communication, Homelink, marquee)

Staff development

Staff Collaboration

Little Library

Behavior:

PBIS School (Positive Behavior Intervention and Supports)

Tier 1 incentives: Otter Dollars, Lunch room drawings, Otter Day recognition, Behavior Specific phrases, Green Beret peer mediation,

Tier 2: Check-in, Check-out, Title 1 counseling 2 days per week,

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary	\$40,163	\$45,681
Mid-Range Teacher Salary	\$66,175	\$70,601
Highest Teacher Salary	\$84,591	\$89,337
Average Principal Salary (Elementary)	\$111,045	\$110,053
Average Principal Salary (Middle)	\$114,117	\$115,224
Average Principal Salary (High)	\$120,194	\$124,876
Superintendent Salary	\$168,016	\$182,466
Percent of Budget for Teacher Salaries	38.0	33.0
Percent of Budget for Administrative Salaries	5.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Professional Development (Most Recent Three Years)

In the 2015-2016 school year, CJUSD adopted a new Math curriculum that aligned with the Common Core State Standards. In the 2016-2017 school year, CJUSD adopted a new English Language Arts curriculum which also aligned with the Common Core State Standards. Over the last three years professional development has focused on supporting teachers in these new programs and in the Common Core State Standards. There is continued support both online and through the district curriculum coordinator.

There is also a district focus on writing. Teachers have received training on Brief Writes through Sacramento County Office of Education. Teachers were given release time to hand score the CAASPP Interim Brief Writes. Continuous support is provided by the district curriculum coordinator. Rubrics were created for the different text types and exemplars were selected for each grade level. Training was given on how to calibrate the rubrics in order to have a cohesive program.

Weekly collaboration time is used to allow teachers to review and discuss student work samples. Teachers are then able to discuss teaching strategies that they may implement to improve student learning in their classrooms.

The 2017-2018 CAASPP ELA scores for our English Language Learners showed that our English Language Learners were struggling compared to the English Speaking students. 25.5% of the English Language Learner sub group scored at or above "met" standards on the ELA portion of the standardized test while the School-wide achievement was approximately 44%. In order to ensure that teachers are prepared for the new ELA/ELD standards, the district provided an after school workshop for teachers on the new ELD Common Core Standards. Support is provided by the English Language Learner Teacher that is on site.

Wilson C. Riles Middle School

School Accountability Report Card

Reported Using Data from the 2017-18 School Year

Published During 2018-19

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2018-19)

School Contact Information	
School Name	Wilson C. Riles Middle School
Street	4747 PFE Road
City, State, Zip	Roseville, CA 95747
Phone Number	916-787-8100
Principal	Chris Borasi
E-mail Address	cborasi@centerusd.org
Web Site	https://wcr.centerusd.org/
CDS Code	34739730108621

District Contact Information	
District Name	Center Joint Unified School District
Phone Number	916-338-6400
Superintendent	Scott Loehr
E-mail Address	superintendentsoffice@centerusd.org
Web Site	www.centerusd.org

School Description and Mission Statement (School Year 2018-19)

Wilson C. Riles Middle School is located in the northern region of Roseville and serves students in grades seven through eight following a traditional calendar. The mission of Wilson C. Riles Middle School is to develop our student's academic, emotional, and social skills for success today and in the future. Our school motto is "Every Student Matters, Every Moment Counts". Riles is a PBIS school, focusing on instilling our Husky Code in our students by promoting being safe, responsible, respectful and kind.

As a school, we are focused on providing all students with the opportunity to achieve. We accommodate individual learning styles while maintaining high and obtainable expectations for students. Riles is proud of the rigorous academic, great athletic, and extensive extracurricular programs that actively engage all students and provide a well-rounded educational experience at the school.

Staff and parents work together to create a learning environment that promotes academic and social development, teaches responsibility and pride, and models learning as a lifelong adventure. We are excited about our school and welcome all to join in our efforts to create successful, responsible citizens.

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Grade 7	336
Grade 8	310
Total Enrollment	646

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	10.8
American Indian or Alaska Native	0.6
Asian	7.9
Filipino	3.1
Hispanic or Latino	25.7
Native Hawaiian or Pacific Islander	0.9
White	44.7
Socioeconomically Disadvantaged	69.3
English Learners	7.6
Students with Disabilities	18.4
Foster Youth	0.5

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	31	31	31	
Without Full Credential	0	0	0	
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: January 2019

All textbooks used in the core curriculum at Wilson C. Riles Middle School are currently aligned or being aligned to the Common Core State Standards. Instructional materials are selected from the state's most recent list of standards-based materials and adopted by the State Board of Education. Textbooks and instructional materials are provided to all students, including English learners, to the extent that each pupil has a textbook or instructional materials, or both, to use in class and to take home.

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Study Sync	Yes	0
Mathematics	CPM Educational Program/2014	Yes	0
Science	Prentice Hall/2008	No	0
History-Social Science	MCDougal Littell/2007	No	0

School Facility Conditions and Planned Improvements (Most Recent Year)

The administration and staff of Wilson C. Riles Middle School work very closely with the maintenance and grounds department of the Center Joint Unified School District. If any situation is identified that requires attention, work orders are submitted, and the situations are resolved in a very timely manner.

Overall rating is 92.06%, Good.

School Facility Good Repair Status (Most Recent Year)

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: August 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Hole in library wall; stained ceiling tile
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Fair	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Fair	Fountain missing push button; restroom door rusty
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	Cracks in cinderblock
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Door frame has hole

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: August 2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	48.0	43.0	47.0	45.0	48.0	50.0
Mathematics (grades 3-8 and 11)	43.0	38.0	34.0	31.0	37.0	38.0

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	627	614	97.93	42.90
Male	311	303	97.43	33.44
Female	316	311	98.42	52.09
Black or African American	66	64	96.97	29.69
American Indian or Alaska Native	--	--	--	--
Asian	53	53	100.00	67.92
Filipino	20	20	100.00	60.00
Hispanic or Latino	169	165	97.63	29.27
Native Hawaiian or Pacific Islander	--	--	--	--
White	275	269	97.82	49.07
Two or More Races	34	34	100.00	32.35
Socioeconomically Disadvantaged	424	414	97.64	34.38
English Learners	150	150	100.00	34.00
Students with Disabilities	101	97	96.04	6.25
Foster Youth	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	628	606	96.5	37.69
Male	312	298	95.51	33.67
Female	316	308	97.47	41.56
Black or African American	66	64	96.97	17.19
American Indian or Alaska Native	--	--	--	--
Asian	53	53	100	54.72
Filipino	20	20	100	65
Hispanic or Latino	169	163	96.45	26.54
Native Hawaiian or Pacific Islander	--	--	--	--
White	276	264	95.65	45.45
Two or More Races	34	33	97.06	21.21
Socioeconomically Disadvantaged	425	407	95.76	32.02
English Learners	150	149	99.33	31.54
Students with Disabilities	102	95	93.14	3.19
Foster Youth	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science for All Students
Grades Five, Eight, and Ten

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
7	22.3	21.7	9.6

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site.

Opportunities for Parental Involvement (School Year 2018-19)

Parents are encouraged to get involved in their child's learning environment either by volunteering in the classroom, participating in a decision-making group, or simply attending school events. Parents stay informed on upcoming events and school activities through automated telephone messages, weekly emails sent home by the principal, flyers, parent conferences, progress reports, the school marquee, the school website, and Parent Portal. Parents may also contact the school office at 916-787-8100 for more information on how to become involved in their child's learning environment. Wilson C. Riles is proud of our active PTA, SSC and dedicated parent volunteers. Some of the numerous opportunities to volunteer include: field trips, fundraising, the Scholastic Book Fair, library or office help, and PTA events. We invite parents to join us for all activities at the school including: athletic events, back to school night, open house, 8th grade ballroom dance event, music and drama performances, honor roll breakfast, assemblies, open tours, staff appreciation events and student performances.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	9.0	11.0	11.6	9.1	7.6	6.7	3.7	3.7	3.5
Expulsions	0.3	0.6	0.7	0.2	0.2	0.2	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

The Comprehensive School Site Safety Plan was developed for Wilson C. Riles Middle School in collaboration with local agencies and the district office. Components of this plan include child abuse reporting procedures, disaster response procedures, procedures for safe arrival and departure from school, sexual harassment policy and dress code policy. The Site Safety Plan was reviewed and updated in January of 2018. The Plan is reviewed with staff annually.

School administration and staff place a high priority on providing adequate adult supervision on campus before, during and after school. Administrators, campus monitors and noon duty staff monitor lunch time activity in the cafeteria and common areas. Riles is a closed campus and during school hours, all visitors must sign in at the school's front office and wear identification badges while on school grounds. The Riles campus is updated with surveillance campus that school administration consistently monitors.

Wilson C. Riles Middle School's discipline practices and behavior management strategies comply with approved board policies and are designed to create an effective learning environment and minimize classroom disruptions. Riles is an official PBIS school, with positive behavior expectations explicitly taught to students and reinforced by staff. Appropriate and effective interventions and supports are employed for students demonstrating difficulty following the school's Husky Code. The school fully implements the district's anti-bullying policies.

Average Class Size and Class Size Distribution (Secondary)

Subject	2015-16				2016-17				2017-18			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English	23.0	10	17	3	22.0	13	15	4	22.0	12	16	4
Mathematics	23.0	11	16	2	25.0	7	16	3	26.0	5	17	4
Science	24.0	6	21		26.0	1	24		24.0	4	24	
Social Science	28.0	4	14	6	29.0	2	16	5	28.0	3	15	6

Note: Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	1	670
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	1	N/A
Library Media Services Staff (Paraprofessional)	0	N/A
Psychologist	1	N/A
Social Worker	0	N/A
Nurse	1	N/A
Speech/Language/Hearing Specialist	1	N/A
Resource Specialist (non-teaching)	0	N/A
Other	0	N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	6203	1394	4808	70928
District	N/A	N/A	6377	\$73,197
Percent Difference: School Site and District	N/A	N/A	-24.6	-1.5
State	N/A	N/A	\$7,125	\$71,392
Percent Difference: School Site and State	N/A	N/A	-15.3	5.3

Note: Cells with N/A values do not require data.

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

In addition to general fund State funding, Center Joint Unified School District receives State and Federal categorical funding for special programs. Our intervention classroom, Husky Help after school sessions, and reading/math intervention classes are supported by Title One funds. Supplemental computer programs supported by Lottery funds engage students with various learning styles and modalities. Our school-wide AVID program promotes higher level learning and student collaboration in all classrooms. Various after school clubs include: ceramics, cooking, gamers unplugged, photojournalism, video and library.

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$40,163	\$45,681
Mid-Range Teacher Salary	\$66,175	\$70,601
Highest Teacher Salary	\$84,591	\$89,337
Average Principal Salary (Elementary)	\$111,045	\$110,053
Average Principal Salary (Middle)	\$114,117	\$115,224
Average Principal Salary (High)	\$120,194	\$124,876
Superintendent Salary	\$168,016	\$182,466
Percent of Budget for Teacher Salaries	38.0	33.0
Percent of Budget for Administrative Salaries	5.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Professional Development (Most Recent Three Years)

All training and curriculum development activities at Wilson C. Riles Middle School revolve around the California Common Core State Standards and the Center Joint Unified School District Local Control Accountability Plan Annual Measurable Objectives. Wilson C. Riles functions as a Professional Learning Community. Teachers at Wilson C. Riles collaborate on a weekly basis in content area departments and grade level teams or as a whole faculty/staff. Decisions regarding selection of staff development activities are performed by the principal, academic coordinator, and department leaders using tools such as teacher input, student performance data, and local measures to identify areas of need. Teaching staff are provided the opportunity to participate in district sponsored staff development workshops or training sessions as a supplement to site-based staff development. The focus for the last three years at Wilson C. Riles Middle School has been on Multi Tiered Systems of Support including Universal Design for Learning, inclusion practices, high quality first instruction, Common Core State Standards, technology, data analysis, PBIS and the implementation of our Social Emotional Learning Curriculum (Second Step).

Center High School

School Accountability Report Card

Reported Using Data from the 2017-18 School Year

Published During 2018-19

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2018-19)

School Contact Information	
School Name	Center High School
Street	3111 Center Court Lane
City, State, Zip	Antelope, Ca. 95843
Phone Number	916-338-6420
Principal	Jerald Ferguson
E-mail Address	jferguson@centerusd.org
Web Site	https://centerhigh.edlioschool.com/
CDS Code	34739733430378

District Contact Information	
District Name	Center Joint Unified School District
Phone Number	916-338-6400
Superintendent	Scott Loehr
E-mail Address	superintendentsoffice@centerusd.org
Web Site	www.centerusd.org

School Description and Mission Statement (School Year 2018-19)

School Profile

Center High School is located in the northern region of Antelope and serves students in grades nine through twelve. At the beginning of the 2018-19 school year, there were approximately 1316 students enrolled with 63.4% qualifying for free or reduced lunch. Center High School is home to the Media Communications Academy (MCA), AVID, Project Lead the Way Biomedical Sciences and Engineering Programs, 911/Call Center/Customer Service Program, Pharmacy Technician Program, Geometry in Construction Program, CARE program, and a variety of advanced placement and honors courses. In addition, a full range of extracurricular activities/clubs and athletic teams operate year round.

Mission Statement

The mission of Center High School is to guide and encourage each student to reach his/her unique potential as a productive, respectful and responsible member of a multi-ethnic community.

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Grade 9	323
Grade 10	340
Grade 11	330
Grade 12	290
Total Enrollment	1,283

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	13.1
American Indian or Alaska Native	0.9
Asian	7.6
Filipino	4.1
Hispanic or Latino	26.1
Native Hawaiian or Pacific Islander	1.1
White	42.6
Socioeconomically Disadvantaged	62.4
English Learners	7.6
Students with Disabilities	15.3
Foster Youth	0.2

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	62	62	64	219
Without Full Credential	1	1	0	0
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	1	0
Vacant Teacher Positions	0	1	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: October 2018

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Pearson myPerspectives - 9th English Language Arts - California 2017 Pearson myPerspectives - 10th English Language Arts - California 2017 Pearson myPerspectives - 11th American Literature - California 2017 Pearson myPerspectives - 12th British and World Literature - California 2017 Bedford, Freeman, & Worth 2016 - Advanced Language and Literature - 2016 Bedford/St. Martin's - The Language of Composition Reading Writing Rhetoric - 2nd Edition / 2013 Pearson Longman - Literature: An Introduction to Fiction, Poetry, and Drama - 9th edition / 2005	Yes	0

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Mathematics	CPM Publishing, Core Connections / 2014 CPM Publishing, Integrated Math 1 / 2014 CPM Integrated Math 2/2015 Houghton Mifflin, Larson & Hostetler's Pre-Calculus / 2008 Key Curriculum Press, Calculus / 2005 McDougal Littell, Algebra II / 2008 Yates, Moore, Starnes, AP Statistics: The Practice of Statistics" 3rd edition / 2008 CPM Publishing, Honors Precalculus: CPM Pre-Calculus with Trigonometry Version 4.0 / 2009	Yes	0
Science	Holt, Rinehart and Winston, Holt Chemistry / 2007 Holt, Rinehart and Winston, Holt Physics / 2007 McDougal Littell, Biology / 2008 Pearson Prentice Hall, Earth Science / 2006 Pearson (Benjamin Cummings) Campbell Biology ninth edition, AP Edition 2011	Yes	0
History-Social Science	McDougal Littell, Modern World History / 2006 McDougal Litell, The Americans: Reconstruction to the 21st Century / 2006 Henretta, America's History: 8th Edition / 2014 Magruder's, American Government / 2012 EMC Publishing, Economics: New Ways of Thinking / 2007 Krugman, Economics: 2nd Edition / 2015 McGraw-Hill, Geography: The Human and Physical World / 2015 McGraw-Hill, Sociology and You / 2014 Holt McDougal, Psychology Principles in Practice / 2010 Pearson, Psychology AP Edition: 4th Edition / 2015	Yes	0
Foreign Language	EMC - Que Chevere Levels 1, 2, 3, and 4 - 2015 Vista - Temas - 2013 Pearson - Golosa: Basic Course in Russian - Books 1 & 2 - 2014	Yes	0
Health	McGraw-Hill - Health - 2015 McGraw-Hill - Human Sexuality - 2015 American Heart Association "In Schools" Training Kit for CPR and AED training	Yes	0
Science Laboratory Equipment (grades 9-12)	Science Laboratory Equipment	Yes	0

School Facility Conditions and Planned Improvements (Most Recent Year)

The administration and staff of Center High work very closely with the maintenance and grounds department of the Center Joint Unified School District. If any situation is identified that required attention, work orders are submitted, and the situations are resolved in a very timely manner.

Overall rating is 93.71%, Good.

School Facility Good Repair Status (Most Recent Year)

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: August 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	Wall covering torn; stained and missing ceiling tiles; paint needed on interior of some doors; worn carpet; floor tiles missing; lights out; defusers
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	Cluttered storeroom
Electrical: Electrical	Good	Outlet cover missing
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	Fountains old
Safety: Fire Safety, Hazardous Materials	Good	Bad signage
Structural: Structural Damage, Roofs	Good	Stage divider material separating from panels
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Fair	Door handle loose; doors needing adjustment; K model handles; door closers old; "99" panic bar old; exterior door trim leaking; doors need to be replaced; broken window; old D tex alarm on door

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: August 2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	65.0	55.0	47.0	45.0	48.0	50.0
Mathematics (grades 3-8 and 11)	42.0	32.0	34.0	31.0	37.0	38.0

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	307	301	98.05	54.88
Male	160	157	98.13	41.83
Female	147	144	97.96	68.75
Black or African American	47	45	95.74	48.89
American Indian or Alaska Native	--	--	--	--
Asian	23	23	100.00	56.52
Filipino	12	12	100.00	83.33
Hispanic or Latino	81	80	98.77	45.57
Native Hawaiian or Pacific Islander	--	--	--	--
White	124	121	97.58	59.32
Two or More Races	13	13	100.00	53.85
Socioeconomically Disadvantaged	192	186	96.88	50.81
English Learners	33	31	93.94	24.14
Students with Disabilities	43	40	93.02	5.13

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	307	292	95.11	31.71
Male	160	154	96.25	25.17
Female	147	138	93.88	38.97
Black or African American	47	44	93.62	30.23
American Indian or Alaska Native	--	--	--	--
Asian	23	23	100	50
Filipino	12	12	100	41.67
Hispanic or Latino	81	76	93.83	17.33
Native Hawaiian or Pacific Islander	--	--	--	--
White	124	119	95.97	37.61
Two or More Races	13	12	92.31	25
Socioeconomically Disadvantaged	192	180	93.75	25.57
English Learners	33	30	90.91	18.52
Students with Disabilities	43	41	95.35	0

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science for All Students
Grades Five, Eight, and Ten

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

Career Technical Education Programs (School Year 2017-18)

During the 2017-18 school year, Center High School offered the following career technical education programs as elective courses:

Computer Graphics
Advanced Computer Graphics
Computer Animation
911 Dispatcher/Customer Service/Call Center
Pharmacy Technician
Digital Photography
Broadcasting
Advanced Broadcasting
Yearbook Productions
Project Lead the Way (PLTW) Biomedical Sciences
Principles of Biomedical Sciences
Human Body Systems
Project Lead the Way (PLTW) Engineering
Principles of Engineering
Introduction to Engineering Design
Sports Video Production and Broadcasting

Career Technical Education Participation (School Year 2017-18)

Measure	CTE Program Participation
Number of pupils participating in CTE	727
% of pupils completing a CTE program and earning a high school diploma	97.93
% of CTE courses sequenced or articulated between the school and institutions of postsecondary education	18

Courses for University of California (UC) and/or California State University (CSU) Admission

UC/CSU Course Measure	Percent
2017–18 Pupils Enrolled in Courses Required for UC/CSU Admission	97.6
2016–17 Graduates Who Completed All Courses Required for UC/CSU Admission	25.8

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
9	20.6	24.8	20.9

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site.

Opportunities for Parental Involvement (School Year 2018-19)

Parents are encouraged to get involved in their student's learning environment either by volunteering in the classroom, participating in a decision-making group, attend school events, or contact the front office for other opportunities.

Parents/guardians stay informed on upcoming events and school activities through daily bulletins, email, flyers, letters, parent conferences, progress reports, school newsletters, School Messenger (automated telephone message delivery system), the school marquee, the school website, the free CHS phone app, Facebook, and weekly phone calls and emails from the principal. Contact the school office at 916-338-6420 for more information on how to become involved in your student's learning environment.

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates.

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School			District			State		
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17
Dropout Rate	7.2	4.1	3.0	14.8	7.8	6.3	10.7	9.7	9.1
Graduation Rate	92.1	91.4	94.4	83.2	87.9	90.3	82.3	83.8	82.7

For the formula to calculate the 2016-17 adjusted cohort graduation rate, see the 2017-18 Data Element Definitions document located on the SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.

Completion of High School Graduation Requirements - Graduating Class of 2017 (One-Year Rate)

Group	Graduating Class of 2017		
	School	District	State
All Students	90.4	90.7	88.7
Black or African American	88.1	84.4	82.2
American Indian or Alaska Native	83.3	85.7	82.8
Asian	90.0	87.5	94.9
Filipino	100.0	100.0	93.5
Hispanic or Latino	93.9	97.3	86.5
Native Hawaiian/Pacific Islander	75.0	100.0	88.6
White	89.1	89.2	92.1
Two or More Races	100.0	100.0	91.2
Socioeconomically Disadvantaged	92.6	94.4	88.6
English Learners	65.0	59.1	56.7
Students with Disabilities	84.8	82.0	67.1
Foster Youth	100.0	100.0	74.1

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	16.2	9.4	7.1	9.1	7.6	6.7	3.7	3.7	3.5
Expulsions	0.4	0.3	0.3	0.2	0.2	0.2	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

The Center High School School Site Safety Plan is reviewed and updated on a yearly basis. Components of the plan include child abuse reporting procedures, disaster response processes and procedures, sexual harassment policy, as well as goals for improving both the safety of the school and overall school climate. The latest plan was reviewed, updated, and discussed with the School Safety Committee and approved in August, 2018.

Average Class Size and Class Size Distribution (Secondary)

Subject	2015-16				2016-17				2017-18			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English	24.0	23	20	15	23.0	27	23	16	25.0	20	30	11
Mathematics	24.0	12	27	5	24.0	18	26	4	24.0	18	27	10
Science	26.0	7	14	10	29.0	6	11	17	26.0	9	15	9
Social Science	24.0	16	10	13	24.0	15	22	12	26.0	11	24	13

Note: Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	3	438
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	1	N/A
Library Media Services Staff (Paraprofessional)	0	N/A
Psychologist	1	N/A
Social Worker	0	N/A
Nurse	1	N/A
Speech/Language/Hearing Specialist	1	N/A
Resource Specialist (non-teaching)	0	N/A
Other	0	N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	6787	1250	5537	71012
District	N/A	N/A	6377	\$73,197
Percent Difference: School Site and District	N/A	N/A	-13.2	-1.4
State	N/A	N/A	\$7,125	\$71,392
Percent Difference: School Site and State	N/A	N/A	-2.5	5.4

Note: Cells with N/A values do not require data.

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

In addition to general fund state funding, Center Joint Unified School District receives state and federal categorical funding for special programs. For the 2018/19 school year, the district received categorical, special education, and support programs funds from:

- Department of Rehabilitation
- Education Protection Account
- Lottery: Instructional Materials
- Medi-Cal Billing Option
- Other Local: Locally defined
- Partnership Academies Program
- Special Education
- Title I
- Title II
- Title III
- Title X, McKinney-Vento Homeless Assistance
- Transportation
- Transportation: Special Education
- Vocational Programs

With this additional funding, Center High School offers the following programs and services:

- Workability Program for special education students who qualify through the Department of Rehabilitation. This program provides employment related services to participants.
- Media Communications Academy (MCA)
- Homeless and foster care services through Americorp workers on campus
- Career Technical Education courses and programs including Geometry in Construction, Project Lead the Way biomedical and engineering, 911 Dispatcher/Call Center/Customer Service Program, Pharmacy Technician Program, Sports Broadcasting, and Computer Graphics.
- Tutorial and Study Skills courses
- Advanced Placement (AP) courses including English, biology, statistics, calculus A/B, government, United States history, micro- and macroeconomics, and Spanish.
- Support classes in English and math for students who are struggling in those academic areas including corrective reading courses
- LTEL tutorials and classes
- 3 full-time academic counselors
- 1 College and Career Center Coordinator

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$40,163	\$45,681
Mid-Range Teacher Salary	\$66,175	\$70,601
Highest Teacher Salary	\$84,591	\$89,337
Average Principal Salary (Elementary)	\$111,045	\$110,053
Average Principal Salary (Middle)	\$114,117	\$115,224
Average Principal Salary (High)	\$120,194	\$124,876
Superintendent Salary	\$168,016	\$182,466
Percent of Budget for Teacher Salaries	38.0	33.0
Percent of Budget for Administrative Salaries	5.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/csl/>.

Advanced Placement (AP) Courses (School Year 2017-18)

Subject	Number of AP Courses Offered*	Percent of Students In AP Courses
Computer Science	2	N/A
English	4	N/A
Fine and Performing Arts	0	N/A
Foreign Language	1	N/A
Mathematics	3	N/A
Science	2	N/A
Social Science	6	N/A
All courses	18	14.3

Cells with N/A values do not require data.

*Where there are student course enrollments of at least one student.

Professional Development (Most Recent Three Years)**Staff Development**

All training and curriculum development activities at Center High School revolve around the Common Core State Standards and Frameworks. Decisions concerning selection of staff development activities are performed by the administrative and leadership teams using tools such as teacher input, state assessment results, WASC, and data analysis to determine the areas in which additional teacher training may enhance classroom instruction and increase student achievement levels. Center High School supports ongoing professional growth throughout the year on early release days every Monday. Teachers meet in both grade level and department level teams to conduct data analysis to identify areas of need. Teaching staff are provided the opportunity to participate in district-sponsored staff development workshops or training session as 1) a supplement to site-based staff development, 2) for reinforcement of or follow-up on previous training, or 3) follow-up training for newly implemented programs/curricula. Many teachers also participate in professional development opportunities on weekends and during the summer.

McClellan High School

School Accountability Report Card

Reported Using Data from the 2017-18 School Year

Published During 2018-19

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2018-19)

School Contact Information	
School Name	McClellan High School
Street	8725 Watt Avenue
City, State, Zip	Antelope California 95843
Phone Number	(916) 338-6440
Principal	David L. French
E-mail Address	davidlf@centerusd.org
Web Site	https://mhs.centerusd.org/
CDS Code	34 73973 3430451

District Contact Information	
District Name	Center Joint Unified School District
Phone Number	(916) 338-6400
Superintendent	Scott Loehr
E-mail Address	superintendentsoffice@centerusd.org
Web Site	www.centerusd.org

School Description and Mission Statement (School Year 2018-19)

Mission Statement: McClellan students will achieve academic and personal success and become responsible, productive citizens. They will develop knowledge and skills that will prepare them for success in a variety of post-graduation options and in their adult lives.

Motto: Developing integrity, responsibility, and respect - for now and for the future.

Vision: The staff of McClellan High School commits to the following vision for our school and ourselves:

We will develop and maintain a safe, nurturing family environment, supporting our diverse population of staff and students.

We will build positive connections with students to help them achieve independence and success academically, socially, physically, and emotionally.

We will provide challenging, engaging academic courses based on current standards and focused on student learning.

We will provide a variety of extracurricular opportunities, facilitating student connection to school and student growth.

We will direct students to a broad variety of post-graduation options, and we will equip them with the knowledge and skills they need to achieve success.

We will be highly qualified in our positions, continuously learning and improving our skills.

Our focus at McClellan has always been to work together as a "family", helping students develop integrity, responsibility, and respect, as well as confidence in their own abilities. Students who have fallen behind in credits can use our program to catch up and earn a high school diploma. However, our aim is not only to facilitate students earning a high school diploma, but also to prepare them for a successful life after high school. Our experienced staff presents a standards-centered, challenging, and complete curriculum, directed by concern for each student's individual needs and abilities. We emphasize continual improvement, taking steps toward success in all areas.

We are committed to providing the best educational program possible for each student, to help each student reach his or her maximum potential. We welcome input from parents, guardians, and community members. If you have questions about this report or our school, please contact us.

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Grade 10	9
Grade 11	30
Grade 12	32
Total Enrollment	71

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	14.1
American Indian or Alaska Native	0.0
Asian	2.8
Filipino	0.0
Hispanic or Latino	33.8
Native Hawaiian or Pacific Islander	0.0
White	45.1
Socioeconomically Disadvantaged	69.0
English Learners	2.8
Students with Disabilities	1.4
Foster Youth	0.0

A. Conditions of Learning**State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	5			
Without Full Credential	0			
Teaching Outside Subject Area of Competence (with full credential)	0			

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0		
Total Teacher Misassignments *	0		
Vacant Teacher Positions	0		

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: December 2018

Staff at McClellan High School have worked diligently to align curriculum and instruction to the Common Core State Standards. In adoption years, McClellan selected core texts and materials from the lists that were at that time approved by the State Board of Education and our district School Board. We make sure every student has access to necessary texts and materials both at school and at home.

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Studysync, BookheadED Learning, LLC, McGraw-Hill, online program/ 2015 Achieve 3000, online program/ 2018 The New York Times - Upfront Magazine, Scholastic/ 2011 National Geographic/Hampton Brown, EDGE/ 2009 Hampton Brown, EDGE TM/ 2009 Expository Reading & Writing Course - California State University/ 2013	Yes	0
Mathematics	Core Connections, CPM Educational Program/2014 CPM Educational Program, Foundations for Algebra/2008 Glencoe/McGraw-Hill, Pre Algebra/2008 Pearson Prentice Hall	Yes	0
Science	AGS, Biology - Cycles of Life/2008 AGS, Physical Science/2008	Yes	0
History-Social Science	Globe-Fearon, Pacemaker American Government/2008 Globe-Fearon, Pacemaker Economics/2008 Globe-Fearon, Pacemaker US History/2008 Globe-Fearon, Pacemaker World History/2008 Ramsey Education Solutions, Foundations in Personal Finance/2015 McDougal-Littell, The Americans	Yes	0
Foreign Language	N/A		
Health	Glencoe - Health/2001	Yes	0
Visual and Performing Arts	Various sources- no textbooks used		
Science Laboratory Equipment (grades 9-12)			

School Facility Conditions and Planned Improvements (Most Recent Year)

The administration and staff at McClellan High work very closely with the maintenance and grounds department of the Center Joint Unified School District. If any situation is identified that requires attention, work orders are submitted, and the situations are resolved in a very timely manner.

Overall rating 93.87%, Good.

School Facility Good Repair Status (Most Recent Year)

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: July 2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Poor	Ceiling tiles stained; carpet with bleach spots; wallpaper peeling.
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Fair	Dry rot; skylight cracked.
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Door handles old; panic bar getting old.

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: July 2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	17.0	29.0	47.0	45.0	48.0	50.0
Mathematics (grades 3-8 and 11)	0.0	0.0	34.0	31.0	37.0	38.0

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	37	34	91.89	29.41
Male	22	19	86.36	31.58
Female	15	15	100.00	26.67
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Hispanic or Latino	13	13	100.00	23.08
White	15	12	80.00	33.33
Two or More Races	--	--	--	--
Socioeconomically Disadvantaged	31	30	96.77	30.00
English Learners	--	--	--	--
Students with Disabilities	--	--	--	--

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	37	34	91.89	0
Male	22	19	86.36	0
Female	15	15	100	0
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Hispanic or Latino	13	13	100	0
Two or More Races	--	--	--	--
Socioeconomically Disadvantaged	31	30	96.77	0
English Learners	--	--	--	--
Students with Disabilities	--	--	--	--

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science for All Students
Grades Five, Eight, and Ten

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

Career Technical Education Programs (School Year 2017-18)

McClellan High School is a continuation school, with a focus on helping students make up missed credits so they can graduate on time. We do not offer CTE classes. We do emphasize students' need to prepare for their post-high school lives, whether they go on to college or into the work force. Our teaching staff continually encourages students to value a high school diploma as a step into a more fruitful life after graduation, and our counselor meets with students individually and in groups to discuss and prepare for next steps after high school. We bring in guest speakers from various professions and from the military to explain to students how they can approach their next phase of life, and we work with students on job interview skills and applications for college and financial aid. Our goal is to help students successfully enter into their adult lives past high school.

Career Technical Education Participation (School Year 2017-18)

Measure	CTE Program Participation
Number of pupils participating in CTE	0
% of pupils completing a CTE program and earning a high school diploma	0
% of CTE courses sequenced or articulated between the school and institutions of postsecondary education	0

Courses for University of California (UC) and/or California State University (CSU) Admission

UC/CSU Course Measure	Percent
2017–18 Pupils Enrolled in Courses Required for UC/CSU Admission	0.0
2016–17 Graduates Who Completed All Courses Required for UC/CSU Admission	0.0

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site.

Opportunities for Parental Involvement (School Year 2018-19)

We invite involvement by all stakeholders. Parents and guardians can contact their children's teachers regarding opportunities to help with individual classes. Parents and guardians wishing to give input into school policies and programs can contact our office to meet with the principal. We have a School Site Council made up of staff, students, and parents. We also have parents and guardians representing our school in district advisory committees. All community members are invited to the school board meetings, held the third Wednesday of each month in the school year. For more information about any of these opportunities, please call our office at (916) 338-6440.

To keep parents and guardians informed, our school uses a variety of methods of contact. We send out a periodic newsletter with school-related articles and a list of upcoming events. We also post a calendar of events on our school website, <http://mhs.centerusd.org/>. Parents and guardians may view student grades through our Homelink portal. Information about this can be found on our website or by contacting our office. Our office and teachers maintain contact with parents through phone and email, and through automated phone, email, and text messages. We welcome parents and guardians to drop in our office at any time, and to arrange meetings with teachers and classroom visitations with 24-hour notice to confirm availability.

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates.

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School			District			State		
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17
Dropout Rate	73.0	23.4	27.5	14.8	7.8	6.3	10.7	9.7	9.1
Graduation Rate	18.9	73.4	65.0	83.2	87.9	90.3	82.3	83.8	82.7

For the formula to calculate the 2016–17 adjusted cohort graduation rate, see the 2017–18 Data Element Definitions document located on the SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.

Completion of High School Graduation Requirements - Graduating Class of 2017 (One-Year Rate)

Group	Graduating Class of 2017		
	School	District	State
All Students	96.3	90.7	88.7
Black or African American	33.3	84.4	82.2
American Indian or Alaska Native	100.0	85.7	82.8
Asian	50.0	87.5	94.9
Filipino	0.0	100.0	93.5
Hispanic or Latino	100.0	97.3	86.5
Native Hawaiian/Pacific Islander	0.0	100.0	88.6
White	93.3	89.2	92.1
Two or More Races	0.0	100.0	91.2
Socioeconomically Disadvantaged	100.0	94.4	88.6
English Learners	0.0	59.1	56.7
Students with Disabilities	0.0	82.0	67.1
Foster Youth	0.0	100.0	74.1

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	26.1	35.8	15.6	9.1	7.6	6.7	3.7	3.7	3.5
Expulsions	1.3	1.7	1.8	0.2	0.2	0.2	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

Our school safety plan is updated, reviewed by students, staff, and parents, and submitted for board approval by March of each year. Staff is briefed on the current plan at the start of each school year, and discussions continue throughout the year as questions arise. The plan covers crisis readiness, response, and management, goals for site maintenance and improvement, listings of important phone numbers, information about utilities, and pertinent laws and policies related to school safety.

Average Class Size and Class Size Distribution (Secondary)

Subject	2015-16				2016-17				2017-18			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English	23.0	3	2		14.0	4	3		14.0	7		
Mathematics					11.0	2			10.0	7		
Science	22.0	1	1		8.0	4			17.0	2		
Social Science	21.0	2	2		5.0	16			6.0	13		

Note: Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0.61	100
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	0	N/A
Psychologist	0	N/A
Social Worker	0	N/A
Nurse	0	N/A
Speech/Language/Hearing Specialist	0	N/A
Resource Specialist (non-teaching)	0	N/A
Other	0	N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	12377	2648	9730	85847
District	N/A	N/A	6377	\$73,197
Percent Difference: School Site and District	N/A	N/A	52.6	19.2
State	N/A	N/A	\$7,125	\$71,392
Percent Difference: School Site and State	N/A	N/A	71.4	27.5

Note: Cells with N/A values do not require data.

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

McClellan High School coordinates and integrates the appropriate use of funds from district and site general funds, Lottery and Title One funds, and our student fund to provide students and other stakeholders the support necessary to achieve our school mission and goals as outlined in our Single Plan for Student Achievement and Local Control Accountability Plan.

Title One funds are used to provide additional curriculum and support for students and professional development for staff to facilitate bringing all students to grade-level standards. This has included purchase and implementation of technology, purchase and implementation of curriculum to assess and support student learning, and professional development for staff. Title One funds are also used to provide extra hours for our counselor to support students in meeting graduation requirements and in support of our Get Focused, Stay Focused program. This program, comprised of an elective class assigned to all 10th grade students and follow-up modules for 11th & 12th grade students, facilitates students creating and updating a plan for the next 10 years of their lives. Lottery funds are used to purchase appropriate curriculum and instructional supplies for students. The district provides funds for textbook replacement when needed. The district also provides a visiting resource teacher to support our few students who have an IEP. Additionally, district psychologists, behaviorists, and other personnel are available to assess and evaluate students identified as potentially needing extra intervention to reach grade-level academic and behavioral standards.

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$40,163	\$45,681
Mid-Range Teacher Salary	\$66,175	\$70,601
Highest Teacher Salary	\$84,591	\$89,337
Average Principal Salary (Elementary)	\$111,045	\$110,053
Average Principal Salary (Middle)	\$114,117	\$115,224
Average Principal Salary (High)	\$120,194	\$124,876
Superintendent Salary	\$168,016	\$182,466
Percent of Budget for Teacher Salaries	38.0	33.0
Percent of Budget for Administrative Salaries	5.0	6.0

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Advanced Placement (AP) Courses (School Year 2017-18)

Subject	Number of AP Courses Offered*	Percent of Students In AP Courses
Computer Science	0	N/A
English	0	N/A
Fine and Performing Arts	0	N/A
Foreign Language	0	N/A
Mathematics	0	N/A
Science	0	N/A
Social Science	0	N/A
All courses	0	.0

Cells with N/A values do not require data.

*Where there are student course enrollments of at least one student.

Professional Development (Most Recent Three Years)

Professional Development at McClellan High School has revolved around 2 main themes: 1) Standards-based, objective-focused instruction following UDL principles, and 2) Use of technology to support learning. These areas were selected based on in-class observations of teaching methods and based on assessment and polling of teacher needs, with respect to district goals.

Over the last three years, we have had two days of staff development at the beginning of each school year, and we present staff development workshops at many of our regular staff meetings during the course of the year. Additionally, teachers are encouraged to attend off-site workshops when available and appropriate. Since we are a small staff (5 teachers), we are able to provide individual mentoring for staff. The principal performs regular in-class observations to provide feedback and coaching on implementation of new strategies and technologies, and staff meets weekly, providing opportunity for discussion.

Center Joint Unified School District

Dept./Site:	Instructional Services	AGENDA REQUEST FOR:
Date:	April 10, 2019	Action Item
To:	Board of Trustees	Information Item <u> X </u>
From:	Michael Jordan Director of Special Education & Curriculum _____	
	# Attached Pages	<u> 4 </u>

<p>SUBJECT: Memorandum of Understanding Agreement EMS #19039 2019-2020</p> <p>Please approve the Memorandum of Understanding (MOU) – Agreement #19039 between Sacramento County Office of Education (SCOE) and Center JUSD to provide Professional Development Support for leading and teaching Math. See Exhibit A for schedule and details.</p> <p>District agrees to pay SCOE \$10,800 within 60 days of invoicing.</p> <p>Services:</p> <p><i>Professional learning</i> Cadre #1, 10 teachers, 1 Administrator 9/3/19 <i>Site based coaching</i> Cadre #1, 10 teachers, 1 Administrator 10/29/19 <i>Professional learning</i> Cadre #2, 10 teachers, 1 Administrator 9/10/19 <i>Professional learning</i> Cadre #2, 10 teachers, 1 Administrator 11/12/19 <i>Professional learning</i> Cadre #2, 10 teachers, 1 Administrator 1/14/19 <i>Professional learning</i> Cadre #2, 10 teachers, 1 Administrator 2/11/20 Site based planning</p> <p>RECOMMENDATION: CJUSD Board of Trustees Approve Memorandum Of Understanding #19039 with Sacramento County Office of Education.</p>

CONSENT AGENDA

MEMORANDUM OF UNDERSTANDING

Agreement #19039
2019-2020

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education**, hereinafter referred to as "**SCOE**," and **Center Joint Unified School District**, hereinafter referred to as "**District**."

The purpose of this MOU is to detail the roles and responsibilities of **SCOE** and the **District** in regard to delivering instructional support services to staff. Once signed by both parties, this MOU is in effect, and may be terminated by either entity in writing, but not less than seven business days prior to the first day of service.

No audio or visual recording of the services provided under this agreement may be made by any means without the advance written authorization of **SCOE**.

A. **SCOE** agrees to:

1. Provide a primary contact person and service provider(s) for all work under this MOU.

MOU Contact:

Dave Chun

(916) 228-2244

dchun@scoe.net

Services provided by:

Chelsea McClellan

(916) 228-2245

cmcclellan@scoe.net

2. Provide the following service:

The support will include strategies and resources to support student learning.

- Four days to support Cadre 2: Workshops and some site-based coaching. Number Talks, Struggle Problems, Framework-inspired Lessons, Ca Math Framework and the 8 SMPs.
- Two days to continue support of Cadre 1 with continued PD and site-based coaching.
- One additional day of planning.

Location of the service

Center Joint Unified School District

8408 Watt Avenue

Antelope, CA 95843

3. **SCOE** will make every effort to accommodate changes in dates as needed, however rescheduling is not guaranteed as dates are dependent on availability.
4. Provide an evaluation of services.
5. Provide training materials. Any and all training material are the exclusive property of **SCOE**. **District** and its agents must obtain written permission from **SCOE** before it disseminates, markets, or otherwise uses the training materials.
6. Invoice **District** within 30 days of execution of this MOU:
Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

MEMORANDUM OF UNDERSTANDING, Agreement #19039

B. School agrees to:

1. Provide a primary contact person for all work under this MOU.
Becky Lawson
(916) 338-7584
rlawson@centerusd.org
2. Ensure the site principal/district representative is present during services.
3. Participate in an evaluation of services.
4. Provide facility for training.
5. Provide SCOE with a copy of attendance sign-in sheet upon request.
6. Provide the audio-visual equipment and table supplies.
7. Provide requested materials for participants (e.g., Teacher's Edition).

C. Fiscal: District agrees to pay SCOE \$10,800 within 60 days of invoicing.

D. General Provisions

1. **Indemnity.** Each party agrees to defend, indemnify, and hold harmless each of the other parties (including a party's directors, agents, officers and employees), from any claim, action, or proceeding arising from any actual or alleged act or omissions of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.
 - a. It is the intention of the parties that this section imposes on each party responsibility to the others for the acts and omissions of their respective elected and appointed officials, employees, representatives, agents, subcontractors and volunteers, and that the provisions of comparative fault shall apply. This provision shall survive the termination of this agreement for any claim related to this agreement.
2. **Independent Agents.** This MOU is by and between independent agents and does not create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.
3. **Nondiscrimination.** Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.
4. **Insurance.** All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.


MEMORANDUM OF UNDERSTANDING, Agreement #19039

5. **Entire Agreement.** This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties.

The undersigned represent that they are authorized representatives of the parties and hereby execute this MOU. This MOU may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document. Photographic copies of the signed counterparts may be used in lieu of the originals for any purpose.


Sacramento County Office of Education
Nancy Herota, Ed.D.
Assistant Superintendent, Educational Services

Center Joint Unified School District
Scott A. Loehr, Superintendent

 3/28/19

Signature Date

Signature Date

 3-19-19

Director Approval Date

 3.19.19

Director Approval Date


MEMORANDUM OF UNDERSTANDING, Agreement #19039

**Exhibit A
Center Joint Unified School District**

Day	Date	Support Description	Attend		Notes
			T	A	
1	9/3/19	Professional Learning (Cadre 1)	10	1	
2	10/29/19	Site-based coaching (Cadre 1)	10	1	
3	9/10/19	Professional Learning (Cadre 2)	10	1	
4	11/12/19	Professional Learning (Cadre 2)	10	1	
5	1/14/20	Professional Learning (Cadre 2)	10	1	
6	2/11/20	Professional Learning (Cadre 2)	10	1	
7		Site-based (Planning)			

AGENDA ITEM # XV-12

Center Joint Unified School District

Dept./Site:	Instructional Services	AGENDA REQUEST FOR:
Date:	April 10, 2019	Action Item <u>X</u>
To:	Board of Trustees	Information Item
From:	Tami J'Beily  Coordinator of Fed/State Programs	Attached Pages: 4

SUBJECT: Memorandum of Understanding #19041 for Professional Development in mathematics for 4th-6th grade teachers, paid by Low Performing Students Block Grant

RECOMMENDATION: The Center Joint Unified School District Board of Trustees to approve the Memorandum of Understanding between Sacramento County Office of Education and Center Joint Unified School District

AGENDA ITEM # XV-12

CONSENT AGENDA

MEMORANDUM OF UNDERSTANDING

Agreement #19041
2018-2019

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education**, hereinafter referred to as "**SCOE**," and **Center Joint Unified School District**, hereinafter referred to as "**District**."

The purpose of this MOU is to detail the roles and responsibilities of **SCOE** and the **District** in regard to delivering instructional support services to staff. Once signed by both parties, this MOU is in effect, and may be terminated by either entity in writing, but not less than seven business days prior to the first day of service.

No audio or visual recording of the services provided under this agreement may be made by any means without the advance written authorization of **SCOE**.

A. **SCOE** agrees to:

1. Provide a primary contact person and service provider(s) for all work under this MOU.

MOU Contact:
Dave Chun
(916) 228-2244
dchun@scoe.net

Services provided by:
Chelsea McClellan
(916) 228-2245
cmccllellan@scoe.net

2. Provide the following service:

The support will include strategies and resources to support student learning.

- Two days to support the summer school teachers, tutors and students in a workshop exploring Number Talks, Struggle Problems, Framework-inspired Lessons, Ca Math Framework and the 8 SMPs.
- One additional day of coaching during the summer school program.
- Four days of PD exploring Number Talks, Struggle Problems, Framework-inspired Lessons, Ca Math Framework and the 8 SMPs with all 4th/5th grade teaching staff.
- One additional day of planning.

Location of the service

Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

3. **SCOE** will make every effort to accommodate changes in dates as needed, however rescheduling is not guaranteed as dates are dependent on availability.
4. Provide an evaluation of services.
5. Provide training materials. Any and all training material are the exclusive property of **SCOE**. **District** and its agents must obtain written permission from **SCOE** before it disseminates, markets, or otherwise uses the training materials.

MEMORANDUM OF UNDERSTANDING, Agreement #19041

6. Invoice **District** within 30 days of execution of this MOU:

Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

B. School agrees to:

1. Provide a primary contact person for all work under this MOU.
Becky Lawson
(916) 338-7584
rlawson@centerusd.org
2. Ensure the site principal/district representative is present during services.
3. Participate in an evaluation of services.
4. Provide facility for training.
5. Provide SCOE with a copy of attendance sign-in sheet upon request.
6. Provide the audio-visual equipment and table supplies.
7. Provide requested materials for participants (e.g., Teacher's Edition).

C. Fiscal: District agrees to pay SCOE \$12,400 within 60 days of invoicing.

D. General Provisions

1. **Indemnity.** Each party agrees to defend, indemnify, and hold harmless each of the other parties (including a party's directors, agents, officers and employees), from any claim, action, or proceeding arising from any actual or alleged act or omissions of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.
 - a. It is the intention of the parties that this section imposes on each party responsibility to the others for the acts and omissions of their respective elected and appointed officials, employees, representatives, agents, subcontractors and volunteers, and that the provisions of comparative fault shall apply. This provision shall survive the termination of this agreement for any claim related to this agreement.
2. **Independent Agents.** This MOU is by and between independent agents and does not create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.
3. **Nondiscrimination.** Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.

MEMORANDUM OF UNDERSTANDING, Agreement #19041

4. **Insurance.** All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.
5. **Entire Agreement.** This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties.

The undersigned represent that they are authorized representatives of the parties and hereby execute this MOU. This MOU may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document. Photographic copies of the signed counterparts may be used in lieu of the originals for any purpose.

Sacramento County Office of Education
Nancy Herota, Ed.D.
Assistant Superintendent, Educational Services

Center Joint Unified School District
Scott A. Loehr, Superintendent

Signature Date

Signature Date

Director Approval Date


Director Approval Date

MEMORANDUM OF UNDERSTANDING, Agreement #19041

**Exhibit A
Center Joint Unified School District**

Day	Date	Support Description	Attend		Notes
			T	A	
1	5/4/19	Professional Learning	4		
2	5/15/19	Professional Learning	4		
3	TBD	Site-based Coaching	4		
4	8/27/19	Professional Learning (4 th grade)			
5	8/28/19	Professional Learning (4 th grade)			
6	8/29/19	Professional Learning (5 th grade)			
7	8/30/19	Professional Learning (5 th grade)			
8		Site-based (Planning)			

Center Joint Unified School District

Dept./Site: Wilson C. Riles Middle School	AGENDA REQUEST FOR:
To: Board of Trustees	Action Item <u>X</u>
Date: 4-1-2019	Information Item _____ #
From: Chris Borasi, Principal 	Attached Pages <u>5</u>
Principal/Administrator Initials: _____	

SUBJECT: Professional Services Agreement

CONSULTANT'S NAME: Lisa Coates

COMPANY NAME (if applicable):

SERVICES TO BE RENDERED: Teach Love and Logic Parenting Course

DATE(S) OF SERVICE: May 2nd - June 13th

PAYMENT PER DAY: NA

TOTAL AMOUNT OF CONTRACT: \$1800

FUNDING SOURCE: Wilson C. Riles Middle School site Title I funding. Parent Involvement.

RECOMMENDATION: The CJUSD Board of Trustees approve the Professional Service Agreement with Lisa Coates

CONSENT AGENDA



Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this _____ day of -Please Select-, 20____, by and between the Center Joint Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Joint Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

*Contractor Name: Lisa Coates

Address:

Phone: _____ Taxpayer ID #: _____

*Full description of services to be provided:

Workshop Facilitator/Community Educator: 6 week series "Parenting the Love and Logic Way"

*Payment \$1800.00 per program. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

*Beginning Date of Service: May 2, 2019 *Frequency of Service Dates: 6

*Ending Date of Service: June 13, 2019

Method of Payment and Tax Reporting: (check one)

☐ Variable Payroll- W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)

☒ Accounts Payable- 1099 Generated (Requires completion of W-9).

Total amount of this contract \$1800.00 Budget # _____

Reason service cannot be provided by a District employee:

Trademarked curriculum with company trained facilitator being provided for the course.

Signature of CONTRACTOR*: Lisa Coates Date*: 4-1-2019

Signature of District employee requesting service: [Signature] Date: 4-1-2019

Date Board of Trustees Approved (if over \$500.00): _____ Date: _____

Personnel Approval (if cleared to start): _____ Date: _____

Signature of Accounting Supervisor: _____ Date: _____

***CONTRACT NOT VALID WITHOUT ALL DISTRICT SIGNATURES**

INDEPENDENT CONTRACTOR OR EMPLOYEE? DISTRICT GUIDELINES

When contracting with an individual for services the district must establish the nature of the employment relationship. This should occur prior to any services being performed and issuance of any payment. Once the legal relationship is determined, the method of payment is prescribed by law. The problem occurs in the area of who is or is not an employee. There is no clear-cut definition of what constitutes an employee. Instead, there are the twenty common law factors that must be analyzed by the district and the district makes the determination.

IRS Publication SWR 40, *Public Schools and Employment Taxes*, lists workers that have already been determined by IRS to be employees. These are individuals performing the duties of:

- Administrators
- Teachers/instructors
- Substitutes
- School bus drivers
- Clerical staff
- Athletic coaches
- Tutors
- Cafeteria workers
- Counselors
- Examination monitors
- Proctors
- Librarians

In addition to the categories above, the revenue agent recently reclassified the following categories as employees:

- Nurses
- Psychologists
- Intern psychologists
- Individuals "filling in" on an interim basis
- Specialty teacher (art, poetry, music, etc.)

What the district calls the individual is irrelevant to the analysis of the employment relationship. The IRS looks at the facts and the relationship on a case by case basis.

If the individual in question is not in one of the above categories, you may use the guidelines on the following page to analyze the employment relationship between the district and the individual. *We recommend the completed guidelines be kept on file with the District Consultant Contract for any future IRS inquiries.* The 20 common law factors have all been considered in developing the attached questionnaire.

INDEPENDENT CONTRACTOR OR EMPLOYEE? DISTRICT GUIDELINES

PART I

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.	X	
2. Is the individual working as an employee prescribed by the Education Code? Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.	X	
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district exercise this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance, and implies the maintenance of legal control.		X

If the answer to of the above questions is "YES",

STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

PART II

	YES	NO
8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>	X	
10. Can this relationship be terminated without the consent of <u>both</u> parties?	X	

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART II - continued

	YES	NO
11. Does the individual operate an independent trade or business that is available to the general public? <i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i>	X	
12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.? <i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i>	X	

If either 11 or 12 are "NO", the individual is a district employee

STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

	YES	NO
13. Does the individual provide all materials and support services necessary for the performance of this service? <i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i>	X	
14. Is this paid by the job or on a commission?	X	
15. Does the individual bear the cost of any travel and business expenses incurred to perform this service? <i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i>	X	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line. Do not leave this line blank.
Lisa Marie-Risling Coates

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts numbered outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions

6 City, state, and ZIP code

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

OR

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ►  Date ► 4.1.2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: 3-21-19

Action Item X

To: CUSD Board of Trustees

Information Item _____

From: Jerald Ferguson

Attached Pages 97

Principal's Initials JF

SUBJECT: Safe school and emergency preparedness plan.

Center High School has updated and revised their safe school and emergency preparedness plan for the 2019-2020 school year.

RECOMMENDATION: CJUSD Board of Trustees approves the revised January 2019 copy of the safe school and emergency preparedness plan for Center High School.

CONSENT AGENDA

Center High School
"Home of Scholars and Champions"



Safe School

And

Emergency Preparedness Plan

**Center Joint Unified School District
Antelope, CA**

Revised April 2 2019

EMERGENCY PREPAREDNESS PLAN

The Emergency Response Plan has as its primary objectives:

1. To save lives and avoid injuries;
2. To safeguard school property and records;
3. To promote a fast, effective reaction to coping with emergencies;
4. To restore conditions back to normal with minimal confusion as promptly as possible.

Attaining these objectives will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital to the continued functioning of the school, staff, and students that we are prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan has been developed to be used in case of an emergency. All members of the faculty and other employees should:

1. familiarize themselves with this plan,
2. be prepared to activate it immediately, and
3. perform any duties to which they are assigned to make its activation effective.

Members of the faculty shall teach the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

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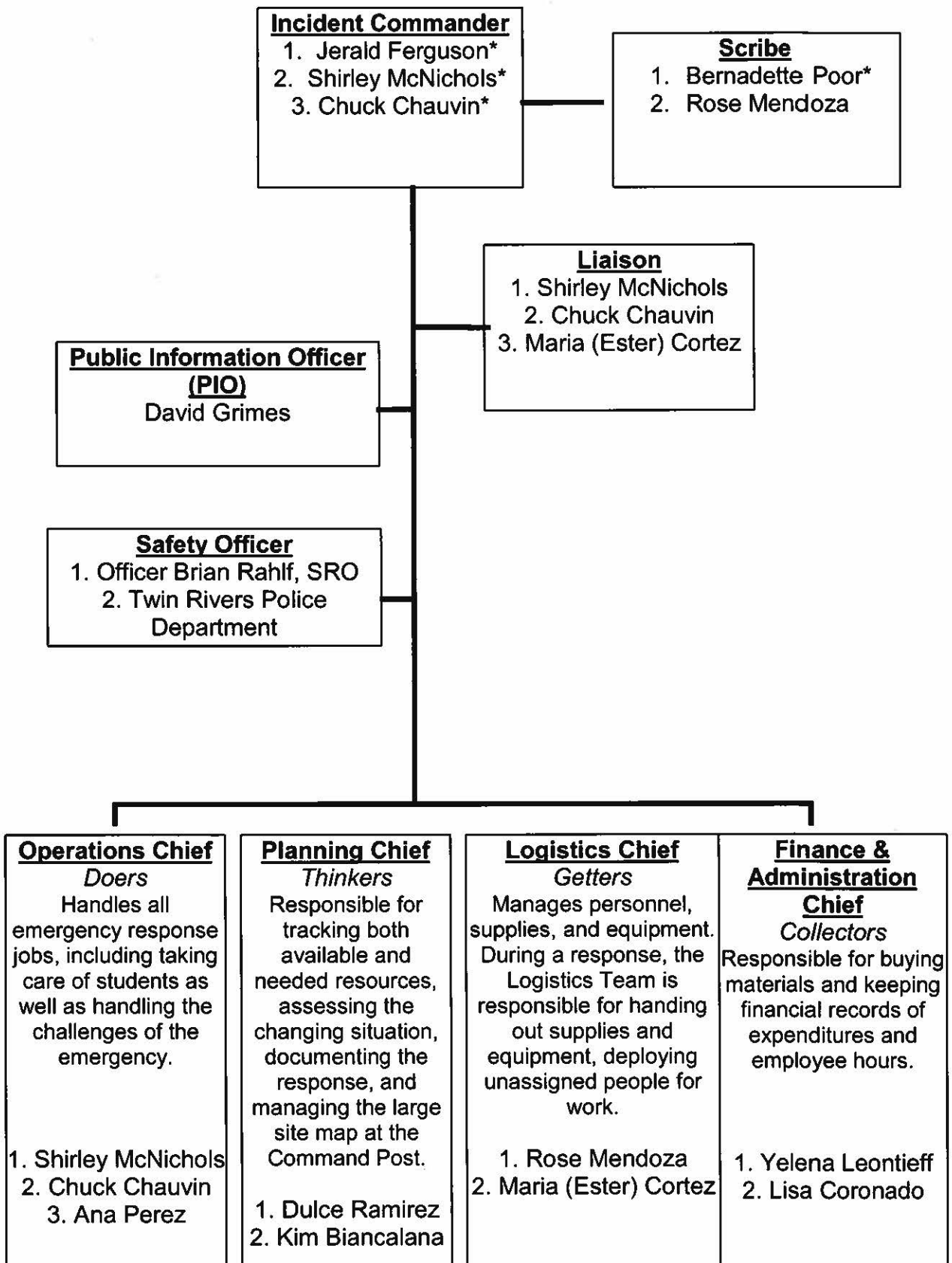
PART 1 CRISIS MANAGEMENT

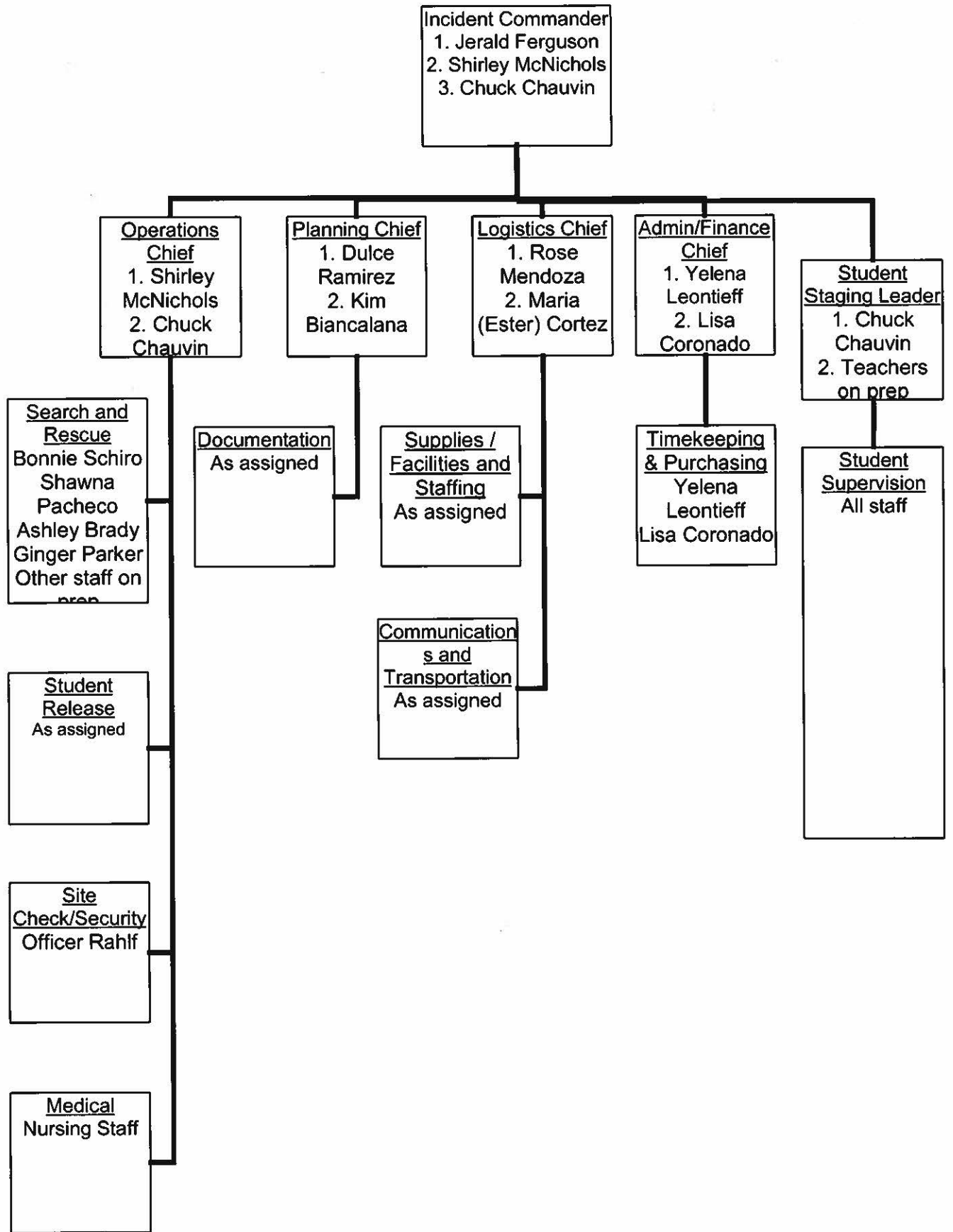
Section 1 Incident Command System

The Incident Command System (ICS) is a nationally recognized organizational structure that provides for role assignment and decision-making while planning for and reacting to critical incidents of all types. Implementing ICS will allow for all school personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role. This type of delegation limits the number of functions under any one manager, allowing each person to focus on just one or two aspects of the incident. These managers then provide information to the incident commander (principal) and help that person make informed decisions. Using this type of organizational system during a critical incident creates clear communication channels that will help limit the chaos and uncertainty associated with emergency incidents. Plans can be made, policy established, and training conducted well in advance of any emergency incident. This type of forward thinking will be needed during a critical incident and is a key component to a school being properly prepared.

Center High School Incident Command System

*ICS Radio





Incident Command Descriptions

Incident Commander: The Incident Commander is the overall leader during an emergency incident. This person is normally the principal or assistant principal of the school. The Incident Commander makes decisions based on the information and suggestions being provided from the Liaison and ICS Section Chiefs.

Assume Command

Establish the Command Post

Conduct briefings of the Command Staff

Identify level of threat by assessing situation

Set specific objectives and direct development of incident action plans

Direct protective actions to stabilize the school

Activate and oversee ICS functions

Establish Unified Command with responding agencies

Update EOC as situation evolves

Approve information to send to the EOC for media briefings

Set objectives for resumption of normal activities

Maintain an activity log (scribe) and oversee action reports

Admin/Finance Chief

The scribe stays with the Incident Commander at all times. The scribe will maintain a written record of the incident including actions taken, actions reported to the Incident Commander, time, names, dates, etc.

Keep an envelope or box for all receipts and overtime cards

Provide a cost-accounting update for the IC as requested

Maintain an activity log (scribe) and write after-action report

Check attendance for that day for both students and adults

Documentation: This person will collect, evaluate and document information about the development of the incidents and the status of resources.

Logistics Chief: Report to Command Post (immediately or upon handing off students)

The Logistics Chief manages the team and reports directly to the Command Post. This team is responsible for obtaining any needed resource, communication, food and water, and transportation.

Transportation - works with the district Transportation Department to coordinate the arrival of buses and the loading of students onto the proper bus. Responsibilities for this person include: arranging for buses, supervising loading and moving of buses, and arranging alternative forms of transportation as needed. The Operations Chief will direct the team to move students off campus, if necessary.

Participate in briefing sessions, helping to identify required resources and personnel or advising of their availability

Provide equipment, supplies, personnel, busses/cars as required by Operations

Establish and maintain communications (radios, bullhorns, etc.)

Stage resources (or Team Leaders) so they are readily available

Coordinate and re-assign staff to other teams as needed by Operations

Maintain a visible chart of available resources as a reference for Ops and the IC Team

Provide food and water as needed (and available) for staff and students

Off-Site Evacuation Coordinator- organizes the off-site evacuation location during an emergency situation. This includes planning the movement of the students to the location and assisting with accounting of the students once they are moved. Many aspects of this assignment involve planning for the use of a location and planning the evacuation route to safely move the students. When organizing an evacuation, consider the special needs students and plan for how those students will be moved and what assistance will be required.

Maintain an activity log (scribe) and write after-action report

Operations Chief: The Operations Chief manages the members of the Operations Team. The Chief reports directly to the Command Post. This group, referred to as the “Doers”, performs the “hands on” response.

Immediately report to Command Post

Supervise and direct activities of all groups assigned to Operations through the Team Leaders

Identify alternate staging areas as needed (to IC and Logistics)

Identify alternate resource requirements (to IC and Logistics)

Deploy resources/Keep in contact with S & R and Medical

Implement roll call protocol based on Staff List/NoCo building map

Make changes as necessary to action plan based upon reports from group leaders and

Planning Chief

Update IC and IC Team with status reports

Maintain an activity log (scribe) and write after-action report

Planning Chief: The Planning Intelligence Chief will report directly to the Incident Commander and may stay with the Incident Commander throughout the crisis. This team will gather information to assist with medium/long-range planning related to the ongoing incident and school recovery issues. They will arrange for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support/ services.

Report to Command Post (immediately or upon handing off students)

Collect EOC forms and develop a briefing on incident size and scope for IC Team.

With Ops, gather incident information and updates from team leaders.

Send and supervise runners, if needed, to gather incident information

Share information needed for decision making with IC Team

Prepare estimates of incident escalation or de-escalation for IC Team

Situation Analysis- will provide ongoing analysis of situation and resources status - *What if...*

Report safety conditions that may cause danger

Staffing Assignment- use available personnel to assist with carrying out the core functions associated with an incident. Any teacher not assigned students during an incident and any school personnel arriving at the incident should directly report to this person. Working closely with the Incident Supervisor, the person will direct staff to the areas that need assistance. Those responsible for organizing the various areas will coordinate with this person in requesting manpower during the incident. This person will keep a roster of assignments and manpower needs and make requests of administrative offices when needed.

Maintain an activity log (scribe) and write after-action report

Communications- will work to ensure that a communication system is in place (phones, walkie-talkies, etc). Will communicate crisis progress or changes within the site and with District Office.

Medical Team: Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. They will then report directly to the Team Leader in a predetermined First Aid Staging Area and organize first aid supplies. The medical area should provide privacy for the injured and easy access for cars used to transport people with major injuries.

If necessary, Medical Team members will take medical supplies and report to classrooms where injuries are being reported by Search and Rescue. They will stay in communication with Operations Chief via radio.

The Medical Team will use the First Aid and START to provide treatment and continue to prioritize injuries. Students with minor injuries can be walked to the medical area for first aid treatment. The Medical Team will determine if a student needs to be transported to the hospital. Written records must be kept of any students who are to be transported. If a transported student's name is not known, use a cell phone to take a photo of that student and document

where he/she was transported to. Also, get the name of the ambulance company and the badge # of the ambulance personnel.

Search and Rescue: This team is responsible to “sweep” the bathrooms, hallways, and other areas for students, visitors, and staff. This team may need to search for unaccounted for people. Emergency responders will perform any major rescue efforts if necessary. Members will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. Search and Rescue Team members should report to their Team Leader in a predetermined location. It may be near (but not in) the Command Post or by the Student Staging Area. The Operations Chief will direct the Team Leader as to the location of the missing or injured. Room by room searches are not conducted by Search and Rescue until after they have gone to all the rooms with known problems and then only if it is deemed safe to do so. As Search and Rescue teams (2 each for safety) proceed, they should check back in with the Team Leader to report progress and/or need for additional help. The Team Leader reports progress/needs to the Operations Chief.

Site Check/Security Team: Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. The Team Leader will report to the Operations Chief and then, if it is safe, send the team to check on utilities, etc. The Site Check/Security Team will notify the utility companies of a break or suspected break in utilities. The team will then proceed to the entrances where public safety and/or parents may arrive and help direct people to the Command Post or Student Reunification Areas. If neighbors arrive, the team should direct them to help support Traffic Control.

A violent crime or other situation near a school may require that the school staff take steps to quickly secure the school from outside intruders. This will involve developing specific assignments for school personnel during such an emergency and creating a check system to make sure the school is secure. This person would then act as a liaison with the agency handling the local event.

Student Staging Leader/Student Release a.k.a. Parent Reunion Coordinator: This team will supervise the release of students. They will document the persons picking up students. They must record the time, signature, and where they will be taking the student. Pictures of each child with the adult picking them up may be useful. Members will take roll with their own class, send in their EOC form, and wait to be called up. Before parents begin arriving, the Team Leader will begin setting up the Reunification Center, with support if needed, in a predetermined location. They will gather information regarding attendance from the Admin/Finance Team. When parents begin arriving, the Team Leader will call up the rest of the team and notify the Operations Chief. As more parents arrive, more teachers and classified staff will be assigned to this staging area. Students will be reassigned to other Supervising Teachers. If evacuating the site, before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

Student Supervision Team: This team supervises all students unless otherwise assigned. Other teachers who have designated responsibilities that take them away from their class will be reporting to a member of the Student Supervision Team before they leave their class in his care. This team will be working closely with the Student Release Team to make sure that students do not leave until their parent or adult has signed them out from the release area.

Supplies/Facilities: This person will locate and provide facilities, equipment, supplies and materials as needed.

Timekeeping & Purchasing: This person will maintain accurate records of staff hours and of purchases. Report to Command Post if directed to do so; otherwise, maintain finance duties as described. Provide a cost-accounting update for the IC as requested. Keep an envelope or box for all receipts and overtime cards.

Section 2 Staging Areas

Indoor Command Post:

1. Principal's Office
2. Student Center

Outdoor Command Post:

1. Stadium Press Box
2. Quad

Triage Area: Library/Quad/Stadium

Parent Reunification Area: Stadium or Taco Bell Parking Lot

Bus Staging Area: Stadium

Media Staging Area: Taco Bell Parking Lot

Off-Site Evacuation Location:

Directions: -

Section 3 Lockdown Procedures

The school lockdown procedure serves many functions during an emergency situation:

- **When a lockdown is initiated, the majority of students and teachers will be taken away from the threat.**
- **The dangerous situation can be isolated from much of the school.**
- **Accounting for students can accurately take place in each classroom.**
- **Depending on the situation, an organized evacuation can take place away from the dangerous area.**

In addition to an onsite emergency, lockdown procedures can be modified for use during a local incident in which the school population is not in direct danger. A local incident might be a sheriff or fire event nearby or an injury on school grounds that require limiting student movement in the area.

When a lockdown is announced, several steps should take place. Teachers/Staff need to make sure all outside doors are locked, blinds are drawn and lights turned off. If students/staff are outside, staff needs to help direct students in their vicinity to the nearest building and get students and themselves safely inside. Call the office immediately to warn them of incident. In the event that a staff member and students are clear out in the field, the staff member must make the decision whether or not it is safer to lead students off campus. In this case, proceed to (See page 82). Upon arrival, call Principal Ferguson or Admin with names of students in your care.

Immediate notification of intruder should be made to the 911, fully explaining what is known at that time. The bells must be held and instructions to ignore the fire alarm should be given.

When ordering a lockdown, the duck and cover alarm may sound, or the following announcement will be given: "CODE RED LOCKDOWN", which will identify a real event.

A. Classes in progress (not during lunch)

- a. **Ignore any fire alarms. Assume duck and cover position. Build barrier if CODE RED signal is given.**

B. Class in route in progress

- a. **Direct class to nearest building. Ignore any fire alarms.**

C. Lunch is in session

- a. **Duck and cover signal will be initiated. Students in the cafeteria will follow the instructions of the faculty in the cafeteria. All doors should be locked. (If custodian is not available to do this, someone needs to get a key in office) Check door on the stage. Students on the playground follow procedures to get inside.**

Staff members should check restrooms and other areas where students may be found and guide students who are outside into classrooms. If students are found and are not close to their classroom, students should go into the closest occupied classroom. Then, teachers should stay in a locked room and notify the office of your location. Roll of all students in room must be taken. Ignore any fire alarms.

During a lockdown, special attention should be given to the areas of the school where numerous students are gathered in an unsecured environment, such as computer labs or empty classrooms. Arrangements should be made so that students are moved to a secure room when possible. If not possible, barricade the doors with tables, desks and chairs.

When a teacher with a class hears one of the lockdown signals, he or she should follow these directions:

1. Lock the classroom door immediately. Use duct tape in emergency bucket to secure door arm if you cannot lock door or for double protection.
2. Keep all students sitting on the floor, away from the door and windows.
3. Use caution and discretion in allowing students entry into the classroom.
4. Advise the students that there is some type of emergency but you don't know what it is.
5. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you when you are directed to leave the classroom.
6. If there is a phone in your classroom, do not use the telephone to call out. Lines must be kept open, unless there is an emergency situation in the classroom.
7. Ignore any fire alarm activation. The school will not be evacuated using this method.
8. Project a calm attitude to maintain student behavior.
9. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
10. Remain in the room until a member of the Crisis Management Team comes to the room with directions, or a sheriff arrives with directions.

Teachers should be aware of the emotional response some students may have to a lockdown situation. For example, teachers could prepare for frightened students vomiting, by keeping plastic bags and cleaning supplies available in the classroom. Another idea is to keep a supply of gum, mints, or hard candy in each room to help relax students.

Depending on the grade level, students will ask many questions that teachers will not be able to answer. Being familiar with the lockdown procedures and the role of the ICS will provide a better understanding of what is taking place and what can be expected.

As a lockdown is taking place, the Incident Command Team should ensure that several functions are taking place. Depending on the situation, the school may need to be completely secured from the inside. This will require specific individuals being assigned to lock any open doors. Notifications will continue to be made to school administration and possibly the sheriff department if the sheriff has not arrived on the scene. Any known injuries should also be reported to the administration, who will relay that information to the sheriff.

Communication via school radio is permissible as long as the incident does not involve an explosive device or a suspect in possession of a radio or scanner. The sheriff liaison member of the Incident Command Team should be prepared to gather all known information and respond to the first arriving sheriff personnel and brief them on the situation.

Once a lockdown has been started, wait for the sheriff department to arrive before arranging for evacuation of the school. This will allow for a more secure environment during the evacuation and assist the sheriff if a tactical operation is necessary.

Special areas of concern:

Special attention should be paid to the playground area of each school. Teachers must be able to hear the lockdown announcement and an alternate lockdown location must be identified. This location can be indoors or outdoors, if students can be safely hidden on the playground. In either case the lockdown location must be determined during initial crisis planning and the information should be clearly communicated to all staff members.

Section 4 Evacuation Procedures

General Evacuation

Evacuation decisions are very incident-specific. If the release occurs slowly, or if there is a fire that cannot be controlled within a short time, then evacuation may be the sensible option.

Evacuation during incidents involving the airborne release of chemicals is sometimes necessary. If a general evacuation is ordered, the school population will be sent home, to the off site evacuation location, or to another location. Students are evacuated by walking or on school busses. If the school has been evacuated, the response personnel will need to decide when it is safe to return. They will need to verify data collected by the monitoring crews and consider the advice of the health officials concerned.

Evacuation of School Grounds

In the event the school cannot be occupied following an evacuation, it may be necessary to evacuate the school grounds. We will evacuate to the off site evacuation location.

The principal will call the Superintendent. Before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

During evacuation, the students will walk quickly, quietly, and in single file. If busses are available, students will board the bus to {insert location}. When releasing students to the care of parents or other adults, refer to the section entitled, "Release of Students to Parents".

School Evacuation Instructions

Exit the Building

- Go to the designated assembly area.
- Immediately upon hearing the fire alarm signal or instructions to "leave the building" over the intercom, students, faculty and others in the building shall evacuate the building via prearranged evacuation route quickly, quietly and in single file. The last person out of the room shall pull the door closed, but will not lock it. All will proceed to the designated assembly area.

Teachers

- Take class lists, red/green cards (folders) and student emergency information.
- Make special provisions to assist handicapped students.
- Exit the building through assigned exit or nearest unblocked exit.
- Lead the class out of the building to pre-designated area at least 500 feet from building. Area must be free from hazards such as overhead power lines, gas lines and motor vehicle traffic.
- Take roll and report any missing students (by name) to the Student Supervision Leader at pre-designated location away from building.
- Necessary first aid should be performed.

Students

In homeroom class

- Leave all personal items in classroom.
- Follow their teacher and exit in a quiet and orderly manner.

NOT in homeroom

- Leave all personal items in classroom.
- Exit with their supervisor, or if alone, exit the nearest unblocked exit.
- Remain with the class with which they exited until it is deemed safe for the student to return to his/her regular class.

At recess / break

- During recess, students should go to their assembly area.
- Students should go to the assembly area of the next class on their schedule.

Staff Not Assigned To Classrooms

- Will follow as directed in the Incident Command System.
- Assist as directed by principal or designee.

Principal or Designee

- Report any missing persons to emergency response personnel.
- If building is determined to be safe to re-enter:
 - Determine WHEN it is safe to re-enter
 - Notify teachers by all clear signal or runner. **DO NOT USE FIRE ALARM SIGNAL** for re-entry.
- If building is unsafe to re-enter, evacuate the school site, using predetermined plan.
Instruct teachers to:
 - Release students to responsible adults using predetermined procedure.
 - Students will exit school grounds to the blacktop/field either to board busses or to walk to {insert location}.

Evacuation of Students with Disabilities

Students with sensory, developmental, cognitive and mobility disabilities will have evacuation protocol in place that meets the requirements of their Individualized Education Plan, their Health Plan and/or Americans with Disabilities Act requirements. During an evacuation:

- A pre-designated staff member will assist with the evacuation.
- The staff member will describe the situation and actions to be taken in advance of beginning the evacuation procedures.
- The staff member will use facial expressions and hand gestures as clues when describing the procedures.
- The staff member will give one direction at a time during the evacuation.
- The student will never be left unattended.

Exit Route

An emergency exit route will be posted in the classroom beside the door. All who use this room should be familiar with the fire evacuation route as it applies to that room. When you have a substitute, make sure they are aware of where this map is located and that the roll sheet and student emergency information must be taken with them during the drill.

- All staff and substitutes are given emergency handbooks with multiple evacuation plans, directions and phone directory. During an emergency wait, an all call will go out over the PS system and or emergency notifications on your cell phone where to evacuate to.

Section 5 Student Release Procedures

Early Dismissal

The ultimate responsibility for the student's safety from the school to home in cases of emergency lies with the parent or guardian. Parents should work through community emergency preparedness groups to make preparations for the safety of their own children.

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the principal.

The school will proceed on the basis that there will be no bus transportation or telephone communication. School will not be dismissed early unless school authorities have been assured by local emergency authorities that routes are safe for student use.

Follow the "Release of Students to Parents" plan.

Release of Students to Parents

Each teacher will have a copy of the student emergency information and a list of students on a clipboard. The adults listed on this card will be the only adults the students will be released to. Any other adult showing up may stay with the student, but he/she will not be permitted to leave with them. This clipboard is to remain with the teacher during any building evacuation exercise including a fire drill.

Prior to the approved adult taking the student, a release form must be filled out and signed.
(See student release form.)

Teachers must stay with the students until all their students are picked up and/or the principal or his/her replacement approves of their leaving.

STUDENT RELEASE FORM

Student's Name _____

Date _____ Time _____

Teacher _____

Room # _____ Grade _____

PERSON CHECKING OUT STUDENT:

Signature _____

IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION:

Name _____

Address _____

Phone # _____

STUDENTS UNACCOUNTED FOR

Teacher's Name _____ Grade _____ Room _____

Students unaccounted for:

Section 6 School Partnerships

Off Site Partnership

Off Site Partnership

Section 7 Resources

Staff List/Special Skills

Staff Emergency Information

**This information is kept confide
in Jerald Ferguson's Emergency
backpack**

Staff Member

	Phone Number	Health Concerns	Special Skills
Other Certificated			
Classified			

Section 8 Communications

It is likely that the public address system will be operational in most emergencies during which inside-the-building announcements need to be made. If it's not, communication will be made via e-mail or messenger(s) from the office to each teacher.

Communication between the custodial staff and the office staff will be by radio. One radio shall be assigned to each of the following people:

Principal
Secretary
Day Custodian
Night Custodian
Noon Duty Aide
Music Teacher
Drama Teacher
Each building has designated classroom teacher
Counselor
Operations Chiefs
Planning Chiefs
Logistics Chiefs
Incident Commanders

Telephone Communication

1. The school telephones may NOT be used by ANY person for outgoing calls of any kind during an emergency, except when authorized by the principal.
2. Appropriate authorities will be notified including 911, Twin Rivers Police Department, and the Superintendent.

Section 9 Crisis Phone Directory

- Sheriff/Fire Department: 911
- Twin Rivers Police Department: (916) 566-2777
- Poison Control Center, UCD Medical Center:(916) 734-3692
- Citizens Utilities (Water): (916) 568-4200
- SMUD (Electricity): (916) 456-7683
- PG&E (Gas): (916) 743-5000
- Superintendent's Office: (916) 338-6409
- Maintenance, Operations, Transportation (MOT):
 - Craig Deason, Assistant Superintendent: (916) 338-6337
 - Karen Matre, Assistant Superintendent's Secretary: (916) 338-6337
 - Angela Espinoza, Staff Secretary: (916) 338-6417
- Child Protective Services (CPS): (916) 875-5437
- Spinelli Elementary School: (916) 338-6490
- Dudley Elementary School: (916) 338-6470
- Oak Hill Elementary School: (916) 338-6460
- North Country Elementary School: (916) 338-6480
- Wilson C. Riles Middle School: (916) 787-8100
- Center High School: (916) 338-6420
- McClellan High School: (916) 338-6445

Section 10 Letters Home



Established 1858

8408 Watt Avenue ☐ Antelope, CA 95843-9116
(916) 338-6413 ☐ Fax (916) 338-6322

BOARD OF TRUSTEES

Nancy Anderson
Jeremy Hunt
Delrae M. Pope
Donald E. Wilson
Milad H. J'Beily

SUPERINTENDENT

Scott A. Loehr

Dear Parents:

Please review the following information regarding school and parent responsibilities for emergency school closure. Please help us to be efficient and helpful in caring for your child.

We have developed an emergency preparedness plan that outlines a variety of situations including fire, bomb threat, earthquake and the possibility of evacuation due to an unforeseen emergency. We would like parents to be advised as to what to expect while their children are in school. The following procedures will be implemented in case of an emergency:

1. In case of a fire alarm, students will be evacuated from the building. In the event of an actual fire that requires evacuation, students will be evacuated to the off-site location indicated in Part 1 Section 2: Staging Areas section of this document.
2. If possible, notification will be sent to parents through the automatic dialing system; otherwise, parents will be informed by school officials during or after the evacuation.
3. If an emergency evacuation occurs before parents can be reached, a notice will be left on the front door informing parents where to find their children. Only parents or adults listed on the emergency information cards will be permitted to pick up students. Please make sure the information on the emergency card includes everyone you would permit to pick up your child. Bused students will only be returned home during regular times and only if it is deemed safe.
4. If there is an earthquake, students will be kept in classrooms until quaking stops. Students will then be evacuated from the building. If there is too much damage to use the school as shelter, see number 1.
5. Floods, power outages, severe storms or any other disaster will normally result in students being held at school in regular classes until the usual departure time or sent home as in number 2.
5. Parents should discuss the above information with their children and assure them that school personnel will care for them just as they do each day, until they can be reunited with parents.

As the new school year starts we would like to remind you that this is a good time to go over the following information with your children:

1. Practice and review emergency plans, family meeting places and emergency telephone numbers regularly with your children.
2. Each year make your child's teacher aware of his/her health or physical needs that would require special action or supplies during an emergency. Make sure the office has a supply of vital medication on hand.

3. Make sure your student's information card has the name, address, and phone number of anyone you want to pick up your child during an emergency. Students will NOT be released to ANYONE not listed on this card.
4. Make sure your child is familiar with the people he/she may leave with and that they know that it is OK to leave with them in the event of an emergency. This may include a family code word.
5. Be aware that you may not be able to get to your child in the event of a large-scale emergency if you work a great distance from your child's school. Be aware that the person picking up your child may have them for several hours or even days.

Sincerely.

"Respecting our traditions, while embracing new ideas"

Section 11 Aftermath

Counseling

The need for a proactive counseling program cannot be overlooked.

Many dangerous situations can be avoided with early intervention by trained professionals. Available resources should be identified and used on a regular basis when the first sign of depression, anger, or other alarming changes in a student is observed. During a crisis, the CMT member responsible for counseling must quickly organize a counseling program to help students, parents, faculty, and the community heal from the incident. Counselors at the affected school may handle some incidents, while other incidents could easily require the cooperation of many services. Identifying resources within the school system, county, and community should be planned and well organized before a crisis occurs.

Section 12 Training and Updating

Drills

The principal shall hold fire drills monthly and intruder alert and earthquake drills each trimester to ensure that all students, faculty members, and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and efficiently. These drills shall be held at both regular and inopportune times to take care of almost any situation. Everyone in the building, including other employees, all office workers, all lunch workers, all custodial staff, and visitors must obey the instructions in the room or area they occupy when the alarm is sounded. Drills will also be carried out for quick evacuation of the multi-purpose room. The school secretary will be responsible to notify Sacramento Fire Department and Twin Rivers Police Department as necessary.

Once yearly, a full scale disaster drill will be held to give the staff an opportunity to fully implement the Incident Command System.

Training

The staff has participated in the following trainings:

- Arson Prevention (every other year – odd years)
- Bloodborne Pathogens for School Employees (every other year – even years)
- Code Red Lockdown Training (annually)
- CPR Training
- NIMS/ICS video (discuss components annually, can watch video every other year)
- Mandated Child Abuse Reporter Training (annually)
- Triage Training (every other year – even years)
- Automated External Defibrillator (AED) Training (annually)

* The Power Point Presentations on the Schools Insurance Authority website can be used in lieu of their videos. In either case, sign in sheets must be used.

PART 2 CRISIS READINESS

Section 1 Activity in the Vicinity

Upon notification of a dangerous situation near the school, several steps should be taken to protect the school population from the incident.

- Obtain as much information about the incident as you can. Twin Rivers Police Department will be able to provide an overview of the incident. Call (916) 566-2777.
- Convene a meeting of the Incident Command Team and discuss the situation and/or recommendations from the sheriff or fire department.
- Bring classes being conducted in trailers into the school.
- Secure the school building, if necessary.
- Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger.
- Notify the Center Joint Unified School District's (CJUSD) Office.
- Assign law enforcement and fire liaison member of Incident Command Team to monitor situation and provide updates as needed.
- Prepare for possible lockdown or evacuation depending on the situations. Follow law enforcement or fire guidance.
- If law enforcement or fire have not resolved the situation by dismissal time, plans will need to be made to alter or delay dismissal of students and transportation should be contacted with information.
- Informational letter for parents should be developed in conjunction with district office and law enforcement or fire officials.

Section 2 After Hours Crisis Procedures

Train custodians on what role they should take during after-hours events. Ensure that custodians have access to the Twin Rivers' Police Department phone number at all times. Also, ensure that custodians carry a phone so they may be communicated with if a crisis occurs.

An After Hours cover page has been provided with the CJUSD "Facilities Use Agreement." This document asks the facility user to meet with the site administrator to discuss the location of the safety plan and to review the "Crisis Management" and "Crisis Readiness" sections of the plan. In addition, facility users must indicate with their signature that they have received and read the CJUSD Emergency Procedures poster, which is posted in all rooms at all sites. Outside facility users must have their copy of the Emergency Procedures with them at all times when using district facilities.

Section 3 Bomb Threat

Because an explosive device can be controlled electronically, school radio usage should not take place inside the school during a bomb threat since radio waves could detonate the device accidentally. Radio usage can resume 300 feet away from the building, allowing for communication from the evacuation staging area.

Bomb Threat Procedures

I. Office Personnel

- a. If the threat is made by any means other than telephone, immediately notify an administrator.
- b. If the threat is made by telephone, the person receiving the call is to do the following:
 - i. Mentally form a picture of the caller - is the caller male or female? Juvenile or an adult? Does the voice sound familiar? If so, who? As soon as possible, indicate your impressions on the Bomb Threat Form.
 - ii. Ask the caller three questions, in this order:
 1. When is the bomb going to explode? (The caller may or may not respond to this question. If the threat is real, chances are he/she will say something. If the caller just hangs up without any comment to your questions, the chances are great that it is a prank call.)
 2. Where is the bomb located? What kind of bomb is it? (If the caller responds to these questions, he/she will probably lie, but it will keep the caller talking and give you more time to identify him/her.)
 3. Why are you doing this? Where are you now? (The caller's answer to these questions will give you a clue as to whether or not it is a real threat. If he says he wants money, or is representing some group or organization, the chances that it is a real threat are increased. In no event suggest a reason to him by asking something like, "Do you want money?" Let the caller provide the reason.)
 - iii. Note the time the call was received and immediately notify the principal or designee.
- c. Call the Sacramento County Sheriff (911) and ask for a sheriff's unit to be dispatched to the school.

II. Administration

Make a judgment as to the validity of the threat, and react in the following manner whether or not you believe this to be a prank:

- a. Notify teachers to evacuate their rooms by announcing "code red" followed by the fire drill signal. All students should be at least 500 ft. away from the building.
- b. Wait for the sheriff's unit to arrive. Assist the officers as needed.
- c. Provide a designated employee(s) to assist law enforcement in search of suspicious objects on school grounds.
- d. Administrator must determine if students will need to evacuate the school grounds if no suspicious item is found.
- e. Maintenance, Operations, & Transportation will be called to provide busses for students, if necessary.

III. Teachers

- a. Upon receiving the notice to evacuate for a "code red", have your students assemble outside your classroom in an orderly manner and wait for you.
- b. Check your room, before you leave, for anything out of the ordinary. Take a 360-degree sweep from eye level to floor and if you see anything suspicious, report it to an administrator.

- c. Keep your group together and walk with them to the field. Take your roll sheet and emergency information and call roll when you get there. Get your group together in an orderly manner and stay with them. You will probably be there for awhile, so take your time with these tasks and make sure students obey you perfectly.
- d. When you hear the all clear signal (announcement over the intercom or on the bullhorn) return to your classroom in an orderly manner.
- e. Do not let the students know that we have a bomb threat. Treat this as a routine "fire drill."

IV. Custodians, Cooks, and other Classified Employees

- a. Check your work areas. Do a 360 degree visual check of your room(s) as described under "Teachers" above.
- b. Assist Administration as needed.

BOMB THREAT FORM

RECEIVING A BOMB THREAT

INSTRUCTIONS:

Be calm and courteous: LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call. Complete this form as soon as the caller hangs up and the school administration has been notified.

Exact time of call: _____

Exact words of caller:

Questions to Ask

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to detonate? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

Caller's Voice (Circle):

Calm	Disguised	Nasal	Angry	Broken
Stutter Slow	Sincere	Lisp	Rapid	
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent Loud		Slurred	Normal

Voice Description (Circle):

Male	Female	
Calm	Nervous	
Young	Old	Middle-Aged
Rough	Refined	

Accent: Yes No Describe _____

Speech Impediment: Yes No Describe _____

Unusual Phrases _____

Recognize Voice? If so, who do you think it was? _____

Background Noises (Circle):

Music	TV	
Traffic		Running Motor (type) _____
Horns	Whistles	Bells

Machinery Aircraft Tape Recorder Other_____

Additional Information:

- A. Did the caller indicate knowledge of the facility? If so, how? In what ways? _____

- B. What line did the call come in on? _____
- C. Is the number listed? Private number? Whose? _____

- D. Person Receiving Call _____
- E. Telephone number the call was received at _____
- F. Date _____
- G. Report call immediately to: _____
(Refer to bomb incident plan)

Signature _____ Date _____

THREATENING PHONE CALL FORM

Time call was received_____ Time caller hung up_____

Try to get another person on the line and record the conversation. Exact words of person:_____

Questions to ask if not already covered by caller's statement (record exact words)

1. What is your name? _____
2. What are you going to do? _____
3. What will prevent you from doing that? _____
4. Why are you doing this? _____
5. When are you doing this? _____
6. Where is the device right now? _____
7. What kind of device or material is it? _____
8. What does it look like? _____

Person receiving the call

Person monitoring the call

Department _____
Dept Phone No. _____
Home Address _____
Date: _____

Department _____
Dept. Phone No. _____
Home Address _____

Section 4 Bus Accident

The definition of a bus accident is: A motor vehicle accident resulting in property damage in excess of one thousand dollars (\$1,000), or personal injury, on public or private property, and involving a school bus, youth bus, school pupil activity bus, or general public paratransit vehicle transporting a pupil.

- CHP will respond to every bus accident with students on board. No students and adults are able to leave the scene without CHP approval.
- All students participate in bus evacuation drills every October to review procedures in the event of an accident.
- In the event of a serious bus accident involving injuries:
 - Call 911 and inform your principal and the CJUSD office 916-338-6409. After hours contact your principal.
 - Evacuate the bus, and move a safe distance away. Take all student emergency information with you.
 - Triage injured passengers using START triage procedures.
 - CHP will want student and adult roster and seat locations.

Field Trip Preparedness for Staff Members

- School buses are required to carry a first aid kit. Make sure it is in the bus.
- Teachers who participate in a large number of field trips should be encouraged to train in CPR and first aid procedures.
- Always take a complete roster and emergency cards of students on a field trip.
- Maintain a complete list of teachers' and chaperones' home phone numbers, emergency contacts.
- Develop an emergency phone number directory for field trips. Directory should contain emergency phone numbers for the school system and main phone numbers to the school and administrative offices.
- Bus drivers review safety and evacuation procedures at the beginning of each field trip before departure.

Section 5 Chemicals/Biohazard/Gas Odor

All chemicals in the building are to be identified and stored according to district policy and procedures. Safety data sheets from vendors shall be on file and available for all chemicals in the office for quick reference. All personnel involved with chemicals in any manner are to be trained in their proper use.

The fire department shall be informed by the principal once each year of all chemicals used in the building and where they are stored. In the event of a hazardous material accident in the building, the principal (or designee) will decide if and how the building will be evacuated. If any accident should occur, the fire department, Center Joint Unified School District Superintendent, and Sacramento County Health Department should be notified.

Responders will decide whether to order people to remain indoors (shelter-in-place), rescue individuals from the area, or order a general evacuation. The "remain indoors" option will be considered when the hazards are too great to risk exposure of evacuees. Rescuing people from the hazardous area may involve supplying protective equipment for evacuees to ensure their safety. A general evacuation requires a significant amount of lead-time, which may not be available.

In order for the "in-place-shelter procedure" to be effective, the affected population must be advised to follow the guidelines listed below:

- An announcement will come over the PA system telling you that the "in-place-shelter procedure" is in effect.
- Close all doors to the outside and close and lock all windows. (Windows seal better when locked.) Seal gaps under doorways and windows with wet towels, and those around doorways and windows with duct tape (or similar thick tape) and sheets of plastic (pre cut and labeled before the incident). Have students assigned to specific tasks ahead of time.
- Ventilation systems should be turned off.
- Turn off all heating systems and air-conditioners.
- Seal any gaps around window type air-conditioners, exhaust fan grills, exhaust fans, and range vents, etc. with tape and plastic sheeting, wax paper, or aluminum wrap.
- Close as many internal doors as possible.
- If an outdoor explosion is possible, close drapes, curtains, and shades over windows. Avoid windows to prevent potential injury from flying glass.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
- Tune in to the Emergency Alert System on the radio or television for information concerning the hazardous materials incident and in-place-sheltering.

Section 6 Death/Suicide

Definition - Death or suicide of a student, staff member or significant person close to the school where students and/or staff are affected.

Principal or designee shall:

1. Call 911.
2. Contact Superintendent.
3. Notify immediate family - parent or guardian.
4. Identify key staff members at site to disseminate information at site level.
5. Communicate behavioral expectations to staff regarding:
 - Confidentiality issues
 - Providing factual information
 - Available resources
6. Send home written information to parents on facts of incident and any follow-up services available.
7. Consult with psychologist or county office of education staff for intervention strategies including specific activities that can be used in the classroom.

If the incident causes a major disruption to school activities, evacuation may be necessary and will be determined by law enforcement, principal or designee.

Section 7 Earthquake

During the Quake

Keep these points in mind in the event of an earthquake:

1. If an earthquake occurs, keep calm. Don't run or panic. If you take proper precautions, the chances are you will not be hurt.
2. Remain where you are. If you are outdoors, stay outdoors. If you are indoors, stay indoors. During earthquakes, most injuries occur as people are entering or leaving buildings (from falling walls, electrical wires, etc).
3. The teacher will give the "drop and cover signal" if the bell system is not operable.
4. Everyone will get under his/her desk and cover his/her head. If a desk, table or bench (best choice) is not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
5. If you are outside, stay away from the building, electrical wires, poles, or anything else that might shake loose and fall. Look for open space and stay low.

After the Quake

For your own safety and that of others, you should carefully do the following:

1. About two minutes after the shaking stops, the fire bell will sound. If we have lost power, the teacher will give the command to evacuate the building.
2. Use the "Building Evacuation" plan.
3. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster.
4. Stay away from fallen or damaged electrical wires, which may still be dangerous.
5. The custodian will check for leaking gas pipes. Do this by smell only - don't use matches or candles. If you smell gas:
 - Open all windows and doors.
 - Turn off the main gas valve at the meter.
 - Leave the building immediately.
 - Notify the gas company, police, and fire departments.
 - Don't re-enter the building until it is safe.
6. The principal will confer with the Superintendent about evacuation of the school. If necessary, follow the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person.

Re-entry of Building

Follow the procedures of the re-entry instructions (after "Building Evacuation") except: the building should be inspected by a qualified person who has been trained in Building Analysis. This person will perform an inspection on structural soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems.

A damaged structure will be occupied only after authorization by the responsible local agency. Building supervisors will be notified of the corrective actions to be taken to return building to use.

Section 8 Fire/Explosion

Fire

1. In the event of a natural gas fire, sound alarm and then turn off main gas valves. If the fire is small, use the fire extinguisher AFTER the gas is turned off.
2. In the event of an electrical fire, sound alarm and then turn off electricity. Do not use water or water-acid extinguishers on electrical supported fires. Only small fires should be fought with an extinguisher.
3. The person locating the fire will sound the school alarm.
4. Follow the "Building Evacuation" instructions.
5. The principal will notify the superintendent's office.
6. The office staff will notify the utility companies of a break or a suspected break in utilities.
7. Keep access road open for emergency vehicles.
8. All staff will be responsible to peek in the door of classroom on either side and make sure they were informed of the fire.
9. The custodian is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained and clear of obstructions.

Lunchrooms and Kitchens

1. Emergency preparedness to control fire in school kitchen areas:
 - Have automatic extinguishers over deep fryers and grills.
 - Have fire extinguishers for all types of fires in proper location.
 - Make sure that all of the kitchen personnel know where the extinguishers are located and how to operate them.
 - Make sure that the kitchen personnel know which exit to take in case of fire.

Whether it's a real fire or a drill, try to evacuate the building in fewer than two minutes.

Fire Drill Procedures

The secretary will call the fire department to inform them it is a drill. The principal or designee shall sound the alarm.

1. When the signal is sounded, the teaching staff will proceed to the evacuation assembly area (blacktop/field) with their classes. Staff not assigned a regular class of children will report to the same area to render any needed assistance to teachers.
2. Once each month, all teachers will instruct their classes in the correct procedures and behaviors to utilize during fire drills.
3. Once each month, a fire drill will be conducted by the school staff.
4. Students stand facing away from the building in silent lines.
5. Supervising staff will take roll. The whereabouts of all students should be known.
6. Any student in attendance at school but not with class or in a special class should be reported immediately to the Student Supervision Leader.

Fire Extinguishers

Fire extinguishers are placed in strategic locations as recommended by the fire department. Faculty members and other staff personnel shall be instructed in the use of the fire extinguisher.

All extinguishers, unless stated, are dry chemical types which are needed to put out type A, B, and C fires which include wood, textiles, gasoline, oil, greases, and electrical fires. In discharging a fire extinguisher, it should be held upright while the pin is pulled. The lever is then pressed while aiming at the base of the fire.

Fire Extinguisher Inspections

The district maintenance department will be responsible for checking for possible building code violations and making sure all fire extinguishers are checked yearly for the following:

1. Check gauge for full charge. Report discharge or overcharge reading immediately to control office.
2. Check seal for breakage.
3. Check hose for crack, leaks, tears, etc.
4. Check casing for leaks or breakage.

Custodians check fire extinguishers monthly and log that they are functioning properly.

Section 9 Flood

When there is a flood at the school site

- Notify parents via radio and television.
- Notify bus drivers for an early/late dismissal.
- The custodian or site security team will shut off water to prevent contaminated water from entering the school supply.
- The custodian or site security team will shut off electricity to prevent electrical shock.
- If school is a designated emergency shelter and time permits, check all supplies and provisions prior to emergency operations.

After the danger is over

Beware of contaminated food, water, broken gas lines, and wet electrical equipment. Resume classes only after a qualified person has done a building assessment (see returning to building under earthquake.)

Minor Flooding

If the school experiences minor flooding (one or a few classrooms), the class(es) affected will evacuate to another part of the building (principal will decide where to go). Classes will continue. The principal will notify the superintendent and they will jointly decide what to do next.

Section 10 Gas Odor

If odors are detected outside the building, it is not necessary to evacuate the building. Call the police and fire non-emergency number to report the smell (874-5115). Call the district office.

If the odor is detected inside a school building, convene the crisis management team and evacuate the building immediately.

- Call 9-1-1
- Arrange to have the students moved to an off-site evacuation location
- The incident command system member responsible for student accounting begins the process of tracking all students
- Make sure the critical incident response kits leave the school with the students

Section 11 Hostage Situation

Intruder or Hostage Situation

Organized or unorganized terrorists would usually find themselves in one or two places within the school building. Either they would penetrate into the administration office, or they would infiltrate a classroom. The administration and staff have only two "weapons" in which to combat the situation: time and specific procedures. The school staff should not attempt to disarm terrorists.

The procedures for the following situations are as follows:

Intruder Enters the Classroom

1. The teacher will try to make contact with the office via intercom phone.
2. If the teacher cannot get to the communication system, he/she should attempt to send a note out the door with a student. Do not take a chance if there is any doubt that the child will be seen exiting. If one is able to leave, he/she should crawl past any windows so as not to be seen.
3. Any teacher receiving the note from a student or other adult should immediately lock all doors, inform the office, and close the blinds.
4. If there is another teacher, adult, or student who can safely make a call, call the office at 916-338-6420 or the administrator at 916-338-6425.
5. The office's number and instruction on how to reach the office should be posted by your phone for a substitute or parent.
6. Institute Run, Hide, Fight strategies.
7. The office personnel upon receiving a "help" signal will verbally call for a lock down over the intercom. Teachers will immediately lock all outside doors including workroom doors and close the blinds. Students should assume the duck and cover position under their desks.
8. Office will immediately dial 911 and contact the superintendent.
9. No one will evacuate the building unless instructed to do so by the principal or uniformed police officer.
10. Remain in your room until an "all clear" signal is given.
11. Any student finding himself or herself en route to a classroom from the bathroom, office, library, or another classroom needs to go to the nearest classroom or building. If the door is locked, he/she is to knock and loudly announce one's self.

Intruder Enters the Office

1. If the administrators, secretary, office assistants, or any other staff members are able to phone out of the school without bringing harm to themselves, they will call 911.
2. The principal or secretary will notify the Superintendent, if possible.
3. Follow Run, Hide, Fight procedures: Run to the nearest safe location. Hide in a safe location and remain quiet until the incident is over. Fight the intruder in self defence as a last resort

Intruder Appears on Campus During Recess

1. The teacher on yard duty who first notices an armed individual (gun, knife, or other dangerous weapon) on campus will signal other adults on the playground with four short blasts on a whistle. An adult will send a student to the closest classroom door to enter and ask the teacher inside to inform the office immediately.
2. The office will announce the intruder alert. All students and teachers in classrooms will react accordingly by assuming the duck and cover position.
3. Students on the playground hearing the Duck and Cover signal will look for the nearest teacher and follow instructions. Students need to be aware that four short whistle blasts

designate a problem. If the intruder has a weapon but is not firing, teachers should exit students as quickly as possible via one of the escape routes in that particular duty area. We

4. Teachers will go in the opposite direction of the intruder.
5. If an intruder arrives on the playground and starts firing shots, students and teachers should run away from the intruder to the nearest classroom or safe location to hide.
6. Teachers will need to keep an eye on the intruder at all times to determine what to do next. This type of a situation is unpredictable and unfortunately cannot be covered with predetermined procedures. The main concern is to get as many students as possible off the playground and into a safe building.

Section 12 Hostile Visitor

Domestic or Civil Disturbance

It should be noted that the normal school routine serves to reduce the threat of civil disturbance within the school. The classroom unit keeps students in small groups where each student is more easily known and can be held responsible for his/her actions. Outsiders are generally recognized and the potential for problems can be reduced if the integrity of the individual classroom unit can be maintained.

To reduce the potential for problems, these steps are standard procedure:

1. All teachers are to be at their lines directly after the final recess bell.
2. Teachers are expected to attend assemblies and sit with their classes.
3. Teachers and administrators are available if the need for control should arise before and after school.
4. The administration is aware of substitutes in the building and teachers in adjoining classrooms are available to assist substitutes in controlling students if the need should arise. Each substitute is provided with lesson plans by the teacher who is absent, whether by direct communication or previously prepared plans. A red emergency folder should also be clearly visible in the classroom including a roll sheet, EOC form, site map with emergency areas listed, triage instructions, student release form and both red and green cards.
5. All staff and students are asked to report the presence of any outsider they see to the administration.

In addition to the above listed procedures, teachers and administrators should be keenly aware of the general morale of the students. An atmosphere in which students feel free to approach teachers and discuss problems is encouraged so that a close working relationship with all the different groups in the school can be achieved.

It is important to be aware of community problems, which could possibly set the stage for civil disturbance. The PTO and School Site Council organizations can be helpful in determining problems and offering assistance. A liaison with law enforcement agencies must also be maintained.

Procedure to Deal with Civil Disturbances

Violent Person:

Teachers are to be notified by intercom to close and lock classrooms until the situation is cleared by the administration and/or police. The "duck and cover" drill will be initiated. Students located in outside areas shall be moved to the nearest classroom as quickly as possible. While contact is made with law enforcement, one person (determined by the administration) may attempt to establish rapport with the person, otherwise do not confront this person; contact the office immediately. The office will call 911. Administrators will inform the Superintendent.

If it is a parent with a restraining order planning to take his/her child, allow him/her to do so if it appears that it may be dangerous to intervene. Get a description of the subject, license number, make and model of car and direction of travel. If there are any records on this person in the school office have them ready for law enforcement. See further information under the heading, "Kidnapping/Attempted Kidnapping."

Mob:

If the persons involved are from outside the school, the same procedure as used with a violent person should be implemented. If students are involved, the administration will determine the need for police assistance. If advance warning is received, steps will be taken to try to prevent the incident. In the absence of law enforcement, the administration will do whatever it believes necessary to alleviate the problem. The administration will make a written report of the entire incident.

Unidentified Person(s) Taking Control:

If an unidentified voice gives orders over the intercom threatening or calling a general assembly or asking for individuals, teachers are to close and lock their classroom doors. If an unidentified person comes to the room, he/she is to be asked for office clearance. Pick up the phone and contact the office if the person refuses to leave.

Section 13 Kidnapping/Attempted Kidnapping

Definition: The physical capture or attempted physical capture of a student or staff member against their will.

1. Principal or designee will contact the Sacramento Sheriff (911).
2. Principal or designee will contact the Superintendent and report the situation.
3. Principal or designee will contact the parent or guardian of the kidnapping victim.
4. Principal or designee will inform the teachers of the situation and give further instructions regarding child safety.
5. Principal or designee will inform secretary on how to respond to phone calls regarding the incident.

Section 14 Medical Emergency

Our school shall be prepared to provide basic first aid while summoning necessary emergency assistance. A list of qualified persons who have had First Aid and CPR training should be maintained by the principal. This list must be updated and distributed to the staff annually.

An emergency card will be filed in the office for each student with emergency numbers to call in case of an accident, injury, or illness. Parents will always be notified as soon as possible of any reportable accident, injury, or illness.

Any reportable accident or injury incurred on school property or during a school activity off campus will be reported, using the appropriate online form, to the office of the principal no later than 24 hours from the occurrence.

The general emergency number 9-1-1 will be explained each year to all school personnel, and this number will be readily visible on all telephones.

A first aid kit shall be maintained in the office and rotated. A Red Cross first aid booklet is provided with each kit. First aid procedures will follow the current American Red Cross First Aid Manual.

Although some staff members are trained in basic first aid and CPR procedures, they are not to be considered medical experts. The first aid kits are to be used only in cases of emergency.

First Aid Stations

A first aid station is always maintained in the nurse's office. In the event of a large scale emergency that requires an evacuation, a medical station will be set up by the Medical Team in a pre-determined location. If evacuation is not necessary, the nurse's station and/or the multi-purpose room will be used.

Rescue

With a non-critical or less serious injury, move the victim to the nurse's office.

With a serious or critical injury, do the following:

1. Evaluate the situation. Unless the victim is in further danger, do not move him/her.
2. Be sure the victim is breathing.
3. Control serious breathing.
4. Send a runner to notify the office.
5. Treat for shock.
6. Keep comfortable and try to maintain normal body temperature.

With non-critical illness or injury, do the following:

1. Administer first aid.
2. Notify parents for their information and action. If parents cannot be contacted, notify other adults on the emergency card.
3. If no one can be contacted, lie the student down in the nurse's office or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.
4. Keep a record of time of injury, what first aid was administered and at what time.

With critical illness or injury, do the following:

1. Administer first aid to the extent possible.
2. Call 9-1-1 if the situation is life threatening or if the child is in need of immediate medical intervention.
3. Notify parents for their action and information.

4. Keep a record of time of injury, what first aid was administered and at what time.
5. Notify the superintendent's office.
6. Complete appropriate injury, illness, or insurance report promptly.
7. Keep a record of which students were sent to the hospital.

FIRST AID INSTRUCTIONS

Abdominal Pain	Eyes
Artificial Respiration	Fainting
Bleeding	Fracture
Internal Bleeding	Frostbite
Bone Injuries	Head Injury
Breathing	Heart Attack
Rescue Breathing	Nosebleeds
Burns	Pandemic Flu Plan
Choking (Heimlich Maneuver)	Poisoning
Convulsions or Seizures	Puncture Wounds
Diabetics	Seizure
Dog Bites	Shock
Ears	Sunstroke
Electric Shock	Wounds

Abdominal Pain

Abdominal pain may be due to food poisoning, appendicitis, hernia, ulcer, gallstones, or kidney stones. The symptoms are so similar that medical assistance should be obtained if the pains continue for several hours.

Artificial Respiration

1. Steps for mouth to mouth artificial respiration:
 - Clear airway
 - Tilt head back (unless possible neck injury - use jaw thrust)
 - Pinch nostrils
 - Seal mouth and blow
 - Watch for chest to rise
 - Listen for air to escape from mouth
 - Watch for chest to fall
 - Repeat: 12-16 times per minute in adults; 16-20 times per minute in children.
2. If victim's tongue obstructs airway:
 - Tilt the head
 - Jut the jaw forward
3. If facial injuries make it impossible to use mouth to mouth method then use the manual method.
 - Use mouth to nose if airtight seal is impossible over victim's mouth.
 - Small child - cover both mouth and nose.
4. Continue artificial respiration until victim begins to breathe for him/herself or until help arrives.
5. Carbon Monoxide Poisoning or Asphyxiation (due to lack of oxygen): Check for breathing difficulties and give artificial respiration.

Bleeding

1. Apply direct pressure on the wound.
2. Elevate the wounded area if an arm or leg is bleeding.
3. Apply pressure on the supplying artery of the arm or leg if steps 1 and 2 do not stop bleeding.

4. Only as a last resort (if they will die without this), apply a tourniquet to stop the bleeding. Once applied, a tourniquet must be loosened or removed only by a doctor.
- *Internal bleeding – Treat for shock

Bone Injuries

1. Dislocations: fingers, thumb, shoulder
Keep the part quiet. Immobilize shoulder with arm sling.
2. Fractures:
 - Signs of a closed fracture:
 1. Swelling
 2. Tenderness to touch
 3. Deformity
 4. Discoloration
 - Treatment (closed fracture - no bleeding or broken skin at wound)
 1. Keep broken bone ends from moving
 2. Keep adjacent joints from moving
 3. Treat for shock
 - Treatment (open fracture - broken bone and broken skin)
 1. Do not move protruding bone end
 2. If bleeding, control bleeding by direct pressure on wound
 3. Treat the same as closed fracture after bleeding is controlled.
3. Sprains (injury to soft tissue around a joint)
 - Always immobilize
 - Elevate joint
 - Apply cold packs during first half hour
 - Treat the same as closed fractures
 - X-ray may be necessary

Breathing - Unconscious Person

Breathing is the most critical thing we must do to stay alive. A primary cause of death is lack of air!

Be careful approaching an unconscious person. He or she may be in contact with electrical current. If this is the case, turn off the electricity before you touch the victim.

There are hundreds of possible causes of unconsciousness; the first thing you must check for is breathing.

1. Try to awaken the person by firmly tapping him or her on the shoulder and shouting, "Are you alright?"
2. If there is no response, check for signs of breathing.
 - a. Be sure the victim is lying flat on the back. If you have to roll the victim over, move the entire body at one time.
 - b. Loosen tight clothing around neck and chest.
3. Open the airway:
 - a. If there are no signs of head or neck injuries, tilt the head back and lift the chin to move the tongue away from the back of the throat.
 - b. Place your ear close to the victim's mouth; listen and feel for breathing.
 - c. If you can't see, hear, or feel any signs of breathing, you must begin breathing for the victim.
 - d. Begin rescue breathing immediately. Have someone else summon professional help.

Rescue Breathing:

1. Giving mouth-to-mouth rescue breathing to an adult:
 - a. Put your hand on the victim's forehead, pinching the nose shut with your fingers. Your other hand is lifting the victim's chin to maintain an open airway.
 - b. Place your mouth over the victim's, making a tight seal.
 - c. Breathe slowly and gently into the victim until you see the chest rise. Give 2 breaths, each lasting about 1½ seconds. Pause between breaths to let the airflow out. Watch the victim's chest rise each time you give a breath to make sure air is going in.
 - d. Check for a pulse after giving these 2 initial, slow breaths. If you feel a pulse but the victim is still not breathing, give one breath about every 5 seconds. After 10 to 12 breaths, re-check pulse to make sure the heart is still beating.
 - e. Repeat the cycle every 5 seconds, 10-12 breaths per minute, rechecking the pulse after each cycle. Continue rescue breathing until one of the following happens:
 - i. The victim begins to breathe without your help
 - ii. The victim has no pulse (begin CPR).
 - iii. Another trained rescuer takes over for you.
 - iv. You are too tired to go on.
2. Giving mouth-to-mouth rescue breathing to infants and small children:
 - a. A small child's head should be tilted back gently to avoid injury. With head tilted back, pinch the nose shut. Lift the chin and check for breathing as you would for an adult. Give 2 slow breaths until the chest rises.
 - b. Check for a pulse.
 - c. Give 1 slow breath about every 3 seconds. Do this for approximately 1 minute, or 20 breaths.
 - d. Recheck the pulse and for breathing.
 - e. Call 911 if you have not already done so. Continue rescue breathing as long as a pulse is present and the child is not breathing.
 - f. Continue rescue breathing until one of the following occurs:
 - i. The child begins to breathe on his/her own.
 - ii. The child has no pulse (begin CPR).
 - iii. Another trained rescuer takes over for you.
 - iv. You are too tired to go on.

Burns

1. Degrees:
 - Skin red (1st degree)
 - Blisters develop (2nd degree). Never break open blisters.
 - Deep tissue damage (3rd degree)
2. First Aid for thermal burns (1st and 2nd degree burns) to exclude air:
 - Submerge in cold water
 - Apply a cold pack
 - Cover with a thick dressing or plastic. (Do not use plastic on face.)
 - After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
3. First Aid for 3rd degree burns:
 - Apply a thick, dry sterile dressing and bandage to keep out air.
 - If large area, wrap with a clean sheet or towel.
 - Keep burned hands and feet elevated and get medical help immediately.
 - Treat the same as shock victim, giving fluids as indicated; warmth necessary.
4. First Aid for chemical burns
 - Wash chemical away with water.
5. Acid burn to the eye (also alkali burns)
 - Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.

- If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
- Have victim close the eye, place eye pad over lid, bandage and get medical help.

Choking (Heimlich Maneuver)

If the air passage is blocked by food or other foreign material, remove it with your finger if possible. Be careful not to force it deeper into the throat. If the person is coughing, he is getting some air. But if the passage is completely blocked, he can't breathe or speak; immediately do the following:

- Stand behind a slumped-over victim; wrap your arms around his waist below the diaphragm.
- Grasp your wrist with your other hand.
- Place your fist against the victim's abdomen, slightly above the navel and below the rib cage.
- Press your fist strongly and quickly in and slightly up into his abdomen.

If the victim is on his back:

- Kneel, facing him, astride his hips.
- With one of your hands on top of the other, place the heel of the bottom hand on the victim's abdomen slightly above the navel and below the rib cage.
- Press the heel of your hand forcefully into the abdomen with a quick, upward thrust. If necessary, repeat several times.

Convulsions or Seizures

1. Symptoms

- Jerking movements
- Muscular rigidity
- Blue about the lips
- May drool
- High fever

These seizures are seldom dangerous, but they are frightening.

2. Causes

- Head injuries
- Severe infections
- Epilepsy

3. Treatment

- Prevent patient from hurting himself
- Loosen tight clothing
- Do not restrain
- If breathing stops, apply mouth to mouth resuscitation
- Do not give liquids nor put patient in warm water
- When the seizure is over, treat as for shock keeping patient warm

Prompt medical help is needed if the patient does not have a history of convulsive disorders.

Diabetics

Diabetics may lose consciousness when they have too little or too much insulin. Unless you are thoroughly familiar with how to proceed with treatment, it is better to seek medical help rather than to attempt first aid. Be aware of all students with diabetes on site.

Dog/Animal Bites

1. It is extremely important that the dog/animal be identified if the person bitten is to avoid rabies shots. Secure the animal, if possible without danger to yourself, with a leash,

rope or in an enclosed area. If the animal cannot be contained, attempt to remember as much as possible about the animal's description so that animal control can make a thorough search of the area.

2. Attend to the wound by washing the area with water and soap for five minutes and bandage if possible. Inform parents and refer to the family physician.
3. Notify animal control center. Give description of the animal and name and address of the victim.
4. Complete the Report of Student Accident Form.
5. Notify school nurse so that information can be recorded in the pupil's health folder.

Ears

Foreign objects usually require medical assistance. Insects may be removed by using warm mineral or olive oil. When the head is tilted, the insect and oil usually drain out.

Electric Shock

1. Do not touch the victim if he is still in contact with the electricity.
2. Turn off the main switch or pull plug.
3. Be aware of the possibility of breathing emergency.

Eyes

Contact a physician immediately if the foreign substance is metallic or abrasive. Particles can often be washed out with water or removed with the corner of a clean handkerchief.

Fainting

1. Fainting is due to a temporary decrease of blood and oxygen to the brain. It may be preceded by paleness, sweating, dizziness, disturbance of vision and nausea.
2. Place the victim in a reclining position and treat as for shock. If a victim feels faint, have him sit and place his head between his knees.

Fracture

Bone Fracture (unless in imminent danger, do not move the individual)

Closed Fracture: The signs of a closed fracture are swelling, tenderness, deformity, and discoloration. When there is a fracture (or suspected fracture):

1. Keep the injured person calm
2. Do not permit the victim to walk about.
3. Notify parent.
4. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
5. Call for emergency help for leg, back, neck, or hip injuries, or if parent is unable to take child for medical care.

Compound Fracture: Your objectives are to prevent shock, further injury, or infection in compound fractures (where skin has been broken).

1. Keep the injured person calm and cover him only enough to keep him from losing body heat.
2. Do not try to push the broken bone back into place if it is sticking out of the skin.
3. Do not try to straighten out a fracture or put it back into place.
4. Do not permit the victim to walk about.
5. Notify parent.
6. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
7. Call for emergency help for legs, back, neck, severe bleeding, hip injuries, or if parent is unable to take the child for medical care.

Frostbite

1. The frostbitten area will be slightly reddened with a tingling sensation of pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.
2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees). Don't rub the area nor break the blisters.

Head Injury

1. Symptoms
 - May or may not be unconscious
 - Unconsciousness may be delayed one-half hour or more
 - Bleeding from mouth, nose or ear
 - Paralysis of one or more extremities
 - Difference in size of pupils of the eyes
2. First Aid for Head Injuries:
 - No stimulants or fluids
 - Don't raise his feet; keep the victim FLAT
 - Observe carefully for stopped breathing or blocked airway
 - Get medical help immediately
 - When transported, gently lay flat
 - Position head to side so secretions may drool from corner of mouth
 - Loosen clothing at neck

Heart Attack

Diseases and Conditions

By Mayo Clinic Staff

- Chest discomfort or pain. This discomfort or pain can feel like a tight ache, pressure, fullness or squeezing in your chest lasting more than a few minutes. This discomfort may come and go.
- Upper body pain. Pain or discomfort may spread beyond your chest to your shoulders, arms, back, neck, teeth or jaw. You may have upper body pain with no chest discomfort.
- Stomach pain. Pain may extend downward into your abdominal area and may feel like heartburn.
- Shortness of breath. You may pant for breath or try to take in deep breaths. This often occurs before you develop chest discomfort, or you may not experience any chest discomfort.
- Anxiety. You may feel a sense of doom or feel as if you're having a panic attack for no apparent reason.
- Lightheadedness. In addition to chest pressure, you may feel dizzy or feel like you might pass out.
- Sweating. You may suddenly break into a sweat with cold, clammy skin.
- Nausea and vomiting. You may feel sick to your stomach or vomit.
- Heart palpitations. You may feel as if your heart is skipping beats, or you may just be very aware that your heart is beating.

Heart attack symptoms can vary widely. For instance, you may have only minor chest discomfort while someone else has excruciating pain.

One thing applies to everyone, though: If you suspect you're having a heart attack, call 911 or your local emergency medical services number. Place 2-3 baby aspirin under the tongue.

If you don't have access to emergency medical services, have someone drive you to the

nearest hospital. Drive yourself only as a last resort, if there are absolutely no other options.

Movies and TV often portray heart attacks as dramatic, chest-clutching events. But, heart attacks often begin with subtle symptoms — such as discomfort that may not even be described as pain.

It can be tempting to try to downplay your symptoms or brush them off as indigestion or anxiety. But don't "tough out" heart attack symptoms for more than five minutes. Call 911 or other emergency medical services for help.

Women may have all, none, many or a few of the typical heart attack symptoms. While some type of pain, pressure or discomfort in the chest is still a common symptom of a heart attack in women, many women have heart attack symptoms without chest pain, such as:

- Pain in the neck, back, shoulders or jaw
- Shortness of breath
- Abdominal pain or "heartburn"
- Pain in one or both arms
- Nausea or vomiting
- Dizziness or fainting
- Unusual or unexplained fatigue, possibly for days

Older adults and people with diabetes may have no or very mild symptoms of a heart attack, so it's especially important not to dismiss heart attack symptoms in people with diabetes and older adults even if they don't seem serious.

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Original article: <http://www.mayoclinic.org/diseases-conditions/heart-attack/in-depth/heart-attack-symptoms/art-20047744>

AED Steps

Automated external defibrillators can help save lives during sudden cardiac arrest. However, even after training, remembering the steps to use an AED the right way can be difficult. In order to help keep your skills sharp, we've created a quick step-by-step guide that you can print up and place on your refrigerator, in your car, in your bag or at your desk. This way, you can review the AED steps anytime, at your convenience, and keep them fresh in your memory.

Before Using the AED

These AED steps should be used when caring for a non-breathing child aged 8 or older who weighs more than 55 pounds, or an adult.

After checking the scene and ensuring that the person needs help, you should ask a bystander to call 911 for help, then:

1. Turn on the AED and follow the visual and/or audio prompts.
2. Open the person's shirt and wipe his or her bare chest dry. If the person is wearing any medication patches, you should use a gloved (if possible) hand to remove the patches before wiping the person's chest.
3. Attach the AED pads, and plug in the connector (if necessary).
4. Make sure no one is, including you, is touching the person. Tell everyone to "stand clear."
5. Push the "analyze" button (if necessary) and allow the AED to analyze the person's heart rhythm.
6. If the AED recommends that you deliver a shock to the person, make sure that no one, including you, is touching the person – and tell everyone to "stand clear." Once clear, press the "shock" button.
7. Begin CPR after delivering the shock. Or, if no shock is advised, begin CPR. Perform 2 minutes (about 5 cycles) of CPR and continue to follow the AED's prompts. If you notice obvious signs of life, discontinue CPR and monitor breathing for any changes in condition.

To see the steps to use an AED performed, watch our video [Using an AED](#). Or, for online, in person and blended training courses, visit our [AED training page](#).

Norovirus

Norovirus is highly contagious and persistent. There's no vaccine to prevent it, but there are some things you can do to lower the risk of transmission.

- Wash your hands after using the toilet, changing a diaper, or caring for a sick person. Use soap and running water for at least 20 seconds. If you don't have access to soap and water, use an alcohol-based hand sanitizer.
- When caring for a sick person, wear gloves and use plastic bags to dispose of soiled materials or diapers. Use disinfectant or a chlorine bleach solution on contaminated surfaces. Handle contaminated clothes carefully and launder them right away.
- Don't consume food or beverages prepared by a sick person.
- Wash your hands before preparing or eating food.
- Wash all produce before cutting into or eating it.
- Don't eat raw or undercooked seafood.
- If you're sick, stay home. This is especially important if you work in food service, healthcare, or education. Sick children shouldn't attend school, day care, or other activities.

- Put off travel plans until you're fully recovered.

Norovirus virus can still be spread for up to two weeks after symptoms subside. Because there are many different strains of the virus, having it once doesn't protect you from getting it again.

Nosebleeds

Nosebleeds can be controlled by grasping the nose firmly between the fingers and holding it for 5-10 minutes. Ice packs will also help control bleeding. Nosebleeds are usually minor, but if bleeding can't be controlled, medical help is needed. Maintain pressure on nose until a doctor is present.

Pandemic Flu Plan

Seasonal Flu:

- Caused by influenza viruses that are closely related to viruses that have previously circulated; most people will have some immunity to it.
- Symptoms include fever, cough, runny nose and muscle pain.
- Complications such as pneumonia are most common in the very young and very old and may result in death.
- Vaccine is produced each season to protect people from the three influenza strains predicted to be most likely to cause illness.

Mild to Moderate Pandemic:

- Caused by new influenza virus that has not previously circulated and can be easily spread.
- It is likely most people will have no immunity to the new virus; it will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

Severe Pandemic:

- A severe strain causes more severe illness, results in a greater loss of life and has a greater impact on society.
- Workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members.

Measures to limit the spread of flu:

- Promote hand-washing/use of antibacterial wipes, cough hygiene via modeling by school staff.
- Cover nose and mouth with a tissue or upper arm if a tissue is not available
- Dispose of used tissue in a waste basket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol-based sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose or mouth.
- Encourage vaccination of staff and students for whom the flu vaccine is recommended.
- Persons developing symptoms at school should be sent home as soon as possible and instructed not to return until well.

Social distancing:

In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures may include:

- Modify, postpone, or cancel large school events.
- Increase space between people at school to at least 3 feet, as much as possible.

- Cancel outdoor recess,
- Open windows if weather permits or run continuous fan on HVAC system while room is occupied or when students leave the room for lunch.
- Consider possible school closure for a short amount of time early in the course of a community outbreak.
- Coordination with Sacramento County Public Health at their request.

Poisoning

1. In all oral poisoning, give liquids to dilute the poison.
2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

Puncture Wounds (knife and gunshot)

A puncture wound may be caused by a pointed object such as a nail, piece of glass, or knife that pierces the skin. Gunshot wounds are also considered to be puncture wounds. Generally, puncture wounds do not bleed a lot and are therefore susceptible to infection. Severe bleeding can result if the penetrating object damages internal organs or major blood vessels.

If an object is impaled in a wound, **DO NOT REMOVE IT.**

- Place several dressings around the object to keep it from moving.
- Bandage the dressings in place around the wound.
- Call 911 and contact parents.

A puncture wound to the chest can range from minor to life threatening. A sucking chest wound is one in which the rib cage has been penetrated and you can hear a sucking sound every time the victim takes a breath.

- Without proper care, the victim's condition will quickly worsen.
- Cover the wound with a dressing that does not allow air to pass through it.
- A plastic bag, latex glove, or plastic wrap taped over the wound will help keep air circulating through the lungs.
- Give additional care as needed. Watch for shock.
- Call 911 and contact parents.

Seizure

An alarming sight, a person experiencing a seizure may exhibit limbs jerking violently, eyes that roll upward, and breath that becomes heavy with dribbling or even frothing at the mouth. Breathing may stop in some seizures, or the victim may bite his or her tongue so severely that it blocks the airway. Do not attempt to force anything into the victim's mouth. You may cause injury to the victim or yourself.

1. During a seizure:
 - a. There is little you can do to stop a seizure.
 - b. Call for help.
 - c. Let the seizure run its course.
 - d. Help the victim to lie down and keep from falling to avoid injury.
 - e. Do not use force.
 - f. Loosen restrictive clothing.
 - g. Do not try to restrain a seizure victim.
 - h. Cushion the victim's head using folded clothing or a small pillow.
 - i. If a seizure lasts 10 minutes in a known epileptic, or 5 minutes in a person with no seizure history, call 911.
2. After a seizure:
 - a. Check to see if the victim is breathing. If not, immediately begin rescue breathing.

- b. Check to see if the victim is wearing a MEDIC ALERT or similar bracelet. It describes emergency medical requirements.
 - c. Check to see if the victim has any burns around the mouth. This would indicate poison.
3. The victim of a seizure may be conscious but confused and not talking when the intense movement stops. Stay with the victim and be certain that breathing continues. When the victim is able to move, get medical attention.

After the seizure is over, the pupil can be taken to the office to lie down until the dazed phase is over and parents are notified. The student should be attended to continuously until fully recovered.

Very rarely a condition called "status epilepticus" occurs in which one seizure follows another for a long period of time. This is a medical emergency; call 911.

Shock

1. Shock is likely to develop in any serious injury or illness. Shock may be serious enough to cause death even though the injury itself may not be fatal. Four important symptoms of shock are:
 - Pale, cold, moist skin
 - Weak and/or rapid pulse
 - Rapid breathing
 - Altered consciousness
2. The symptoms of shock may appear immediately or may be delayed for an hour or more. Give shock care to all seriously injured persons:
 - Have the victim lie down.
 - Control any external bleeding.
 - Help the victim maintain body temperature, cover to avoid chilling.
 - Reassure the victim.
 - Elevate legs about 12 inches unless you suspect head, neck, or back injuries or broken bones involving hips or legs.
 - Do not provide anything to eat or drink.
 - Call 911.
 - Call parents.

Sunstroke

1. A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106 degrees.) The armpits are dry; skin flushed initially but later turns ashen or purplish. Delirium or coma is common.
2. Medical help is crucial. While waiting for medical aid, reduce temperature with a cold bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

Wounds

An abrasion is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.

An incision is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.

A laceration is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and

water, but if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.

A puncture wound is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture wound is difficult to cleanse and may require a tetanus shot to guard against infection.

Section 15 Missing Student

Maintaining strict visitor control procedures and enforcing the requirement for employees to wear identification badges will help control unwanted and dangerous access to the school. Penal Code section 626 will help control access by outsiders to the school.

Access into Building

- **All doors are to be locked during the school day, with the exception of the main entrance.**
- **Signs must be posted on all doors directing visitors to report to the main office.**

Student Accountability

- Elementary and middle school students shall not be left alone unsupervised anywhere in the building or on school grounds during the school day.

Photo Identification Badges

- All personnel who work in or regularly visit schools in the course of business should wear, or have on their person an assigned identification badge. This regulation includes full and part-time staff, food services personnel, and bus drivers/attendants.
- Badges must be worn in a manner that makes them readily visible.

Visitor Badges and Log In

- Schools must issue numbered visitor badges that include the name of the school and the current school year.
- School staff must be aware of visitor badge procedures and their responsibility in reporting violations.

In a missing child incident, assign a member of the Incident Command Team to organize a search of the school. Call Twin Rivers Police and the parents and alert the superintendent. Record the name and contact number of person reporting the child missing. If the case involves abduction, begin gathering witness information for law enforcement. Confirm child attended school that day. Assign staff member to begin checking last known location of the child.

1. Begin gathering information on the child, including:
 - a. Description, including height, weight, skin color, eye color, clothing, backpack, etc.
 - b. Obtain photo, if available.
 - c. Home address, phone number, parents' contact numbers
 - d. Class schedule, special activities
 - e. Bus or walking route information
2. Contact custodial parents.
3. Convene crisis management team.
4. Begin recording events.
5. If incident is happening during the school day, consider holding the bells until the matter is either resolved or school has been completely searched for the student.
6. Notify the Center Joint Unified District Office.
7. Obtain information on possible witnesses, friends, and last person to see student.
8. If incident occurred while student was on the way home, contact bus driver, safety patrol, crossing guard.
9. Double check circumstances. Could child have ridden the wrong bus or walked home? Did someone pick-up the child? Is the child at another activity?
10. Assist law enforcement's department with investigation.

11. Arrange for counseling of students as needed.

At any point during these steps, if the child is found, inform everyone who has been notified of the incident that the child is no longer missing.

Section 16 Public Demonstration

Most groups will give advance warning of a planned protest. When the warning comes:

- Identify a spokesperson for the group.
- Obtain information on when, why, how many.
- Contact the Center Joint Unified District Office. The District Office should contact the sheriff and advise them of the situation.
- Notify faculty of the planned demonstration.
- Develop an information letter to parents.
- Continually work with the Office of Community Relations on any statements or contact with the demonstrating group.
- If demonstration occurs, curtail class changes to limit confusion.
- Do not allow students to be interviewed by media or join in demonstration.
- Assign CMT members to act as liaison with police, media, and the demonstrating group.
- Direct one staff member to handle all incoming calls.
- Prepare to establish areas where demonstrators can set up without affecting the operation of the school.
- Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

Section 17 School Site as Mass Care and Welfare Shelter

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims.

The governing board of any school district shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

1. Use of Facility:

Upon request, and if feasible, the Center Joint Unified School District (CJUSD) will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.

2. Shelter Management:

The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. CJUSD will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.

3. Condition of Facility:

The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of CJUSD.

4. Food Services:

Upon request by the Red Cross, and if such resources exist and are available, CJUSD will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of, and in cooperation with, the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.

5. Custodial Services:

Upon request by the Red Cross, and if such resources exist and are available, CJUSD will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of, and in cooperation with, the Shelter Manager.

6. Security:

In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.

7. Signage and Publicity:

The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. CJUSD will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. CJUSD will refer all media questions about the shelter to the Shelter Manager.

8. Closing the Shelter:

The Red Cross will notify the CJUSD or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.

9. Reimbursement:

The Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. The Red Cross is not responsible for storm damage or other damage caused by the disaster.*
- b. *Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility for sheltering.*

Reasonable, actual, out-of-pocket operational costs to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises.

Section 18 Severe Weather

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 7:00 a.m. If a decision is made to close school, news media will be notified and asked to announce the closure prior to 9:00 a.m. The emergency phone tree will be used to notify staff members.

If severe weather conditions develop while school is in session, the Emergency Coordinator will monitor the latest developments via radio and keep in contact with the principal. The principal will keep in contact with the superintendent's office.

If it is decided to close school, the following action will be taken:

1. The superintendent will notify radio stations and ask that a closure announcement be made which would specify the time students are to be released.
2. The principal will announce the closure to the faculty and students.
3. Staff members will be used to expeditiously evacuate the building.
4. Procedures outlined in the "Early Dismissal" plan will be followed.

Section 19 Shooting/Stabbing

Assess the situation

- Is the suspect in the school?
- Has weapon been found and/or secured?
- Has suspect been identified?

In most cases, initiate lockdown procedures to isolate students from danger or send students to a secure area.

Provide information in announcement about incident and outline expectations of the teachers and staff.

Disable the bell system, if possible.

Once the situation has been assessed:

- Provide first aid to the injured.
- Call 911 requesting police and medical aid to injured parties.
- Notify the Center Joint Unified District Office.
- Provide full information about what has occurred and what is known at this time.
 - If the suspect is still in the school, attempt to identify his or her location and begin planning for evacuation once police arrive.
 - If suspect has left, secure all exterior doors to prevent re-entry.
- Explain what steps the school has taken (lockdown).
- Identify command post for police to respond.
- Isolate and separate any witnesses. Instruct witnesses to write statement of events while awaiting police.
- Gather crisis management team in command post.
- Initiate the Incident Command System.
- Gather information and emergency cards on anyone involved in the incident.
- Organize evacuation to an off-site location, if necessary, or prepare to continue with classes. Keep crime scene secure.
- Prepare written statements for telephone callers and media in cooperation with the sheriff and the District Office.
- Prepare letter for students to take home in cooperation with sheriff and the Office of Community Relations.
- Arrange for crisis counseling immediately and during subsequent days.
- Provide liaison for family members of any injured students.
- Continue to provide informational updates to students, family, and faculty during next few days to squelch rumors.

PART 3 SITE ACTION PLAN

Section 1 District and Site Mission Statements

Center Joint Unified School District Mission Statement

Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well rounded education, and being active citizens of our diverse community.

School Mission Statement

The mission of Center High School is to guide and encourage each student to reach his/her unique potential as a productive, respectful and responsible member of a multi-ethnic community.

Section 2 People and Programs:
Create a “caring and connected” school climate.

Description of School Climate

Center High School is located in the northern region of Antelope and serves students in grades nine through twelve following a traditional calendar. On January 15, 2019 of the 2018-2019 school year, 1294 students were enrolled at Center High School. Parents are encouraged to get involved in their child's learning environment either by participating in a decision-making group, school boosters program (which supports entire school) or simply attending school events. Parents stay informed on upcoming events and school activities through School Messenger (automated telephone message delivery system), Center High School Aptitude app, email, flyers, letters, parent conferences, progress reports, the school marquee, school newsletters, Facebook, the school website, daily bulletins, and the "Blue and Gold" newspaper.

Section 3 School Climate Goals

The School Climate

An action plan for people and programs reflecting the school's social environment.

The following objectives were developed as the result of feedback from students and staff on our Safe School Survey for the 2018-2019 school year.

- Objective #1: 864 student responses SY 2018 - 2019

Expectations

Supporting Data:

- Student Survey Q4: At Center High School, everyone is expected to be at his or her best.
 - Response- "Strongly Agree" 25.3%
 - Response- "Agree" 42.8%
 - Response- "Neutral" 25.2%

As a result of the following policies and procedures, parents, teachers, and community members will feel encouraged to participate in school activities.

- Related Activities
 - Continued addition of new AP courses and electives.
 - Addition of A/B day allows students to take up to a combined 8 core and elective courses a semester, 4 classes per day at 90 minutes per day.
 - Addition of College & Career center provides a variety of career exploration materials, activities, and services.
 - Project Lead the Way (PLTW) Bio-Medical and Engineering programs continue to grow using 21st century technology such as a 3-D printer.
 - The Media & Communications Academy (MCA) continues to be successful and was named a 2017 California Partnership Academies Distinguished Academy. This honor is bestowed on less than 2% of the California Partnership Academies statewide.
 - Geometry and Construction added in the 2015-2016 school year, continues to be funded by the Crane Grant.
 - Intervention math lab courses continue to support all students (general education & Special Education) enrolled in general education Intro/Integrated HS Math I courses.
 - Wi-fi has been added across the campus to allow all offices and classrooms access to the internet at a higher and faster rate.
 - Utilization of online course selection through Aeries HomeLink continues to be successful.
 - CHS Home and Athletic website has been remodeled for easier use by all stakeholders, including the sportsnet online athletic management system.
 - CHS continues to encourage students to participate in extra-curricular activities, clubs, drama, band, and athletics.
 - CHS maintains a schedule which accommodates almost weekly collaboration and professional development.

- Assistant Principals' utilize an electronic referral system with information available to be viewed by all staff.
- Objective #2: 864 student responses SY 2018 - 2019
Promoting Positive Behaviors
Supporting Data:
 - Student Survey Q5: I feel I belong in this school.
 - Response- "Strongly Agree" 15.8%
 - Response- "Agree" 39.9%
 - Response- "Neutral" 34.2%

During the 2016-2017 school year CHS has partnered with the nationally recognized Safe School Ambassadors Program which is an "inside-out" approach to improving school climate, one that relies on social norms change and the power of students to help stop bullying and violence. CHS in conjunction with CJUSD is also exploring the addition of Positive Behavior Intervention and Supports (PBIS), to include Multi-tiered Support Systems (MTSS) which is a schoolwide process emphasizing the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures, and fit within on-going school reforms.

Section 4 Place

Create a physical environment that communicates respect for learning and for individuals.

Description of Physical Environment

Center High School is located at 3111 Center Court Lane in Antelope at the north end of Sacramento County. The campus experiences mild vandalism during evening hours, however, the school site and the district are committed to eradicating graffiti as soon as possible and preferably before students come back to campus. The immediate area around the school includes single family dwellings, duplexes and apartments as well as some retail outlets and restaurants.

It shall be the practice of Center High School and Center Joint Unified to remove all graffiti from school property before pupils arrive to begin their school day. Other acts of vandalism are promptly addressed.

The school site encompasses 10 acres. The school has 75 classrooms, as well as a theater, gymnasium, music building, wood shop, library, multi-purpose room, multiple athletic fields and courts, and in 2009 a renovated stadium including an all-weather track.

The majority of the campus is surrounded by permanent fencing. All gates are locked during the school day. During the school day, staff members including two full-time campus monitors and three administrators provide campus supervision. A Safe School Officer is assigned to Center High School but is available to support other schools in the district as well.

Maintenance of School Buildings/Classrooms

The school's physical facility is well maintained and generally looks neat and clean. District personnel periodically examines the school's physical facility to help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety. The grounds are monitored for safety and appearance by the administration, campus monitors, custodians and individual classroom teachers. The students take pride in the appearance of the school.

Internal Security Procedures

Center High School has established procedures in the following areas: Emergency preparedness, suspension, school discipline rules and procedures, and an adopted school-wide dress code. Pupils may be suspended or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Center High School. Site administrators contribute to a positive school climate, promote positive pupil behavior and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079. Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Center High School employees comply with all legal mandates, regulations and reporting requirements for all instances of suspected child abuse. If appropriate, additional internal security procedures affecting the integrity of the school facility include classroom intercoms and an emergency bell system. Community involvement is encouraged to help increase school safety using the WE TIP hotline to report suspected vandalism, drug use or other illegal activity. An outdoor surveillance system consisting of multiple cameras has been installed to deter vandalism and/or apprehend vandals.

Section 5 Physical Environment Goals

The Physical Environment

An action plan for places reflecting the school's physical environment including crisis response procedures and policies relating to student safety

The following objectives were developed as the result of feedback from students and staff on our Safe School Survey for the 2018-2019 school year.

Objective #1:

Supporting Data:

2018-2019 Academic Year 8/8/18-1/15/19:

- 195 Referrals to the office
- 52 At Home Suspensions
- 1 Expulsion

2017-2018 Academic Year 8/3/17-2/7/18:

- 234 Referrals to the office
- 48 At Home Suspensions
- 1 Expulsion

2016-2017 Academic Year 8/3/16-2/28/17:

- 393 Referrals to the office
- 40 At Home Suspensions
- 2 Expulsions

○ Related Activities

- Build and strengthen relationships with students by following the school wide expectations for the staff.
- Continue to utilize the school's Student Guidance Team to identify "at-risk" students and develop strategies to support their success. This can be done by holding Student Study Team meetings to evaluate the need for psychological, academic, emotional and/or physical evaluation.
- Continue the use of a digital referral system, which minimizes paper consumption, and most importantly provides for the opportunity to gather and evaluate data related to behavior issues.
- Utilize team collaboration meetings to identify at risk students and share accommodations that have been tried in the classroom and how successful were they.
- Reward students for making positive choices as outlined above.

Objective #2:

Student Safety Survey 864 student responses SY 2018 - 2019

Supporting Data:

- Student Survey Q1: At Center High School students feel safe.
 - Response- "Strongly Agree" 19.1%
 - Response- "Agree" 48.4%
 - Response- "Neutral" 27.6%

As a result of the following policies and procedures, the safety of all students and staff is of utmost importance and shall receive an approval rating of 75% or higher on student and staff surveys on questions regarding students and staff feeling safe at school.

○ Related Activities

- Practice drills for fire and intruder on campus are held monthly
- Addition of a 3rd full time campus monitor during 2017-2018 SY
- Specific emergency procedures are listed in this handbook and are distributed to all staff members with copies in the office available to parents and law enforcement.
 - The plan is updated yearly and approved by Boosters and The Board of Trustees.
 - The plan is reviewed by the staff at least once a year.
- Safety information is included in the parent handbook which is posted on Center High School's website.
- The staff is instructed to implement a lock down if there is any doubt regarding a stranger on campus.
- All visitors must register in the office and wear an identification badge before going to classrooms or any other building or outdoor area on campus.
- Posters are prominently displayed in windows with a warning that parents and neighbors have been given the number to the WE TIP Hotline to report suspicious activity or vandalism.
- Graffiti, broken windows and any other damage found in the morning is reported immediately to the school office & then the district's maintenance office.
- It is taught and reinforced that students are to report any dangerous object including broken glass, a weapon, lighters, matches, etc. to an adult immediately and not to touch that object.
- The District's Volunteer Policy requires fingerprint clearance, TB test and Megan's Law database check.
- The District shares a partnership with Twin Rivers Police Department. There is an officer assigned to Center High School.
- School staff will have a more visible presence as they are monitoring students passing from their doorways during passing periods and have assigned duty stations for before and after school supervision.
- Coordinate with the district transportation department to monitor and supervise the bus drop off and pick-up location at the south parking lot to facilitate safer traffic patterns for the buses.
- Cooperate with the district transportation department to address behavioral and safety issues with students who ride the district buses.
- A Safe School Officer from the Twin Rivers Police Department will drive in his/her marked car along the roads neighboring the campus during dismissal each day.
- Personnel from the Twin Rivers Police Department will be invited to attend our major parent night events throughout the year (BTSN, Electives Fair, sporting events, dances, etc.)

Section 6 Signature Sheet

CENTER HIGH SCHOOL School's Safe School Plan was developed in accordance with SB 187 and Safe Schools, A Planning Guide for Action, published by the Department of Education. Student, parent and teacher surveys were taken into account to determine areas of greatest need. The document includes the school's personal, physical, social and cultural environment, which serves as an effective prevention plan based on parent and student surveys. Also taken into consideration are temporary restraining orders, school-generated child abuse reports, custody orders prohibiting parents from contact with a child at school, harassment complaints filed by students and staff, suspension logs and accident reports. Additionally, the District's discrimination and harassment policy, hate crime reporting procedures and the Uniform Complaint Policy are included.

A detailed crisis response plan based on the California Standardized Emergency Management System (SEMS) is included. This model was designed to centralize, organize, and coordinate emergency response among district organizations and public agencies. Specific first aid treatment is categorized in alphabetical order.

The following committee members revised and approved this comprehensive school plan:

Member	Title	Signature
_____	Principal	_____
_____	Booster Member	_____

Appendix A

FACULTY AND STAFF

2018 – 2019

Revision January 2019

Jerald Ferguson, Principal

Chuck Chauvin, Assistant Principal

Shirley McNichols, Assistant Principal

Aasen, Vickie (speech)
Abdelmalek, Nadia
Alexander, Erica
Allain, Christine
Anderson, Walt
Angeles, Terecita
Asbury, Jeff
Babikova, Inna
Beentjes, Tonia
Bennett, Janet
Berry, Melinda
Biancalana, Kim
Bisho, Vernon
Boller, Jenna
Brady, Ashley
Brannon, Kevin (Custodian)
Caldwell, Lisa
Camarena, Mauricio
Carden, Sabrina
Carretero, Joe (Custodian)
Chamberlain, Matt
Chaney, Amy
Chaney, Deanna
Chhang, Vanrith
Chifamba, Boniface
Clark, Erica
Clements, Kristen
Collins, Keith
Cowan, Anne
Cortez, Maria(Ester)
Cummings, Cathy
Davenport, Larry
Diaz-Romero, Daniel
Duong, Linh (cafeteria)
Edgar, Sherry
Eischens, Deborah (cafeteria)
Emery-Slack, Chaun
Esparza, Leandra (cafeteria)
Espinoza, Mark (Custodian)
Frazee, Deanna

Gagnon, Ray
Galloway, Kristen
Garcia, Rebekah
Geivett, Irene
Gonsolin, Vivian
Green, Keri
Griffin, Marcus
Hannah, Jim
Harmon, Elizabeth
Haro, Esther
Hendersen, Emily
Hennessy, Maria
Heslin, Larry
Hughey, Doug
Hunter, Curtis
J'Beily, Digol
Jones, Heather
Jope, Brina
Klatt, Ben
Kloczko, Samuel
Klyuchnick, Mark
Knutson, Kari (cafeteria)
Krasko, Rae
Lee, Jin
Leffler, SaraRose
Leino, Jeff
Leontieff, Yelena
Lobbestael, Kevin
Loftus, Mark
Marquez, Pedro
Mathison, Carrie
Maydanovich, Alex (Custodian)
McInnes, Rob
Mendoza, Rose
Moe, Tracy
Morissette, Amie (speech)
Morales, Maria
Muldoon, Carrie
Mullen, Julie (cafeteria)
Munn, Joseph (Reed)

Oppici, Renate
Pacheco, Shawna
Parker, Ginger
Perez, Alex
Pérez, Ana
Petersen, Mark
Petrovskaya, Olga
Pitman, Emma
Pollard-Hjelden, Janet
Poor, Bernadette
Radi-Blatnick, Susan
Ramirez, Dulce
Ramirez, Soledad
Ratliff, Mike
Read, Gabriel
Reynolds, Laurie(cafeteria)
Robinson, Myles
Rub, Anatoliy
Scarborough, Nicole
Schiro, Bonnie
Sedykh, Irina
Seele, Tina
Shaffer, Jennifer
Slater Raeann (cafeteria)
Smirnov, Feodor
Officer Ralhl
Stout, Danielle
Summers, Kathy
Sumner, Sheryl
Taylor Natasha
Tongol, Joaquin (Custodian)
Torres, Manuel (Custodian)
Towner, Jennifer
Violette, Barbara
Weaver, Sandy
Whalen, Joe
Wilson, Jennifer
Winborne, Jennifer
Woods, Heather
Zeissler, Adam

APPENDIX B**Staff Classroom Phone List**

Room	Teacher	Phone #
101	Stout	339-4703
102	Jones	339-4704
103	Allain	339-4705
104	Sumner	339-4706
105	Woods	339-4708
106	Frazee	339-4709
107	Wilson	339-4710
108	Alexander	339-4711
110	Ramirez	339-4713
111	Kloczko	339-4753
112	Ridge	339-4715
113	Munn	339-4713
114 / 701	Beentjes	339-4717
115 / 701	Radi	339-4778
116	Loftus	339-4719
117	Heslin	339-4720
118	Muldoon	339-4721
200	Krasko	339-4722
201	Emery-Slack	339-4723
202	Lobbestael	339-4724
203	Science Lab	339-4725
204	Lefler	339-4726
205	Lobbestael P 6/7	339-4727
206	Clark	339-4728
207	Galloway	339-4729
208	Geivett	339-4736
209	Green	339-4733
210	Clements	339-4734
211	Chaney	339-4735
212	Cowan	339-4732
300 / Geo Constr	Bennett P 5	339-4737
300 / Geo Constr	Klatt	339-4737
301	Chamberlain	339-4738
302	Caldwell	339-4739
304	Joep	338-6347
400	Bennett P 1/6/8	339-4742
402	Chhang	339-4744
403	Hennessy	339-4749
404	Gagnon	339-4746
405	Henderson	339-4747

406	Collins	339-4748
407	Diaz-Romero	339-7569
500	Cummings	339-4777
501	Haro P 5/P6/P7	339-4779
502	Shaffer	339-4750
503	Davenport	339-4780
504	Anderson	339-4781
600	Zeissler	339-4751
601	Babikova	339-4752
604	Asbury	339-4754
700	Pacheco/Brady (Workability)	338-6378
701	Leino P 1/2/8	338-6391
701	Radi P 7	338-6391
701	Sumner - P 6	338-6391
800	Marquez	339-4760
801	P.E. J'Beily	339-4761
802	Vacant P.E.	339-4762
803	Vacant PE	339-4763
804	Seele	339-4764
805	Hunter	339-4723
900	Vacant - Old Student Cum Filed	339-4767
901	Vacant - Furniture	339-4767
902	Vacant - Storage	338-7561
903	Americorp (Tues/Thurs) - Special Ed. (Friday)	339-4768
904	Speech Therapist	339-4768
904	Detention	339-4765
905	Computer Lab	339-4769
906	Towner	339-4714
907	Leino	339-4766
303	McInnes	338-6437
305/306	Bisho	339-4741
602/603	Winborne	339-4564
Cafeteria	Cafeteria	338-6439
Dance Room	Edgar	339-4770
Dance Room	Weaver	339-4770
Geo/Const Shop	Bennett P 3/4	339-4782
Geo/Const Shop	Klatt P 3/4	339-4782
College and Career		
Center	Camarena	339-4758
Library	Garcia	338-6432
Locker Room (Boys)	Petersen	338-6366
Locker Room (Boys)	J'Beily	338-6366
Locker Room (Boys)	Perez	338-6366

Locker Room (Boys)	Ratliff	338-6366
Locker Room (Girls)	Edgar	338-6367
Locker Room (Girls)	Weaver P 2/3/5/7/8	338-6367
Music (Classroom)	Read	339-4701
Staff Lounge	Staff Lounge	339-4458
Theater (Classroom)	Hughey	339-4702
Weight Room		No Phone
Wood Shop	Adult Education – 5 pm	339-4783

Appendix C
Utility Shut-off Map

Appendix C
Evacuation Maps
Evacuation Map 1

APPENDIX E OFF CAMPUS EVACUATION MAP

APPENDIX F EMERGENCY OPERATIONS CENTER (EOC) FORM

EOC Message Form

Student/Staff Accountability

DATE: _____ TIME: _____
 TEACHER: _____
 ROOM #: _____
 COMPLETED BY: _____

of Students enrolled in this class

of Students marked absent in this class

Please list students marked absent by name:

of Students unaccounted for* in this class

* You didn't mark them absent and they are not with your class at this time.

Please list students unaccounted for by name:

Are there any adult staff from this room unaccounted for?

If so, please list by name (include staff staying behind with injured).

Injuries

Tally and insert in the grid below. If none, enter "0".

	NUMBER
FATALITIES	<input type="text"/>

Names:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Unable to treat in site. I.e. airway & breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.

Names:

MODERATE INJURIES	<input type="text"/>
--------------------------	----------------------

Burns, major multiple fractures, back injuries with or without spinal cord damage

Names:

MINOR INJURIES	<input type="text"/>
-----------------------	----------------------

First Aid attention only

PROPERTY DAMAGE

Major Damage: Building collapse, building leaning, major ground movement causing cracks in ground

Moderate Damage: Falling hazards present, toxic/chemical spill, broken gas line, fallen power line

Minor Damage: Dislodged HVAC ducts, light fixtures, suspended ceiling grid, broken windows

CIRCLE ONE

MAJOR

MODERATE

MINOR

RESOURCES NEEDED (Circle all that apply)

Ambulance

Utilities

Other:

Transmit data 30 – 45 seconds. After transmission, wait for EOC's request to elaborate.

APPENDIX G CHILD ABUSE REPORTING LAW

California Child Abuse and Neglect Reporting

The first child abuse reporting law in California was enacted in 1963. That early law mandated only physicians to report physical abuse.

Over the years, numerous amendments have expanded the definition of reportable child abuse and the persons required to report it.

It is important for mandated reporters to keep updated on periodic amendments to the law. Your local Child Abuse Prevention Council or county welfare department has current reporting law information. Also visit www.leginfo.ca.gov for updated information on the law and any other code section referenced in this material.

The California Child Abuse and Neglect Reporting Law is currently found in **Penal Code (P.C.) Sections 11164 - 11174.3**. The following is only a partial description of the law. Mandated reporters should become familiar with the detailed requirements as they are set forth in the Penal Code.

Who Are Mandated Reporters?

P.C. 11165.7 defines "mandated reporters" as any of the following:

- 1) A teacher.
- 2) An instructional aide.
- 3) A teacher's aide or a teacher's assistant employed by any public or private school.
- 4) A classified employee of any public school.
- 5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- 6) An administrator of a public or private day camp.
- 7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- 8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- 9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- 10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- 11) A Head Start program teacher.
- 12) A licensing worker or licensing evaluator employed by a licensing agency as defined in P.C. 11165.11.
- 13) A public assistance worker.
- 14) An employee of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- 15) A social worker, probation officer, or parole officer.
- 16) An employee of a school district police or security department.
- 17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.

- 18) A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- 19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, who is not otherwise described in P.C. 11165.7.
- 20) A firefighter, **except for volunteer firefighters.**
- 21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- 22) Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- 23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
- 24) A marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
- 25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.
- 26) A state or county public health employee who treats a minor for venereal disease or any other condition.
- 27) A coroner.
- 28) A medical examiner, or any other person who performs autopsies.
- 29) A commercial film and photographic print processor, as specified in subdivision (e) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
- 30) A child visitation monitor. For purposes of the California Child Abuse Reporting Law, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
- 31) An animal control officer or humane society officer. For purposes of the California Child Abuse Reporting Law, the following terms have the following meanings: (A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws and regulations. (B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
- 32) A clergy member, as specified in subdivision (d) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
- 33) Any custodian of records of a clergy member, as specified in P.C. 11165.7 and subdivision (d) of Section 11166.
- 34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.
- 35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of the Court.
- 36) A custodial officer as defined in Section 831.5 of the Penal Code.
- 37) Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

Note: Unless otherwise stated, **volunteers are not mandated reporters.**

Why Must You Report?

The primary intent of the reporting law is to protect an abused child from further abuse. Protecting the identified child may also provide the opportunity to protect other children. It is equally important to provide help for the parents. Parents may be unable to ask for help directly, and child abuse may be their way of calling attention to family problems. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may help to lower the risk of abuse in the home.

What Do You Have To Report?

Under the law, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reporters:

- a. A physical injury inflicted by other than accidental means upon a child. **(P.C. 11165.6)** Note that child abuse *does not* include a "mutual affray" between minors. It also *does not* include an injury caused by "reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment." **(P.C. 11165.6)**
- b. Sexual abuse of a child, including both sexual assault and sexual exploitation. "Sexual assault" includes sex acts with a child, lewd or lascivious acts with a child, and intentional masturbation in the presence of a child. "Sexual exploitation" includes preparing, selling, or distributing pornographic materials involving children; employing a minor to perform in pornography; and employing or coercing a child to engage in prostitution. **(P.C. 11165.1)**
- c. Willful harming or injuring of a child or the endangering of the person or health of a child, including inflicting or permitting unjustifiable physical pain or mental suffering. **(P.C. 11165.3)**

Note: Any mandated reporter **may** report any child who is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage. **(P.C. 11166.05)**

- d. Willful infliction of cruel or inhuman corporal punishment or injury resulting in a traumatic condition. **(P.C. 11165.4)**
- e. Neglect of a child, whether "severe" or "general," by a person responsible for the child's welfare. The term "neglect" includes both acts or omissions harming or threatening to harm the child's health or welfare. **(P.C. 11165.2)**

When Do You Have To Report?

Child abuse must be reported when a mandated reporter, "in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect." **(P.C. 11166 (a))**

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect." **(P.C. 11166 (a)(1))** Although wordy, the intent of this definition is clear: if you suspect that abuse has occurred, make a report.

You must make a report immediately (or as soon as practicably possible) by telephone and you must prepare and send, fax or electronically transmit a written report within 36 hours of receiving the information regarding the incident. **(P.C. 11166 (a))** Written reports must be submitted on Department of Justice form (SS 8572), which can be downloaded from the California Attorney General's Website at www.ag.ca or www.ag.ca.gov (click on Child Protection Program; click on forms; click on SS 8572). The mandated reporter may include with the report any nonprivileged documentary evidence he or she possesses related to the incident.

To Whom Must You Report?

The report must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or county welfare department. **(P.C. 11165.9)**

Any mandated reporter who knows or reasonably suspects that the home or institution in which the child resides is unsuitable for the child because of abuse or neglect shall inform the agency about the unsuitability of the home at the same time he or she reports the abuse or neglect. **(P.C. 11166 (f))**

When two or more persons who are required to report jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, a single person from the group may make the report. Any group member who knows that the report was not made, however, shall make the report. **(P.C. 11166 (h))**

Immunity

Mandated reporters have immunity from criminal and civil liability for any report required or authorized under the Child Abuse Reporting Law. This immunity applies even though the knowledge or reasonable suspicion of abuse was acquired outside his or her professional capacity or outside the scope of his or her employment. **(P.C. 11172 (a))** And if a mandated reporter is sued for making a report, he or she may be able to receive compensation for legal fees incurred in defending against the action. **(P.C. 11172 (c))**

Any person who makes a report of child abuse, even though he or she is not a mandated reporter, has immunity unless the report is proven to be false and it is proven that the person either knew the report was false or made it with reckless disregard of its truth or falsity. **(P.C. 11172 (a))**

Additional Safeguards for Mandated Reporters

No supervisor or administrator may impede or inhibit a mandated reporter's reporting duties or subject the reporting person to any sanction for making a report. **(P.C. 11166 (i)(1))**

Any supervisor or administrator who violates the above cited code section is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000), by not more than six months in a county jail, or by both a fine and imprisonment. **(P.C. 11166.01(a))** If however, death or great bodily injury happens to the child as a result of the abuse, the supervisor or administrator who impeded or inhibited the report is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. **(P.C. 11166.01(b))**

The mandated reporter's identity is confidential and may only be disclosed to specified persons and agencies. **(P.C. 11167 (d)(1))**

Mandated reporters and others acting at their direction are not liable civilly or criminally for photographing the victim and including the photograph with their report. **(P.C. 11172 (a))**

A clergy member who acquires knowledge or a reasonable suspicion of child abuse during a penitential communication is not mandated to report the abuse. For purposes of the Child Abuse Reporting Law, "penitential communication" means communication, intended to be in confidence, including, but not limited to, a sacramental confession made to a clergy member. **(P.C. 11166 (d)(1))**

Liability for Failure to Make A Required Report

A mandated reporter who fails to make a required report of child abuse is guilty of a misdemeanor punishable by up to six months in jail or by a \$1,000 fine or by both a fine and imprisonment. **(P.C. 11166 (c))** If however, death or great bodily injury happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. **(P.C. 11166.01 (b))** He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report. (*Landeros v. Flood* (1976) 17 Cal.3d 399.)

If a mandated reporter conceals his or her failure to report abuse or "severe" neglect, the failure to report is a continuing offense until the failure is discovered by an agency specified in Section 11165.9. **(P.C. 11166 (c))** Because it is a continuing offense, the statute of limitations does not start to run until the failure to report is discovered.

Responsibilities of Agencies Employing Mandated Reporters

On and after January 1, 1985, persons entering employment which makes them mandated reporters must sign statements, provided and retained by their employers, informing them that they are mandated reporters and advising them of their reporting responsibilities and of their confidentiality rights. **(P.C. 11166.5 (a))**

On and after January 1, 1993, any person who acts as a child visitation monitor, prior to engaging in monitoring the first visit in a case, shall sign a statement provided and retained by the court which ordered the monitor's presence to the effect that he or she has knowledge of the provisions of the Child Abuse Reporting Law and will comply with them. **(P.C. 11166.5 (a))**

Employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by the Child Abuse Reporting Law. Training in the duties imposed by the reporting law shall include training in child abuse identification and reporting. Whether or not employers provide their employees with training, they shall provide their employees who are mandated reporters with the statement required in subdivision (a) of Section 11166.5. **(P.C. 11165.7 (c))** The absence of training shall not excuse a mandated reporter from the duties imposed by the reporting law. **(P.C. 11165.7 (e))**

EXCEPTION: Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institution Code shall not be required to make a child abuse report unless that person has received training, or instructional material in the appropriate language, on the duties imposed by the Child Abuse Reporting Law, including identifying and reporting abuse and neglect. **(P.C. 11166.5 (e))**

Feedback to Mandated Reporters

After the investigation is completed or the matter reaches a final disposition, the investigating agency is obligated to inform the mandated reporter of the results of the investigation and any action the agency is taking with regards to the child or family. **(P.C. 11170 (b)(2))**

Changes in the law for 2007 are underlined. Please note that the California Child Abuse Reporting Law may have changed since the printing of this material. This material has been reprinted to assist mandated reporters in determining their reporting responsibilities. It is not intended to be and should not be considered legal advice. In the event there are questions about reporting responsibilities in a specific case, the advice of legal counsel should be sought.

A special thank you to Delta Dental of California for their work in developing the original material.

For additional information on child abuse prevention, you may contact:

Crime and Violence Prevention Center
California Attorney General's Office

APPENDIX H CHILD ABUSE REPORTING FORM

Print Form or Online

SUSPECTED CHILD ABUSE REPORT

To Be Completed by Reporting Party
Pursuant to Penal Code Section 11166

A. CASE IDENTIFICATION	TO BE COMPLETED BY INVESTIGATING CPA	
	VICTIM NAME _____	
	REPORT NO./CASE NAME _____	
DATE OF REPORT _____		

B. REPORTING PARTY	NAME/TITLE _____	
	ADDRESS _____	
C. REPORT SENT TO	PHONE () _____	DATE OF REPORT _____
	SIGNATURE _____	
D. INVOLVED PARTIES	<input type="checkbox"/> POLICE DEPARTMENT <input type="checkbox"/> SHERIFF'S OFFICE <input type="checkbox"/> COUNTY WELFARE <input type="checkbox"/> COUNTY PROBATION	
	AGENCY _____	ADDRESS _____
VICTIM	OFFICIAL CONTACTED _____	PHONE () _____
	DATE/TIME _____	
SIBLINGS	NAME (LAST, FIRST, MIDDLE) _____	
	ADDRESS _____	
PARENTS	BIRTHDATE _____	SEX _____ RACE _____
	PRESENT LOCATION OF CHILD _____	
E. INCIDENT INFORMATION	PHONE () _____	
	NAME _____ BIRTHDATE _____ SEX _____ RACE _____	
1	NAME (LAST, FIRST, MIDDLE) _____	
	ADDRESS _____	
2	NAME (LAST, FIRST, MIDDLE) _____	
	ADDRESS _____	
3	HOME PHONE () _____	
	BUSINESS PHONE () _____	
4	HOME PHONE () _____	
	BUSINESS PHONE () _____	
5	IF NECESSARY, ATTACH EXTRA SHEET OR OTHER FORM AND CHECK THIS BOX. <input type="checkbox"/>	
	1 DATE/TIME OF INCIDENT _____ PLACE OF INCIDENT (CHECK ONE) <input type="checkbox"/> OCCURRED <input type="checkbox"/> OBSERVED	
6	IF CHILD WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:	
	<input type="checkbox"/> FAMILY DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> SMALL FAMILY HOME <input type="checkbox"/> GROUP HOME OR INSTITUTION	
7	2 TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL ASSAULT <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER	
	3 NARRATIVE DESCRIPTION: _____	
8	4 SUMMARIZE WHAT THE ABUSED CHILD OR PERSON ACCOMPANYING THE CHILD SAID HAPPENED: _____	
	5 EXPLAIN KNOWN HISTORY OF SIMILAR INCIDENT(S) FOR THIS CHILD: _____	

SS 8583 (Rev. 1/00)

INSTRUCTIONS AND DISTRIBUTION ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). A CPA is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS-8583 if (1) an active investigation has been conducted and (2) the incident is **not** unfounded.

Police or Sheriff-WHITE Copy; County Welfare or Probation-BLUE Copy; District Attorney-GREEN Copy; Reporting Party-YELLOW Copy

APPENDIX I WILLIAMS UNIFORM COMPLAINT PROCEDURE

Center Joint Unified School District
• 8408 Watt Avenue, Antelope, CA 95843 • 916-338-6320 • 916-338-6329
Williams Complaints Classroom Notice

Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.centerusd.org. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

August 2013

Exhibit 2

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the provision of intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact Information: _____

Name: _____

Address: _____

Phone Number: Day: _____ Evening: _____

E-mail address, if any: _____

Location of the problem that is the subject of this complaint:

School: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

that apply. A complaint may contain more than one allegation.)

APPENDIX J

STUDENT APPEARANCE / DRESS CODE

The following guidelines are intended to define "appropriate student attire" and personal grooming. The purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students, and minimize distraction so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. At all times, all students are expected to abide by the following guidelines:

- a. Clothing, jewelry, personal items (gym bags, backpacks, water bottles, notebooks/binders, etc.) and tattoos with language or images that are vulgar, sexually suggestive, discriminatory, promoting prejudice, obscene, libelous, or that promote illegal or violent content, such as weapons, drugs, alcohol, tobacco, drug paraphernalia, or that contains threats, is prohibited.
- b. Garments shall be sufficient to conceal undergarments at all times.
- c. Shorts, skirts, and dresses must cover the upper-thigh area.
- d. Shirts and tops must cover the entire torso, including chest, back and midriff. Tube tops, halter-tops, backless tops, scoop-neck tops, low V-neck tops, half shirts, spaghetti straps, off the shoulder tops, and muscle shirts are not appropriate. Sheer/mesh tops must have appropriate clothing underneath.
- e. Pants, shorts and skirts must be worn at or above the hipbone.
- f. No pajamas or blankets.
- g. Hats, beanies, hoodies, bandanas, etc. (except those being worn for cultural or religious purposes) must be removed prior to entering a school building.
- h. Footwear must be worn at all times. No bedroom slippers.
- i. No sunglasses may be worn in buildings.
- j. Any clothing or accessories related to gangs are not acceptable.

Students violating any part of this dress code will be sent to the office for replacement shirts or sweat pants.

NOTE: Coaches and teachers in classes, such as shop, may impose more stringent requirements than the above consistent with the needs of the particular sport and/or class.

**This list is not all-inclusive. The administration reserves the right to use their own discretion in deciding what is disruptive to the educational environment.

APPENDIX K SUSPENDABLE OFFENSES

Center Joint Unified School District Discipline Policies

Grounds for Suspension or Expulsion; Legislative Intent: California Education Code 48900 and Center Unified School District Board Policy 5144 (a) allow the superintendent or site administrator to suspend or recommend for expulsion a student for any violation of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to, or coming from a school sponsored activity. Suspension of up to 5 days or a recommendation for expulsion may occur when the conduct is of an extreme nature.

- 1 *48900(a-1): Caused, Attempted, or Threatened Physical Injury (S)
- 2 *48900(a-2): Use of Force or Violence (S)
- 3 *48900(b): Weapons (S)
- 4 *48900(c): Drugs or Alcohol, Possession/Use of (S)
- 5 *48900(d): Drugs or Alcohol, Sale of (S)
- 6 *48900(e): Robbery/Extortion (S)
- 7 *48900(f): School Property Damage (S)
- 8 *48900(g): Property Theft (S)
- 9 *48900(h): Tobacco, Possession/Use(S)
- 10 *48900(i): Language, Obscene/Profanity (S)
- 11 *48900(j): Drugs, Paraphernalia (S)
- 12 *48900(k): Disrupted School Activities / Defiance of Authority(S)
- 13 *48900(l): Stolen Property, Possession of (S)
- 14 *48900(m): Firearm, Imitation (S)
- 15 *48900(n): Sexual Assault (S)
- 16 *48900(o): Harassment, Witness (S)
- 17 *48900(p): Soma, Selling of (S)
- 18 *48900(q): Hazing (S)
- 19 *48900(r): Bullying/Harassment (S)
- 20 *48900(t): Aids or Abets Physical Injury(S)
- 21 *48900.2: Sexual Harassment (S)(E)
- 22 *48900.3: Hate Violence (S)(E)
- 23 *48900.4: Harassment, threats, intimidation (S)(E)
- 24 *48900.7(a): Terroristic threats against school officials or property (S)(E)
- 25 *48900.7(b): Terroristic Threat (S)(E)
- 50 *48915(a-1): Caused Serious Physical injury (S)(E)
- 51 *48915(a-2): Possession of Knife or other Dangerous Object (S)(E)
- 52 *48915(a-3): Possession of any Controlled Substance (S)(E)
- 53 *48915(a-4): Robbery/Extortion (S)(E)
- 54 *48915(a-5): Assault or Battery on a School Employee (S)(E)
- 55 *48915(c-1): Firearm; Possessing, Selling or Furnishing (E)**
- 56 *48915(c-2): Brandishing a Knife (E)**
- 57 *48915(c-3): Sales of Controlled Substance (E)**
- 58 *48915(c-4a): Sexual Assault(E)**
- 59 *48915(c-4b): Sexual Battery (E)**
- 60 *48915(c-5): Possession of an Explosive (E)**

APPENDIX L PROCEDURES TO NOTIFY TEACHERS OF DANGEROUS STUDENTS

**Center Joint Unified School District
Previous Suspension/Expulsion Notification**

Dated: _____

To: _____
Teacher's Name

From: _____

Re: _____
Student Name

Pursuant to Legislative Bill AB 29 and ED Code 49079, this notice is to inform you that our office has received a copy of the above named student's cumulative file. The cumulative file includes previous suspension or expulsion information during the previous three school years.

You have a right to view this information. You may check out the cumulative file from the office at your convenience. Please sign this notice indicating that you have been made aware of the prior suspensions/expulsions and of your right to view the cumulative folder. Then, return the form to my office as soon as possible.

Signature: _____

Date: _____

APPENDIX M HATE MOTIVATED BEHAVIOR

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age appropriate instruction to help promote an understanding of and respect for human rights, diversity and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school level complaint process/grievance procedures as described in AR 5145.7-Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Principal, Superintendent or designee and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance and support to students who are victims of hate- motivated behavior and to students who exhibit such behavior.

Non Discrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for non discrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Director of Personnel
8408 Watt Avenue
Antelope, California 95843
(916) 338-6413

Any student who feels that he/she is being harassed should immediately contact the Coordinator for non discrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for non discrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: April 10, 2019

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 1

Assist. Supt. Initials: CD

SUBJECT: Resolution #23/2018-19
Eligibility Renewal Application
State & Federal Surplus Property Program

The attached Resolution #23/2018-19 gives the approval to authorize the designated personnel to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency.

Recommendation: That the Board of Trustees approves the resolution authorizing the designated personnel to acquire surplus property through the auspices of the California State Agency for Surplus Property.

CONFIDENTIAL

Governor Gavin Newsom

RESOLUTION

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or Type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
A. Scott Loehr	Superintendent		sloehr@centerusd.org
Craig Deason	Assistant Superintendent		cdeason@centerusd.org
Lisa Coronado	Director of Fiscal Services		coronado@centerusd.org
Marvin Lord	Technology Coordinator		marvl@centerusd.org
Karen Matré	Secretary		matre@centerusd.org

***Note: All signatures must be in original form. No copied or stamped signatures**

B. The above resolution was PASSED AND ADOPTED this 10th day of April, 20 19, by the Governing Board of the:

Center Joint Unified School District by the following vote: AYES: ; NOES: ; ABSENT:
Agency Name

I, Donald Wilson Clerk of the Governing Board known as Center Jt. Unified School Dist. Board of Trustees

Do hereby certify that the foregoing is a full, true and correct resolution adopted by the governing board of the below named organization at the meeting thereof held at its regular place of meeting on this date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Signed by: _____

Center Joint Unified School District

Name of Organization

8408 Watt Avenue

Mailing Address

Antelope

City

/

95843

Zip Code

/

Sacramento

County

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY

C. AUTHORIZED this day of , 20 , by: _____
Signature of Administrative Officer

Printed Name of Chief Administrative Officer

Title

Organization Name

Street Address

City

ZIP Code

County

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE: _____

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

Date: April 10, 2019

Action Item XX

To: Board of Trustees

Information Item

From: Craig Deason, Asst. Superintendent

Attached Pages 2

Asst. Superintendent Initials: CD

SUBJECT: RESOLUTION OF THE BOARD OF TRUSTEES OF THE CENTER JOINT UNIFIED SCHOOL DISTRICT ACKNOWLEDGING THE STATE ALLOCATION BOARD'S "APPLICATIONS RECEIVED BEYOND BOND AUTHORITY LIST", AND AUTHORIZING THE SUPERINTENDENT TO SUBMIT PROJECT FUNDING REQUEST APPLICATIONS FOR THE NORTH COUNTRY ELEMENTARY SCHOOL MODERNIZATION PROJECT

The District intends to submit funding applications to the State of California for the North Country Elementary School Modernization project as eligible. The Office of Public School Construction (OPSC) has received requests for funding that exceed available bond authority for the School Facility Program (SFP) Modernization Program. All school districts that choose to submit a modernization funding application must also submit a school board resolution pursuant to SFP Regulation Section 1859.95.1(b).

Application packages that include all required documentation are identified as Approved Applications. Approved Applications will then be placed on the "Applications Received Beyond Bond Authority List" in the order of date received, which is presented to SAB for acknowledgment, but not approved, and are slated for review once additional funds are made available. In order for a project to qualify for this waiting list for state funds, the governing board of the district is required to adopt a resolution acknowledging the "Applications Received Beyond Bond Authority List".

The attached resolution acknowledges that SFP bond authority is currently exhausted for the funding being requested and that the State is not expecting nor obligated to provide funding for the project and the acceptance of the applications does not provide a guarantee of future State funding.

RECOMMENDATION: The CJUSD Board of Trustees approve Resolution #22/2018-19 acknowledging the State Allocation Board's "Applications Received Beyond Bond Authority List", and authorizing the Superintendent to submit Project Funding Request Applications for the North Country Elementary School Modernization Project.

CONSENT AGENDA

RESOLUTION NO. 22/2018-19

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CENTER JOINT UNIFIED SCHOOL DISTRICT ACKNOWLEDGING THE STATE ALLOCATION BOARD'S "APPLICATIONS RECEIVED BEYOND BOND AUTHORITY LIST", AND AUTHORIZING THE SUPERINTENDENT TO SUBMIT PROJECT FUNDING REQUEST APPLICATIONS FOR THE NORTH COUNTRY ELEMENTARY SCHOOL MODERNIZATION PROJECT

WHEREAS, the Board of Education ("School Board") has determined that school facilities within the Center Joint Unified School District (the "District"), within Sacramento County need to be modernized; and

WHEREAS, the North Country Elementary School project located at 3901 Little Rock Drive, Antelope, CA, includes campus wide modernization improvements; and

WHEREAS, the Center Joint Unified School District intends to submit funding applications to the State of California for the North Country Elementary School Project as eligible; and

WHEREAS, the State Allocation Board (SAB) has established an "Applications Received Beyond Bond Authority List" for projects that have been received.

WHEREAS, pursuant to title 2, Code of California Regulations section 1859.95.1, the School Board of the Center Joint Unified School District hereby acknowledges the following:

(1) the Board acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on these applications.

(2) the Board acknowledges that the State of California is not expected nor obligated to provide funding for the project and the acceptance of the applications does not provide a guarantee of future State funding.

(3) the Board acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the applications being submitted.

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

(5) the Board acknowledges that they are electing to commence any pre-construction or construction activities at the district's discretion and that the State is not responsible for any pre-construction or construction activities.

(6) the Board acknowledges that, if bond authority becomes available for the SAB to provide funding for the submitted applications, the School District must apply for financial hardship status.

BE IT FURTHER RESOLVED, that the Board authorizes the District Superintendent, in consultation with Caldwell Flores Winters, to complete and submit any and all required forms and/or other documents required by the CDE, OPSC, DSA, or other agencies having jurisdiction to cause the North Country Elementary School Project funding applications to be submitted to the appropriate state agencies at the soonest possible date; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its passage;
and

BE IT FURTHER RESOLVED, that the District's Superintendent or his designee is authorized to take such actions and execute such agreements and documentation necessary to affect the intent of this Resolution.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Center Joint Unified School District on this _____ day of _____ 2019, by the following vote:

Board of Trustees:	Ayes:	Nays:	Abstentions:	Absences:
President Hunt:				
Clerk Wilson:				
Trustee Anderson:				
Trustee J'Beily:				
Trustee Pope:				

Jeremy Hunt
President of the Board of Trustees
Center Joint Unified School District

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed and adopted by the members of the Board of Trustees of the Center Joint Unified School District at a public meeting of said Board held on _____, 2019.

Donald Wilson
Clerk of the Board of Trustees
Center Joint Unified School District

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: April 10, 2019

Action Item X

To: CJUSD Board of Trustees

Information Item

From: Lisa Coronado *LC*
Director of Fiscal Services

Attached Pages 4

SUBJECT:

Three year service agreement with The Howard E. Nyhart Company ("Nyhart") for actuarial services.

RECOMMENDATION: CJUSD Board of Trustees to approve the Individual Service Agreement for Nyhart

CONSENT AGENDA



**THE HOWARD E. NYHART COMPANY, INC. ("NYHART")
SERVICE AGREEMENT ("AGREEMENT")**

Agreement Between Nyhart, and:

Client Name:	Center Joint Unified School District
Primary Contact Name:	Lisa Coronado, Director of Fiscal Services
Primary Contact Address:	8408 Watt Ave. Antelope, CA 95843
Primary Contact Phone:	(916) 338-6400
Primary Contact Email:	coronado@centerusd.org

Services to be provided by Nyhart

All services to be provided by Nyhart are subject to your full cooperation and prompt submission of complete and accurate information. Nyhart will rely on any and all information that you provide pursuant to this agreement and on file at our office as to accuracy and completeness. Nyhart will have no responsibility to verify such information and no liability for errors or omissions as a result of relying on such information. Nyhart is not a law firm or a public accounting firm and does not provide legal or tax advice.

Nyhart will provide the following actuarial services:

- Roll-forward Valuation and GASB 75 Report for FYE 6/30/2019
- Updated June 30, 2019 OPEB actuarial valuation and report for compliance with GASB 75 for FYE 6/30/2020 including:
 - Kick off conference call
 - Data collection and analysis for full actuarial valuation
 - Conference call to review valuation report
- Roll-forward Valuation and GASB 75 Report for FYE 6/30/2021.

Fees for services provided by Nyhart

The fees listed below are subject to annual adjustments.

<u>Service</u>	<u>Fee</u>
Roll-forward Valuation and GASB 75 Report for FYE 6/30/2019*	\$2,050
Updated June 30, 2019 OPEB Actuarial Valuation and GASB 75 Report for Compliance for FYE 6/30/2020**	\$7,550
Roll-forward Valuation and GASB 75 Report for FYE 6/30/2021***	\$2,050

*Net OPEB Liability will reflect liability timing adjustment and discount rate based on a Measurement Date of 6/30/2018.

** Will incorporate updated census, premiums and, if applicable, assets as of the Valuation Date (6/30/2019).

***Net OPEB Liability will reflect liability timing adjustment and discount rate based on a Measurement Date of 6/30/2020.

Client will be invoiced at the end of each month for work in progress.

Please select the method of delivery of your invoice:

- ☐ I would like my invoice sent electronically to the primary contact's email address.
- ☐ I would like my invoice sent via regular mail to the attention of the primary contact at the address shown on the first page.

For an alternative invoice recipient, please provide their information below. If this section is left blank, we will send the invoice to the primary contact's email address on file or address shown above.

Invoice recipient name

Invoice recipient email address

Invoice recipient address

There will be additional fees for revisions to preliminary or final results that are due to:

- Incorrect information provided to us, typical examples include to material changes to census data, changes to eligibility requirements or employer subsidies. The additional fee will be limited to 1/3 of the current year's fee for this type of revision.
- Changes to actuarial assumptions requested by the client that are expected to need more than four hours of labor to update the results. The additional fee will be based on billed labor in excess of four hours at our current hourly rates.

Additional services available if requested by Client

In addition to OPEB actuarial services, Nyhart offers the following additional services. Fee estimates will be provided upon request. Please visit www.nyhart.com or contact your Nyhart consultant for more information.

- Defined Benefit & Pension consulting and administration
- Defined Contribution, 401(k) & 403(b)
- CalPERS Pension Related (e.g. GASB 68 Support, Section 115 Supplemental Funding Trusts)
- Health Care Reform financial impact consulting
- Calculation of self-funded and COBRA premium rates
- Incurred But Not Reported (IBNR) Reserve calculations
- Medicare Part D Attestation
- Flex Accounts – FSA, HRA, & HSA consulting and administration
- What-if Modeling for health plan design and carrier changes
- Actuarial Value and Minimum Value determination
- Section 105(h) non-discrimination testing

Relationship of the Parties

The legal relationship between Client and Nyhart shall be exclusively that of principal and agent. The parties hereto specifically agree and acknowledge that Nyhart shall not:

- Have discretionary authority over any aspect of the Plan;
- Be a fiduciary;
- Be responsible for ensuring that the Plan complies with any requirement to which the Plan is subject, or be liable to the Plan, Client, or any person if the Plan fails to comply with any such requirement;
- Have any duty or authority to enforce the payment of any contribution owed under the Plan;
- Be responsible for the adequacy of the trust established as part of the Plan, or be liable for any benefits owed under the Plan;

- Exercise discretion as to any Plan function; or
- Have any obligation to perform any service not specified in this Agreement or otherwise agreed to in writing by the parties (regardless of whether such service may be considered "customary" services to be provided by Nyhart).

Client agrees that Nyhart shall use all information and data supplied by or on behalf of the Client without having independently verified the accuracy or completeness of it except to the extent required by generally accepted professional standards and practices. If any documentation or information supplied to Nyhart at any time is incomplete, inaccurate or not up-to-date, or its provision is unreasonably delayed, Nyhart will not be responsible for any delays or liability arising therefrom, and will be entitled to charge the Client in respect of any resulting additional work actually carried out.

The Client further understands that the failure to provide, or cause to provide, complete, accurate, up-to-date, and timely documentation and information to Nyhart, whether intentional or by error, could result in an impairment of Nyhart's services.

Client Responsibilities and Representations

The Client has general responsibilities with respect to the Plan, including

- Providing all information required by Nyhart to perform its services under this Agreement on a timely basis;
- Serving as fiduciary for the Plan;
- Communicating Plan details to employees and answering employee questions;
- Ensuring adequate funding of the Plan; and
- Authorizing plan disbursements and ensuring accuracy of information provided.

Dispute Resolution

Nyhart and Client agree that before commencing any action or proceeding with respect to any dispute between the parties arising out of or relating to this Agreement or the Services they first shall attempt to settle such dispute through consultation and negotiation in good faith and in a spirit of mutual cooperation. Any such dispute will be submitted in writing to a panel of one (1) senior executive or official of each of Nyhart and Client, who will promptly meet and confer in an effort to resolve such dispute. Each party's representative will be identified by notice to the other, and may be changed at any time thereafter by notice to the other. Any mutually agreed decisions of the executives will be final and binding on the parties. In the event the executives are unable to resolve any dispute within thirty (30) days after submission to them, either party may then refer such dispute to mediation by a mutually acceptable mediator to be chosen by Nyhart and Client within forty-five (45) days after written notice by either party demanding mediation. Neither party may unreasonably withhold consent to the selection of a mediator. All communications and discussions in furtherance of this paragraph shall be treated as confidential settlement negotiations, which are not subject to discovery. The costs of the mediator shall be shared equally, but each party shall pay its own attorneys' fees.

Any dispute which cannot be resolved between the parties through negotiation, mediation or other form of alternative dispute resolution within six months of the date of the initial demand for mediation by one of the parties may then be submitted to a court of competent jurisdiction. To facilitate an expeditious and economical judicial resolution of such dispute, Nyhart and Client agree to waive and not to demand a trial by jury, and not to include any employee, officer, director or trustee of either as a party, in any action, proceeding or counterclaim relating to such dispute. Nothing in this section will prevent either party from resorting to judicial proceedings if interim relief from a court is necessary to prevent serious and irreparable injury to that party or to others. Any claim, action or proceeding against Nyhart will be barred unless Client initiates the dispute resolution procedures outlined below within one year of first discovering the act, error or omission that is the basis for such claim.

Indemnification and Limitation of Liability

The liability of Nyhart, in tort, contract or otherwise, to Client, a Plan and the officers, directors, trustees, employees or shareholders of any of them, and to any other third party, for all claims arising in connection with or contribution to by this Agreement and the Services (including without limitation multiple claims arising out of or based upon the same act, error or omission, or series of continuous, interrelated or repeated acts, errors or omissions) shall not include loss of profit or incidental, consequential, indirect, punitive or similar damages and shall be further limited to the amount of fees for Services received by Nyhart under this Agreement for the twelve (12) months immediately preceding the act, error or omission upon which such liability is based. Nothing in this paragraph shall apply to any liability which has been finally determined to have arisen from willful misconduct or fraud on the part of Nyhart or which cannot lawfully be limited, modified or excluded.

Client shall indemnify Nyhart from and against any and all claim, loss, liability or damage (including attorney's fees) which Nyhart may incur by reason of its good faith service delivery to Client.

Nyhart shall indemnify the Client from and against any and all claim, loss, liability or damage (including attorney's fees) which the Client may incur: (i) arising out of any material breach by Nyhart of any of its material obligations, representations or warranties contained in this Agreement; or (ii) arising out of Nyhart's negligence, gross negligence or willful, fraudulent, or criminal misconduct associated with its performance of services under this Agreement. The parties further recognize that clerical errors and variations may occur. When discovered, they will be corrected or adjusted by Nyhart, in accordance with its normal procedures, to the extent reasonable and possible.

Acceptance

The items and conditions of this Agreement are agreed to and accepted by Client on behalf of the Plan. This Agreement is effective only when signed by all parties.

Center Joint Unified School District

By: _____

Printed Name: _____

Date: _____

Nyhart

By: _____

Printed Name: _____

Date: _____

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 04/05/2019

Action Item

To: Board of Trustees

Information Item

From: Lisa Coronado

Attached Page 1

SUBJECT:

**APPROVAL OF CENTER JOINT UNIFIED SCHOOL DISTRICT
PAYROLL ORDERS**

The Governing board is asked to approve the attached payroll
Orders for July 2018 through March 2019.

RECOMMENDATION: That the CJUSD Board of Trustees approve the
District Payroll Orders for July 2018 through March 2019.

CONSENT AGENDA

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2019
--

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 971,857.52	\$ 58,990.72		\$ 1,030,848.24	547
AUG	\$ 2,710,666.05	\$ 71,657.90		\$ 2,782,323.95	785
SEPT	\$ 2,713,509.71	\$ 104,279.41		\$ 2,817,789.12	830
OCT	\$ 2,736,860.62	\$ 125,687.88		\$ 2,862,548.50	836
NOV	\$ 2,715,421.92	\$ 158,026.88		\$ 2,873,448.80	835
DEC	\$ 712,000.71			\$ 712,000.71	309
2-Jan	\$ 2,013,403.24	\$ 118,604.26		\$ 2,132,007.50	533
JAN	\$ 2,705,938.86	\$ 79,142.13		\$ 2,785,080.99	802
FEB	\$ 2,709,784.63	\$ 126,904.05		\$ 2,836,688.68	829
MARCH	\$ 2,691,797.36	\$ 215,619.79		\$ 2,907,417.15	910
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

\$ 22,681,240.62	\$ 1,058,913.02	\$ -	\$ 23,740,153.64	7216
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Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: March, 2019

To: Board of Trustees

From: Lisa Coronado

Action Item

Information Item

Attached Pages 72

SUBJECT: Supplemental Agenda – Commercial Warrant Registers

March 7, 2019, \$401,398.86, March 14, 2019, \$293,295.86

March 21, 2019, \$529,425.49, March 28, 2019, \$335,029.10

The commercial warrant payments to vendor's total

\$ 1,559,149.31

RECOMMENDATION: That the CJUSD Board of Trustees approve the Supplemental Agenda – Vendor Warrants as presented

CONSENT AGENDA

XV-19

Batch status: A All

From batch: 0048

To batch: 0048

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J17870
03-07-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0048 02-07-19
FUND : 01 GENERAL FUND

APY500 L.00.12 03/07/19 10:58 PAGE 1
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			
011802/00	A-Z BUS SALES INC.							
500 PO-190486	03/07/2019	02P456747		1	01-0740-0-4300-112-0000-3600-007-302 NN P	34.44	34.44	
500 PO-190486	03/07/2019	02P456750		1	01-0740-0-4300-112-0000-3600-007-302 NN P	430.11	430.11	
500 PO-190486	03/07/2019	02P456749		1	01-0740-0-4300-112-0000-3600-007-302 NN P	34.17	34.17	
TOTAL PAYMENT AMOUNT						498.72 *	498.72	
010669/00	ALHAMBRA & SIERRA SPRINGS							
326 PO-190316	03/07/2019	27045224780818		1	01-0000-0-4300-105-0000-7200-005-000 NN P	16.95	16.95	
326 PO-190316	03/07/2019	27045224780818		2	01-0000-0-5600-105-0000-7200-005-000 NN P	6.99	6.99	
1718 PO-191695	03/07/2019	802686118478244		1	01-0740-0-5600-601-1110-1000-017-120 NN P	5.99	5.99	
TOTAL PAYMENT AMOUNT						29.93 *	29.93	
014733/00	ALL WEST COACHLINES INC.							
2015 PO-191945	03/07/2019	70825		1	01-7220-0-5865-472-1110-1000-014-209 NN F	3,635.60	3,635.60	
TOTAL PAYMENT AMOUNT						3,635.60 *	3,635.60	
020766/00	ASSET GENIE INC							
1675 PO-191649	03/07/2019	1365403		1	01-0000-0-4300-472-1110-1000-014-000 YN F	75.32	69.90	
1809 PO-191775	03/07/2019	1372404		1	01-6300-0-4300-371-1110-1000-012-000 NN M	-71.90	-71.90	
1809 PO-191775	03/07/2019	1372461		1	01-6300-0-4300-371-1110-1000-012-000 NN P	71.90	71.90	
1809 PO-191775	03/07/2019	1369601		1	01-6300-0-4300-371-1110-1000-012-000 YN F	115.13	106.85	
TOTAL PAYMENT AMOUNT						176.75 *	176.75	
TOTAL USE TAX AMOUNT						13.70		
019504/00	B & H PHOTO-VIDEO							
1751 PO-191715	03/04/2019	154323709		1	01-6387-0-4300-472-1110-1000-019-000 YN F	225.03	208.84	
1933 PO-191899	03/07/2019	155084063		1	01-0036-0-4300-238-1110-1000-010-113 YN F	79.72	73.99	
TOTAL PAYMENT AMOUNT						282.83 *	282.83	
TOTAL USE TAX AMOUNT						21.92		
019624/00	B & H VIDEO							
1930 PO-191897	03/07/2019	155084059		1	01-3010-0-4300-236-1110-1000-009-111 YN F	538.48	499.75	
TOTAL PAYMENT AMOUNT						499.75 *	499.75	
TOTAL USE TAX AMOUNT						38.73		

081 CENTER UNIFIED SCHOOL DISTRICT J17870
03-07-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0048 02-07-19
FUND : 01 GENERAL FUND

APY500 L.00.12 03/07/19 10:58 PAGE 2
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEF T9MPS	Liq Amt
								Net Amount
022501/00	BABIKOVA, INNA							
2045 PO-191997	03/07/2019	REIMB DVD	1	01-0000-0-4300-472-1355-1000-014-000	NN F			9.99
		TOTAL PAYMENT AMOUNT				9.99 *		9.99
017561/00	BAIONI, KIM							
2031 PO-191993	03/07/2019	TRAVEL EXPENSE	1	01-0036-0-5200-103-1110-1000-019-113	NN F			1,317.39
		TOTAL PAYMENT AMOUNT				1,317.39 *		1,317.39
021669/00	BAIONI, RON							
1999 PO-191940	03/07/2019	mileage-folsom	1	01-0000-0-5210-371-0000-2700-012-000	NN F			18.56
		TOTAL PAYMENT AMOUNT				18.56 *		18.56
022222/00	BEENTJES, TONIA							
1111 PO-191168	03/07/2019	JAN-FEB MILEAGE	1	01-6500-0-5210-102-5770-1130-019-000	NN F			57.11
		TOTAL PAYMENT AMOUNT				12.18 *		12.18
016106/00	BERGER, CHRISTINE							
2037 PO-191995	03/07/2019	REIMB AMAZON	1	01-6500-0-4300-102-5750-1110-019-000	NN F			102.98
		TOTAL PAYMENT AMOUNT				102.98 *		102.98
022282/00	BRIGHT START THERAPIES							
751 PO-190849	03/07/2019	CUAH0215.19	1	01-6500-0-5800-102-5750-1180-019-000	NN P			675.00
751 PO-190849	03/07/2019	CUEH0215.19	1	01-6500-0-5800-102-5750-1180-019-000	NN P			750.00
		TOTAL PAYMENT AMOUNT				1,425.00 *		1,425.00
016489/00	BUCKMASTER, NATHAN							
1937 PO-191950	03/07/2019	TRAVEL EXPENSE	1	01-6387-0-5800-472-1110-1000-019-201	NN F			235.58
		TOTAL PAYMENT AMOUNT				235.58 *		235.58

081 CENTER UNIFIED SCHOOL DISTRICT J17870
03-07-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0048 02-07-19
FUND : 01 GENERAL FUND

APY500 L.00.12 03/07/19 10:58 PAGE 3
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS		
020605/00	CALIFORNIA SCHOOL EMPLOYEES						
1842 PO-191789	03/07/2019	23573	1	01-0740-0-5200-475-3200-1000-015-106	NN F	109.00	109.00
TOTAL PAYMENT AMOUNT					109.00 *		109.00
010575/00	CAPITOL CLUTCH & BRAKE INC.						
395 PO-190380	03/07/2019	1551675	1	01-0740-0-4300-112-0000-3600-007-302	NN P	35.60	35.60
395 PO-190380	03/07/2019	1551722	1	01-0740-0-4300-112-0000-3600-007-302	NN P	102.27	102.27
TOTAL PAYMENT AMOUNT					137.87 *		137.87
016082/00	CARMAZZI GLOBAL SOLUTIONS						
1699 PO-191689	03/07/2019	24783	1	01-0000-0-5800-103-4760-1000-019-000	NN P	210.00	210.00
TOTAL PAYMENT AMOUNT					210.00 *		210.00
021036/00	CCHAT CENTER						
752 PO-190850	03/07/2019	12-18 CenterM	3	01-6500-0-5800-102-5750-1180-019-000	NN P	1,599.61	1,599.61
752 PO-190850	03/07/2019	CenterM1-19	3	01-6500-0-5800-102-5750-1180-019-000	NN P	175.08	175.08
TOTAL PAYMENT AMOUNT					1,774.69 *		1,774.69
014033/00	CHIDLAW, DIANE						
1962 PO-191969	03/07/2019	SUPPLIES	1	01-0000-0-4300-236-1110-1000-009-000	NN F	22.87	22.87
TOTAL PAYMENT AMOUNT					22.87 *		22.87
018180/00	CITRUS HEIGHTS SAW & MOWER						
63 PO-190055	03/07/2019	463329	1	01-0000-0-4300-106-0000-8110-007-000	NN P	122.59	122.59
63 PO-190055	03/07/2019	463330	1	01-0000-0-4300-106-0000-8110-007-000	NN P	215.42	215.42
TOTAL PAYMENT AMOUNT					338.01 *		338.01
018527/00	CONTI CORPORATION						
2024 PO-191964	03/07/2019	19020320	1	01-0000-0-4300-106-0000-8300-007-995	NN F	1,513.30	1,513.30
2024 PO-191964	03/07/2019	19020320	2	01-0000-0-5800-106-0000-8300-007-995	NN F	19,744.70	19,744.70
TOTAL PAYMENT AMOUNT					21,258.00 *		21,258.00

081 CENTER UNIFIED SCHOOL DISTRICT J17870
03-07-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0048 02-07-19
FUND : 01 GENERAL FUND

APY500 L.00.12 03/07/19 10:58 PAGE 4
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Net Amount
021979/00	COUNTY OF SACRAMENTO							
2029 PO-191967	03/07/2019	2ND QTR FEES	1	01-0000-0-5800-105-0000-7200-005-000	NN F		2,185.75	2,185.75
TOTAL PAYMENT AMOUNT							2,185.75 *	2,185.75
021797/00	D3 SPORTS INC							
1638 PO-191613	03/07/2019	2012#3	1	01-7220-0-5800-472-1110-1000-014-209	NN F		447.45	447.45
TOTAL PAYMENT AMOUNT							447.45 *	447.45
014858/00	DEASON, CRAIG							
2022 PO-191963	03/07/2019	REIMB PARKING	1	01-0000-0-5200-106-0000-8110-007-000	NN F		28.00	28.00
TOTAL PAYMENT AMOUNT							28.00 *	28.00
021626/00	DELTA WIRELESS INC							
1941 PO-191900	03/07/2019	145003725	1	01-0000-0-5600-238-0000-2700-010-000	NN F		46.98	46.98
TOTAL PAYMENT AMOUNT							46.98 *	46.98
010481/00	DEMCO INC							
1857 PO-191817	03/07/2019	6555312	1	01-0000-0-4300-236-1110-1000-009-000	NN F		502.04	505.36
1734 PO-191843	03/07/2019	6556002	1	01-0409-0-4300-236-0000-2420-009-000	NN F		872.78	878.54
TOTAL PAYMENT AMOUNT							1,383.90 *	1,383.90
014521/00	DUNCAN, TINA							
2051 PO-192002	03/07/2019	REIMB REFRESHMENTS	1	01-0000-0-4300-103-0000-2110-019-000	NN F		91.19	91.19
TOTAL PAYMENT AMOUNT							91.19 *	91.19
010336/00	ECOTECH PEST MANAGEMENT INC							
16 PO-190011	03/07/2019	23793	1	01-0000-0-5500-106-0000-8110-007-000	NN F		9,304.00	712.00
TOTAL PAYMENT AMOUNT							712.00 *	712.00

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081 CENTER UNIFIED SCHOOL DISTRICT J17870
03-07-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0048 02-07-19
FUND : 01 GENERAL FUND

APY500 L.00.12 03/07/19 10:58 PAGE 6
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MPS		
010602/00	HI-LINE ELECTRICAL & MECH							
1095 PO-191072	03/07/2019	10684103	1	01-0740-0-4300-112-0000-3600-007-302	NN P		228.53	228.53
TOTAL PAYMENT AMOUNT						228.53 *		228.53
020904/00	HIBBERT, NIKKI							
1237 PO-191212	03/07/2019	TRIP 1880	1	01-0740-0-5800-112-0000-3600-007-302	NN P		15.00	15.00
TOTAL PAYMENT AMOUNT						15.00 *		15.00
018790/00	HOBART, KOURTNEY							
2009 PO-191971	03/07/2019	MILEAGE	1	01-5630-0-5800-601-1421-1000-017-120	NN F		133.98	133.98
TOTAL PAYMENT AMOUNT						133.98 *		133.98
017002/00	HOME DEPOT CREDIT SERVICES							
468 PO-190456	03/07/2019	6035322649033119	1	01-6387-0-4300-472-1110-1000-019-201	NN P		2,644.94	2,644.94
TOTAL PAYMENT AMOUNT						2,644.94 *		2,644.94
016225/00	JAMES STANFIELD & CO. INC							
1821 PO-191780	03/07/2019	82840	1	01-3410-0-4200-472-1110-1000-014-207	NN F		858.33	858.33
TOTAL PAYMENT AMOUNT						858.33 *		858.33
018343/00	JBEILY, TAMI							
1988 PO-191958	03/07/2019	MILEAGE	1	01-0000-0-5210-103-0000-2110-019-000	NN F		39.21	39.21
TOTAL PAYMENT AMOUNT						39.21 *		39.21
019657/00	JENNINGS, KIRA							
2003 PO-191987	03/07/2019	REIMB REFRESHMENTS	1	01-3010-0-4300-238-1110-1000-010-109	NN F		74.02	74.02
TOTAL PAYMENT AMOUNT						74.02 *		74.02
011200/00	LATHROP, JULIA							
1864 PO-191931	03/07/2019	reimb snacks	1	01-0000-0-4300-371-1110-1000-012-996	NN F		47.08	47.08
1864 PO-191931	03/07/2019	reimb snacks	2	01-3010-0-4300-371-1110-1000-012-108	NN F		7.56	7.56
TOTAL PAYMENT AMOUNT						54.64 *		54.64

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	
								Liq Amt Net Amount
017899/00	LAWSON, BECKY							
2004 PO-191988	03/07/2019	TRAVEL EXPENSE	1	01-0000-0-5200-103-0000-7200-019-000	N	F		975.62 975.62
2030 PO-191992	03/07/2019	MILEAGE	1	01-0000-0-5210-103-0000-2110-019-000	N	F		52.20 52.20
TOTAL PAYMENT AMOUNT				1,027.82 *				1,027.82
014875/00	LCN SERVICES LLC							
1888 PO-191849	03/07/2019	AAA1-1732-1	1	01-0000-0-5800-115-0000-7700-007-000	NY	F		42,000.00 42,000.00
TOTAL PAYMENT AMOUNT				42,000.00 *				42,000.00
010806/00	LD PRODUCTS							
1943 PO-191889	03/07/2019	SIP-009318893	1	01-0000-0-4300-236-1110-1000-009-000	NN	F		172.39 172.39
1931 PO-191898	03/07/2019	SIP-00932778	1	01-3010-0-4300-236-1110-1000-009-111	NN	F		138.93 132.47
TOTAL PAYMENT AMOUNT				304.86 *				304.86
021926/00	MATRE, KAREN							
2028 PO-191966	03/07/2019	REIMB PARKING	1	01-0000-0-5200-106-0000-8110-007-000	NN	F		30.00 30.00
TOTAL PAYMENT AMOUNT				30.00 *				30.00
022406/00	MAXIM HEALTHCARE SERVICES INC							
622 PO-190577	03/07/2019	6343330262	1	01-0740-0-5800-104-0000-3140-019-128	NN	P		1,437.50 1,437.50
622 PO-190577	03/07/2019	6358810262	1	01-0740-0-5800-104-0000-3140-019-128	NN	P		1,422.50 1,422.50
786 PO-190854	03/07/2019	6358810262	2	01-6500-0-5800-102-5750-1180-019-000	NN	P		813.20 813.20
786 PO-190854	03/07/2019	6343330262	2	01-6500-0-5800-102-5750-1180-019-000	NN	P		540.00 540.00
TOTAL PAYMENT AMOUNT				4,213.20 *				4,213.20
016087/00	MICHAEL'S TRANSPORTATION SERV.							
362 PO-190346	03/07/2019	108330	1	01-0740-0-5800-112-0000-3600-007-302	NN	P		3,240.00 3,240.00
TOTAL PAYMENT AMOUNT				3,240.00 *				3,240.00
019059/00	MILLENNIUM TERMITE & PEST							
12 PO-190009	03/07/2019	TR-71099	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		91.00 91.00
12 PO-190009	03/07/2019	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		57.00 57.00
12 PO-190009	03/07/2019	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		59.00 59.00
TOTAL PAYMENT AMOUNT				207.00 *				207.00

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num								
Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	
													Liq Amt
													Net Amount
017576 (CONTINUED)													
1878	PO-191856	03/07/2019	279253232001	1	01-0409-0-4300-238-0000-2420-010-000	NN	F						128.21
1910	PO-191866	03/07/2019	279254696001	1	01-0000-0-4300-238-1110-1000-010-000	NN	F						60.08
1903	PO-191878	03/07/2019	279979261001	1	01-6500-0-4300-472-5770-1120-014-000	NN	F						199.00
1927	PO-191883	03/07/2019	279977517001	1	01-0000-0-4300-236-1110-1000-009-000	NN	F						69.46
1938	PO-191887	03/07/2019	279976279001	1	01-6300-0-4300-238-1110-1000-010-000	NN	F						122.62
1947	PO-191904	03/07/2019	280250274001	1	01-0000-0-4300-238-1110-1000-010-000	NN	F						79.99
1966	PO-191913	03/07/2019	280249273001	1	01-6500-0-4300-240-5750-1110-011-000	NN	F						208.87
TOTAL PAYMENT AMOUNT												3,331.40 *	3,331.40
022242/00 PAVLOVICH, DEBORAH													
2060	PO-191981	03/07/2019	MED REIMB	1	01-6500-0-3401-234-5770-1120-000-000	NN	F						50.00
TOTAL PAYMENT AMOUNT												50.00 *	50.00
018009/00 PEREZ, ALEX													
1991	PO-191985	03/07/2019	REIMB	1	01-0076-0-4300-472-1110-4200-014-808	NN	F						980.47
TOTAL PAYMENT AMOUNT												980.47 *	980.47
014069/00 PLATT ELECTRIC SUPPLY INC													
56	PO-190048	03/07/2019	U473437	1	01-8150-0-4300-106-0000-8110-007-000	NN	P						43.25
56	PO-190048	03/07/2019	U478961	1	01-8150-0-4300-106-0000-8110-007-000	NN	P						143.06
56	PO-190048	03/07/2019	U410902	1	01-8150-0-4300-106-0000-8110-007-000	NN	P						36.85
56	PO-190048	03/07/2019	U578440	1	01-8150-0-4300-106-0000-8110-007-000	NN	P						267.45
TOTAL PAYMENT AMOUNT												490.61 *	490.61
021401/00 PRACTI-CAL INC													
175	PO-190194	03/07/2019	342559	1	01-5640-0-5800-102-1110-1000-019-000	NN	P						383.71
TOTAL PAYMENT AMOUNT												383.71 *	383.71
021194/00 PRUDENTIAL OVERALL SUPPLY INC													
115	PO-190085	03/07/2019	180331309	1	01-0740-0-5800-112-0000-3600-007-302	NN	P						65.90
TOTAL PAYMENT AMOUNT												65.90 *	65.90

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt
								Net Amount
019976/00	RAMIREZ, TRACY LAFAY							
836 PO-190802	03/07/2019	JAN-FEB	1	01-6500-0-5210-102-5060-2110-019-000	NN	P		135.20
								135.20
								135.20
020716/00	ROBERT A HOFFMAN							
1984 PO-191956	03/07/2019	CENTER VISION SCREENING	1	01-0740-0-5800-104-0000-3140-019-128	NY	F		3,843.00
								3,843.00
								3,843.00
014063/00	ROGERS, DELAVON							
2012 PO-191973	03/07/2019	MILEAGE	1	01-5630-0-5800-601-1421-1000-017-120	NN	F		47.12
								47.12
								47.12
010242/00	ROTO-ROOTER PLUMBERS							
2033 PO-191968	03/07/2019	324304869	1	01-8150-0-5800-106-0000-8110-007-000	NN	F		275.00
								275.00
								275.00
016909/00	SACRAMENTO CO OFFICE OF ED							
1395 PO-191365	03/07/2019	191904	1	01-3010-0-5200-475-3200-1000-015-106	NN	F		150.00
1659 PO-191625	03/05/2019	191904	1	01-4035-0-5200-238-1110-1000-010-103	NN	F		150.00
								300.00
								300.00
014493/00	SACRAMENTO EDUCATIONAL CABLE							
1998 PO-191939	03/07/2019	1073	1	01-4035-0-5200-371-1110-1000-012-103	NN	F		450.00
								450.00
								450.00
016337/00	SAECHAO, MUANG							
829 PO-190801	03/07/2019	FEB MILEAGE	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		216.92
								216.92
								216.92

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

018912/00	SAFETY-KLEEN CORPORATION						
1801 PO-191872	03/07/2019	78877175	1 01-0740-0-4300-112-0000-3600-007-302 NN F			764.94	764.94
TOTAL PAYMENT AMOUNT			764.94 *				764.94
017234/00	SCHIRO, BONNIE						
1985 PO-191983	03/06/2019	REIMB TV	1 01-0000-0-4300-472-1110-1000-014-000 N F			328.10	328.10
1986 PO-191984	03/07/2019	REIMB AMAZON ORDER	1 01-0000-0-4300-472-0000-2700-014-000 N F			27.48	27.48
TOTAL PAYMENT AMOUNT			355.58 *				355.58
020695/00	SCHOOL OUTFITTERS						
1752 PO-191705	03/07/2019	INV13061119,13064873	1 01-0000-0-4300-236-1110-1000-009-000 NN F			1,893.89	1,893.89
1752 PO-191705	03/07/2019	13061119,13064873	2 01-0000-0-4400-236-1110-1000-009-000 NN F			1,747.82	1,747.82
TOTAL PAYMENT AMOUNT			3,641.71 *				3,641.71
010373/00	SCHOOLS INSURANCE AUTHORITY						
164 PO-190151	03/07/2019	2019 UST-BZ.15	1 01-0740-0-5800-112-0000-3600-007-302 NN F			465.00	85.00
TOTAL PAYMENT AMOUNT			85.00 *				85.00
011500/00	SCHOOLS INSURANCE AUTHORITY						
FV-190070	03/07/2019	MARCH 2019	01-0000-0-9552-000-0000-0000-000-000 NN				53,838.06
TOTAL PAYMENT AMOUNT			53,838.06 *				53,838.06
021404/00	SEELE, TINA						
2008 PO-191990	03/07/2019	TRAVEL EXPENSE	1 01-4035-0-5200-472-1110-1000-014-103 NN F			437.40	437.40
TOTAL PAYMENT AMOUNT			437.40 *				437.40
020087/00	SOCCER PRO						
1441 PO-191500	03/07/2019	51552,51568	2 01-0076-0-5800-472-1110-4200-014-811 NN F			841.74	841.75
1441 PO-191500	03/07/2019	51552,51568	1 01-0076-0-4300-472-1110-4200-014-811 NN F			155.16	155.16
1815 PO-191758	03/07/2019	inv-000100	1 01-0076-0-4300-472-1110-4200-014-811 NN F			141.80	141.80
TOTAL PAYMENT AMOUNT			1,138.71 *				1,138.71

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
014988/00	SPORE, PATRICIA							
2000 PO-191970	03/05/2019	REIMB PIZZA	1 01-3010-0-4300-238-1110-1000-010-109 NN F			215.50	215.50	
TOTAL PAYMENT AMOUNT			215.50 *				215.50	
020252/00	STAPLES BUSINESS ADVANTAGE							
1858 PO-191818	03/07/2019	3405708737	1 01-0000-0-4300-234-1110-1000-008-000 NN F			117.45	122.72	
TOTAL PAYMENT AMOUNT			122.72 *				122.72	
017006/00	STONEWARE INC							
1715 PO-191693	03/07/2019	00103566	1 01-6387-0-5800-472-1110-1000-019-201 NN F			512.00	512.00	
TOTAL PAYMENT AMOUNT			512.00 *				512.00	
020399/00	SUMDOG							
1584 PO-191572	03/07/2019	inv-9601	1 01-6300-0-5800-234-1110-1000-008-000 NN F			1,600.00	1,600.00	
TOTAL PAYMENT AMOUNT			1,600.00 *				1,600.00	
017946/00	TALMAGE, HILARI							
2038 PO-191996	03/07/2019	REIMB BANNER	1 01-6500-0-4300-102-5001-2700-019-000 NN F			36.62	36.62	
TOTAL PAYMENT AMOUNT			36.62 *				36.62	
014464/00	THE GET A JOB KIT							
1854 PO-191815	03/07/2019	2019022001	1 01-3410-0-4200-472-1110-1000-014-207 NY F			1,507.81	1,507.81	
TOTAL PAYMENT AMOUNT			1,507.81 *				1,507.81	
014079/00	THYSSENKRUPP ELEVATOR CORP							
10 PO-190007	03/07/2019	3004453321	1 01-8150-0-5800-106-0000-8110-007-000 NN P			298.81	298.81	
10 PO-190007	03/07/2019	3004454443	1 01-8150-0-5800-106-0000-8110-007-000 NN P			1,098.86	1,098.86	
TOTAL PAYMENT AMOUNT			1,397.67 *				1,397.67	

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MPS	Liq Amt Net Amount

018015/00	TOMPKINS, SHELLEY						
2025 PO-191975	03/07/2019	MILEAGE	1	01-0740-0-5210-601-1110-1000-017-120	NN F	48.72	48.72
2034 PO-191977	03/07/2019	REIMB CLOTHING	1	01-5630-0-4300-601-1421-1000-017-120	NN F	493.24	493.24
TOTAL PAYMENT AMOUNT						541.96 *	541.96
014125/00	TROTTER, DUSTY						
2010 PO-191972	03/07/2019	MILEAGE	1	01-5630-0-5800-601-1421-1000-017-120	NN F	62.42	62.42
TOTAL PAYMENT AMOUNT						62.42 *	62.42
010139/00	TROXELL COMMUNICATIONS INC						
1798 PO-191747	03/07/2019	163101	2	01-0370-0-4400-115-1110-1000-007-000	NN P	11,486.15	11,486.15
1798 PO-191747	03/07/2019	163562	1	01-0370-0-4300-115-1110-1000-007-000	NN P	1,777.88	1,777.88
1850 PO-191796	03/07/2019	164199	1	01-0370-0-4400-115-1110-1000-007-000	NN P	12,775.50	12,775.50
1884 PO-191834	03/07/2019	163982	1	01-0370-0-4300-115-1110-1000-007-000	NN P	1,804.82	1,804.82
TOTAL PAYMENT AMOUNT						27,844.35 *	27,844.35
010552/00	WAXIE SANITARY SUPPLY						
73 PO-190068	03/07/2019	78095271	1	01-0000-0-9320-000-0000-0000-000-000	NN P	686.14	686.14
73 PO-190068	03/07/2019	78102395	1	01-0000-0-9320-000-0000-0000-000-000	NN P	183.05	183.05
73 PO-190068	03/07/2019	78102421	1	01-0000-0-9320-000-0000-0000-000-000	NN P	499.96	499.96
582 PO-190557	03/07/2019	781009301	1	01-0000-0-4300-111-0000-8200-007-000	NN P	429.04	429.04
582 PO-190557	03/07/2019	78109309	1	01-0000-0-4300-111-0000-8200-007-000	NN P	71.26	71.26
582 PO-190557	03/07/2019	78109369	1	01-0000-0-4300-111-0000-8200-007-000	NN P	145.79	145.79
TOTAL PAYMENT AMOUNT						2,015.24 *	2,015.24
016439/00	WEAVER, SANDRA						
2020 PO-191991	03/07/2019	TRAVEL EXPENSE	1	01-4035-0-5200-472-1110-1000-014-103	NN F	502.88	502.88
TOTAL PAYMENT AMOUNT						502.88 *	502.88
022348/00	WILSON, SHERRY						
761 PO-190743	03/07/2019	TRIP 1880	1	01-0740-0-5800-112-0000-3600-007-302	NN P	15.00	15.00
761 PO-190743	03/07/2019	TRIP2020	1	01-0740-0-5800-112-0000-3600-007-302	NN P	15.00	15.00
TOTAL PAYMENT AMOUNT						30.00 *	30.00

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
019497/00	WOODS, HEATHER							
1994 PO-191986	03/07/2019	REIME BATTERIES	1 01-0076-0-4300-472-1110-4200-014-813 NN F			42.85	42.85	
TOTAL PAYMENT AMOUNT						42.85 *	42.85	
017313/00	XEROX							
183 PO-190171	03/07/2019	230110196	1 01-0000-0-5800-116-0000-7200-007-992 NN P			35,226.52	35,226.52	
185 PO-190172	03/07/2019	230110144	1 01-0000-0-5800-116-0000-7200-007-992 NN P			1,881.62	1,881.62	
TOTAL PAYMENT AMOUNT						37,108.14 *	37,108.14	
TOTAL FUND PAYMENT						267,528.64 **	267,528.64	
TOTAL USE TAX AMOUNT						74.35		

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS
							Liq Amt
							Net Amount

022291/00	BURLINGTON ENGLISH INC						
1929 PO-191896	03/07/2019	L12910	1	11-3905-0-5800-600-4130-1000-015-000	NN	F	11,040.00
TOTAL PAYMENT AMOUNT							11,040.00 *
TOTAL FUND PAYMENT							11,040.00 **

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MPS		
021080 (CONTINUED)								
79 PO-190069	03/07/2019	2667157	1	13-5310-0-4700-108-0000-3700-007-000	NN P		104.82	104.82
79 PO-190069	03/07/2019	2674988	1	13-5310-0-4700-108-0000-3700-007-000	NN P		3,882.55	3,882.55
79 PO-190069	03/07/2019	2675925	1	13-5310-0-4700-108-0000-3700-007-000	NN P		355.56	355.56
79 PO-190069	03/07/2019	2656131	1	13-5310-0-4700-108-0000-3700-007-000	NN P		140.00	140.00
79 PO-190069	03/07/2019	2667636	1	13-5310-0-4700-108-0000-3700-007-000	NN P		89.10	89.10
79 PO-190069	03/07/2019	2681451	1	13-5310-0-4700-108-0000-3700-007-000	NN P		63.90	63.90
TOTAL PAYMENT AMOUNT				26,294.57 *				26,294.57
014098/00 JEW, JEANNENE								
2011 PO-191960	03/07/2019	REIMB FOOD	1	13-5310-0-4700-108-0000-3700-007-000	NN F		23.20	23.20
TOTAL PAYMENT AMOUNT				23.20 *				23.20
019993/00 PROPACIFIC FRESH								
121 PO-190089	03/07/2019	62230	1	13-5310-0-4700-108-0000-3700-007-000	NN P		2,763.95	2,763.95
121 PO-190089	03/07/2019	60270	1	13-5310-0-4700-108-0000-3700-007-000	NN P		6,658.13	6,658.13
121 PO-190089	03/07/2019	60507	1	13-5310-0-4700-108-0000-3700-007-000	NN P		2,042.57	2,042.57
121 PO-190089	03/07/2019	61169	1	13-5310-0-4700-108-0000-3700-007-000	NN P		1,739.55	1,739.55
121 PO-190089	03/07/2019	61188	1	13-5310-0-4700-108-0000-3700-007-000	NN P		1,740.42	1,740.42
121 PO-190089	03/07/2019	61883	1	13-5310-0-4700-108-0000-3700-007-000	NN P		938.06	938.06
TOTAL PAYMENT AMOUNT				15,882.68 *				15,882.68
018033/00 SWETT, MICHELLE								
157 PO-190158	03/07/2019	FEB 2019	1	13-5310-0-5210-108-0000-3700-007-000	NN P		39.21	39.21
TOTAL PAYMENT AMOUNT				39.21 *				39.21
011422/00 SYSCO OF SAN FRANCISCO								
81 PO-190071	03/07/2019	231180411	1	13-5310-0-4700-108-0000-3700-007-000	NN P		968.94	968.94
TOTAL PAYMENT AMOUNT				968.94 *				968.94
TOTAL FUND			PAYMENT	53,286.89 **				53,286.89

081 CENTER UNIFIED SCHOOL DISTRICT J17870
03-07-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0048 02-07-19
FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Reg Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			Liq Amt	Net Amount

016043/00	SHELTONS UNLIMITED MECHANICAL						
2018 PO-191947	03/07/2019	#19-22679	1	14-0024-0-4400-106-9265-8110-007-000	NN F	5,899.31	5,899.31
2018 PO-191947	03/07/2019	19-22679	2	14-0024-0-5600-106-9265-8110-007-000	NN F	3,000.00	3,000.00
TOTAL PAYMENT AMOUNT				8,899.31	*		8,899.31
TOTAL FUND PAYMENT				8,899.31	**		8,899.31

081 CENTER UNIFIED SCHOOL DISTRICT J17870
03-07-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0048 02-07-19
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount		
015226/00	ATI ARCHITECTS & ENGINEERS						
569 PO-190570	03/07/2019	1501091	2 21-0000-0-6215-106-0000-8500-007-611 NN P	4,435.34	4,435.34		
570 PO-190571	03/07/2019	1501092	2 21-0000-0-6215-106-0000-8500-007-612 NN F	15,154.16	5,047.67		
TOTAL PAYMENT AMOUNT				9,483.01 *	9,483.01		
015195/00	BIONDI PAVING & ENGINEERING						
680 PO-190661	03/07/2019	1804-5 retention	1 21-0000-0-6243-106-0000-8500-007-619 NN F	22,249.14	22,249.13		
TOTAL PAYMENT AMOUNT				22,249.13 *	22,249.13		
017213/00	DIVISION OF STATE ARCHITECT						
2017 PO-191946	03/07/2019	#02-116405	1 21-0000-0-6201-106-0000-8500-007-620 NN F	2,931.69	2,931.69		
TOTAL PAYMENT AMOUNT				2,931.69 *	2,931.69		
TOTAL FUND PAYMENT				34,663.83 **	34,663.83		
TOTAL BATCH PAYMENT				401,398.86 ***	0.00	401,398.86	
TOTAL USE TAX AMOUNT				74.35			
TOTAL DISTRICT PAYMENT				401,398.86 ****	0.00	401,398.86	
TOTAL USE TAX AMOUNT				74.35			
TOTAL FOR ALL DISTRICTS:				401,398.86 ****	0.00	401,398.86	
TOTAL USE TAX AMOUNT				74.35			

Number of checks to be printed: 105, not counting voids due to stub overflows.

Batch status: A All

From batch: 0049

To batch: 0049

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J18090
03-14-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0049 3-14-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MPS	Liq Amt	Net Amount	

010002/00	ALDAR ACADEMY							
750 PO-190848	03/14/2019	FEBRUARY 2019	2	01-6500-0-5800-102-5750-1180-019-000	NN F	35,044.00	4,380.50	
TOTAL PAYMENT AMOUNT						4,380.50 *	4,380.50	
010669/00	ALHAMBRA & SIERRA SPRINGS							
314 PO-190305	03/14/2019	27053384782453	1	01-8150-0-4300-106-0000-8110-007-000	NN P	58.88	58.88	
314 PO-190305	03/14/2019	27053384782453	2	01-8150-0-5600-106-0000-8110-007-000	NN P	30.00	30.00	
431 PO-190406	03/14/2019	27050334781839	2	01-0740-0-5600-475-3200-2700-015-106	NN P	7.99	7.99	
431 PO-190406	03/14/2019	27050334781839	1	01-0740-0-4300-475-3200-2700-015-106	NN P	28.93	28.93	
1461 PO-191426	03/14/2019	27047404781257	1	01-0740-0-5600-112-0000-3600-007-302	NN P	7.99	7.99	
1461 PO-191426	03/14/2019	27047404781257	2	01-0740-0-4300-112-0000-3600-007-302	NN P	64.87	64.87	
TOTAL PAYMENT AMOUNT						198.66 *	198.66	
011481/00	AT&T							
20 PO-190015	03/14/2019	12721868	1	01-0000-0-5930-106-0000-8110-007-000	NN P	6,849.17	6,849.17	
TOTAL PAYMENT AMOUNT						6,849.17 *	6,849.17	
021604/00	ATLAS DISPOSAL INDUSTRIES							
9 PO-190006	03/14/2019	1031	1	01-0000-0-5525-106-0000-8110-007-000	NN P	230.13	230.13	
9 PO-190006	03/14/2019	149397	1	01-0000-0-5525-106-0000-8110-007-000	NN P	567.96	567.96	
9 PO-190006	03/14/2019	149398	1	01-0000-0-5525-106-0000-8110-007-000	NN P	1,794.54	1,794.54	
9 PO-190006	03/14/2019	149399	1	01-0000-0-5525-106-0000-8110-007-000	NN P	733.43	733.43	
9 PO-190006	03/14/2019	149400	1	01-0000-0-5525-106-0000-8110-007-000	NN P	307.08	307.08	
9 PO-190006	03/14/2019	149401	1	01-0000-0-5525-106-0000-8110-007-000	NN P	266.28	266.28	
9 PO-190006	03/14/2019	149402	1	01-0000-0-5525-106-0000-8110-007-000	NN P	524.84	524.84	
9 PO-190006	03/14/2019	149403	1	01-0000-0-5525-106-0000-8110-007-000	NN P	473.59	473.59	
9 PO-190006	03/14/2019	149404	1	01-0000-0-5525-106-0000-8110-007-000	NN P	86.92	86.92	
9 PO-190006	03/14/2019	189672	1	01-0000-0-5525-106-0000-8110-007-000	NN P	449.43	449.43	
9 PO-190006	03/14/2019	1032	1	01-0000-0-5525-106-0000-8110-007-000	NN P	443.45	443.45	
TOTAL PAYMENT AMOUNT						5,877.65 *	5,877.65	
019504/00	B & H PHOTO-VIDEO							
1883 PO-191858	03/14/2019	155021071	1	01-0000-0-4300-238-0000-2700-010-000	YN F	924.50	698.00	
TOTAL PAYMENT AMOUNT						698.00 *	698.00	
TOTAL USE TAX AMOUNT						54.10		

081 CENTER UNIFIED SCHOOL DISTRICT J18090
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ACCOUNTS PAYABLE PRELIST
BATCH: 0049 3-14-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					

019624/00	B & H VIDEO							
1281 PO-191280	03/14/2019	152651142	1 01-6387-0-4300-472-1110-1000-019-201 NN P			166.13	166.13	
1281 PO-191280	03/14/2019	152622348	1 01-6387-0-4300-472-1110-1000-019-201 NN P			663.32	663.32	
1281 PO-191280	03/14/2019	154766421	1 01-6387-0-4300-472-1110-1000-019-201 NN P			267.77	267.77	
1281 PO-191280	03/14/2019	152663729	1 01-6387-0-4300-472-1110-1000-019-201 NN F			2,270.22	1,744.98	
TOTAL PAYMENT AMOUNT			2,842.20 *				2,842.20	
015623/00	BARRIGA, MARIA I. PEREZ							
1152 PO-191129	03/14/2019	FEB MILEAGE	1 01-6500-0-5800-102-5750-1180-019-000 NN P			264.42	264.42	
TOTAL PAYMENT AMOUNT			264.42 *				264.42	
016149/00	BENNETT, JANET							
2068 PO-192044	03/14/2019	TRAVEL EXPENSES	1 01-4035-0-5200-472-1110-1000-014-103 NN F			1,466.91	1,466.91	
TOTAL PAYMENT AMOUNT			1,466.91 *				1,466.91	
022147/00	BLICK ART MATERIALS							
1765 PO-191798	03/14/2019	1155716	1 01-6300-0-4300-472-1110-1000-014-000 NN F			566.83	571.77	
TOTAL PAYMENT AMOUNT			571.77 *				571.77	
016216/00	BORASI, CHRIS							
2056 PO-192070	03/14/2019	reimb snacks	1 01-0000-0-4300-371-0000-2700-012-000 NN F			208.56	208.56	
TOTAL PAYMENT AMOUNT			208.56 *				208.56	
022203/00	CARDEN, SABRINA							
2059 PO-192039	03/14/2019	REIMB LABELS	1 01-0000-0-4300-472-0000-2700-014-000 NN F			27.02	27.02	
TOTAL PAYMENT AMOUNT			27.02 *				27.02	
016082/00	CARMAZZI GLOBAL SOLUTIONS							
1699 PO-191689	03/14/2019	19-23724	1 01-0000-0-5800-103-4760-1000-019-000 NN P			26.10	26.10	
TOTAL PAYMENT AMOUNT			26.10 *				26.10	

081 CENTER UNIFIED SCHOOL DISTRICT J18090
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ACCOUNTS PAYABLE PRELIST
BATCH: 0049 3-14-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			

020305/00	CDW GOVERNMENT INC.							
1911 PO-191867	03/14/2019	RHG9414		1	01-0000-0-4300-238-0000-2700-010-000	NN F	107.21	101.83
1923 PO-191895	03/14/2019	RHC5038		1	01-0000-0-4300-103-0000-2110-019-000	NN P	115.94	115.94
1923 PO-191895	03/14/2019	RHH9091		1	01-0000-0-4300-103-0000-2110-019-000	NN F	299.22	299.22
TOTAL PAYMENT AMOUNT							516.99 *	516.99
010407/00	CENTER UNIFIED REVOLVING FUND							
2088 PO-192032	03/14/2019	4245		1	01-0000-0-4300-101-0000-7150-002-000	NN F	70.00	70.00
2088 PO-192032	03/14/2019	4245		2	01-0000-0-4300-120-0000-7110-000-000	NN F	140.00	140.00
TOTAL PAYMENT AMOUNT							210.00 *	210.00
013928/00	CINTAS LOCATION 622							
168 PO-190153	03/14/2019	4017818403		1	01-0000-0-5800-111-0000-8200-007-000	NN P	27.86	27.86
168 PO-190153	03/14/2019	4017818421		1	01-0000-0-5800-111-0000-8200-007-000	NN P	5.83	5.83
168 PO-190153	03/14/2019	4017818449		1	01-0000-0-5800-111-0000-8200-007-000	NN P	64.22	64.22
168 PO-190153	03/14/2019	4017818472		1	01-0000-0-5800-111-0000-8200-007-000	NN P	4.43	4.43
168 PO-190153	03/14/2019	4017818474		1	01-0000-0-5800-111-0000-8200-007-000	NN P	42.62	42.62
168 PO-190153	03/14/2019	4017818537		1	01-0000-0-5800-111-0000-8200-007-000	NN P	9.79	9.79
168 PO-190153	03/14/2019	4017818566		1	01-0000-0-5800-111-0000-8200-007-000	NN P	24.46	24.46
168 PO-190153	03/14/2019	4017818624		1	01-0000-0-5800-111-0000-8200-007-000	NN P	9.79	9.79
TOTAL PAYMENT AMOUNT							189.00 *	189.00
018180/00	CITRUS HEIGHTS SAW & MOWER							
63 PO-190055	03/14/2019	463454		1	01-0000-0-4300-106-0000-8110-007-000	NN P	158.38	158.38
63 PO-190055	03/14/2019	458905		1	01-0000-0-4300-106-0000-8110-007-000	NN P	676.21	676.21
63 PO-190055	03/14/2019	464250		1	01-0000-0-4300-106-0000-8110-007-000	NN P	259.60	259.60
2098 PO-192051	03/14/2019	463699		1	01-0000-0-4300-106-0000-8110-007-000	NN F	12.28	12.28
2098 PO-192051	03/14/2019	463699		2	01-0000-0-5600-106-0000-8110-007-000	NN F	48.50	48.50
TOTAL PAYMENT AMOUNT							1,154.97 *	1,154.97
019987/00	COLFAX HIGH SCHOOL							
2081 PO-192028	03/14/2019	INVITATIONAL- CHS		1	01-0076-0-5800-472-1110-4200-014-815	NN F	250.00	250.00
TOTAL PAYMENT AMOUNT							250.00 *	250.00

081 CENTER UNIFIED SCHOOL DISTRICT J18090
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ACCOUNTS PAYABLE PRELIST
BATCH: 0049 3-14-19
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Reg Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MPS		
014557/00	COLLEGE OAK TOW & TRANSPORT							
557 PO-190542	03/12/2019	T15003	1	01-0740-0-5800-112-0000-3600-007-302	NN	P	225.00	225.00
557 PO-190542	03/14/2019	T15004	1	01-0740-0-5800-112-0000-3600-007-302	NN	P	337.50	337.50
TOTAL PAYMENT AMOUNT							562.50 *	562.50
015191/00	CONIDARIS, CYNTHIA							
772 PO-190753	03/14/2019	FEB MILEAGE	1	01-6500-0-5210-102-5060-2110-019-000	NN	P	182.70	182.70
TOTAL PAYMENT AMOUNT							182.70 *	182.70
017386/00	CORDOVA HIGH SCHOOL							
2073 PO-192021	03/14/2019	TRACK-CHS	1	01-0076-0-5800-472-1110-4200-014-815	NN	F	200.00	200.00
TOTAL PAYMENT AMOUNT							200.00 *	200.00
010236/00	CREATIVE BUS SALES							
971 PO-190948	03/14/2019	8024879	1	01-0740-0-4300-112-0000-3600-007-302	NN	P	164.18	164.18
971 PO-190948	03/14/2019	5157435	1	01-0740-0-4300-112-0000-3600-007-302	NN	P	261.57	261.57
TOTAL PAYMENT AMOUNT							425.75 *	425.75
021477/00	CUMMINGS, CATHY							
2101 PO-192059	03/14/2019	CONF-TRAVEL	1	01-6387-0-5200-472-1110-1000-019-201	NN	F	295.78	295.78
TOTAL PAYMENT AMOUNT							295.78 *	295.78
014383/00	DEL ORO TRACK AND FIELD							
2082 PO-192029	03/14/2019	TRACK -CHS	1	01-0076-0-5800-472-1110-4200-014-815	NN	F	300.00	300.00
TOTAL PAYMENT AMOUNT							300.00 *	300.00
018951/00	DELL							
1908 PO-191864	03/14/2019	10300072948	1	01-0000-0-5800-472-1110-1000-014-000	NN	F	208.99	148.21
TOTAL PAYMENT AMOUNT							148.21 *	148.21

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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS
021626/00	DELTA WIRELESS INC						
1860 PO-191828	03/14/2019	154000756	1	01-0000-0-4300-472-0000-2700-014-000	NN F	415.75	415.75
			TOTAL PAYMENT AMOUNT			415.75 *	415.75
016002/00	EDGAR, SHERRY						
2014 PO-192015	03/14/2019	TRAVEL EXPENSE	1	01-4035-0-5200-472-1110-1000-014-103	NN F	425.63	425.63
			TOTAL PAYMENT AMOUNT			425.63 *	425.63
020587/00	ELECTRIC GOLF CAR COMPANY INC						
2089 PO-192047	03/14/2019	030519	2	01-0740-0-5600-112-0000-3600-007-302	NN F	75.00	75.00
2089 PO-192047	03/14/2019	030519	1	01-0740-0-4300-112-0000-3600-007-302	NN F	134.63	134.63
			TOTAL PAYMENT AMOUNT			209.63 *	209.63
020232/00	ENCORE GRAPHICS INC						
1979 PO-191926	03/14/2019	21152	1	01-0740-0-5800-112-0000-3600-007-302	NN F	254.88	254.88
			TOTAL PAYMENT AMOUNT			254.88 *	254.88
017681/00	GEARY PACIFIC SUPPLY						
57 PO-190049	03/14/2019	3955815	1	01-8150-0-4400-106-0000-8110-007-000	NN P	489.83	489.83
			TOTAL PAYMENT AMOUNT			489.83 *	489.83
011601/00	GRIMES, PAMELA						
866 PO-190859	03/14/2019	FEB-MILEAGE	1	01-0740-0-5210-104-0000-3140-019-128	NN P	19.66	19.66
			TOTAL PAYMENT AMOUNT			19.66 *	19.66
010992/00	HARBOR FREIGHT TOOLS USA INC						
2036 PO-192007	03/14/2019	873762	1	01-8150-0-4300-106-0000-8110-007-000	NN P	96.47	96.47
			TOTAL PAYMENT AMOUNT			96.47 *	96.47

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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
016133/00	HAWKINS OFFICIATING SERVICE						
2075 PO-192023	03/14/2019	2/1-2/28	1 01-0076-0-5800-371-1110-4200-012-000 NY F		560.00	560.00	
TOTAL PAYMENT AMOUNT			560.00 *			560.00	
010602/00	HI-LINE ELECTRICAL & MECH						
1095 PO-191072	03/14/2019	10686456	1 01-0740-0-4300-112-0000-3600-007-302 NN P		238.94	238.94	
TOTAL PAYMENT AMOUNT			238.94 *			238.94	
011219/00	HILLYARD/SACRAMENTO						
2092 PO-192035	03/14/2019	603345942	1 01-8150-0-4300-106-0000-8110-007-000 NN F		1,071.88	1,071.88	
2093 PO-192036	03/14/2019	603345943	1 01-0000-0-4300-111-0000-8200-007-000 NN F		204.75	204.75	
TOTAL PAYMENT AMOUNT			1,276.63 *			1,276.63	
017002/00	HOME DEPOT CREDIT SERVICES						
53 PO-190045	03/14/2019	6035322503880209	1 01-8150-0-4300-106-0000-8110-007-000 NN P		2,069.90	2,069.90	
1822 PO-191791	03/14/2019	6035322503880206	1 01-0000-0-4300-236-0000-2700-009-000 NN F		1,359.66	1,359.66	
1822 PO-191791	03/14/2019	7901724	2 01-0000-0-4400-236-0000-2700-009-000 NN F		1,359.68	1,359.66	
1932 PO-191884	03/14/2019	10715	1 01-0000-0-4300-114-0000-8200-007-000 NN F		71.05	71.05	
1932 PO-191884	03/14/2019	10715	2 01-0000-0-4300-111-0000-8200-007-991 NN F		73.23	73.23	
TOTAL PAYMENT AMOUNT			4,933.50 *			4,933.50	
021789/00	JABBERGYM INC						
785 PO-190853	03/14/2019	10790	1 01-6500-0-5800-102-5750-1180-019-000 NN P		25,177.50	25,177.50	
TOTAL PAYMENT AMOUNT			25,177.50 *			25,177.50	
019657/00	JENNINGS, KIRA						
2111 PO-192072	03/14/2019	REIMB SNACKS	1 01-3010-0-4300-238-1110-1000-010-109 NN F		232.00	232.00	
TOTAL PAYMENT AMOUNT			232.00 *			232.00	
020090/00	JORDAN, MICHAEL						
2069 PO-192019	03/14/2019	TRAVEL EXPENSE	1 01-0000-0-5200-103-1110-1000-019-000 NN F		749.85	749.85	
TOTAL PAYMENT AMOUNT			749.85 *			749.85	

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MPS			
010212/00	LAKESHORE LEARNING MATERIALS							
1956 PO-191908	03/14/2019	1099640319	1	01-6500-0-4300-240-5750-1110-011-000	NN F		110.95	126.40
TOTAL PAYMENT AMOUNT						126.40 *		126.40
017726/00	LOS ANGELES FREIGHTLINER							
143 PO-190135	03/14/2019	XA410011566:01	1	01-0740-0-4300-112-0000-3600-007-302	NN P		136.41	136.41
143 PO-190135	03/14/2019	XA410011470:01	1	01-0740-0-4300-112-0000-3600-007-302	NN P		428.27	428.27
TOTAL PAYMENT AMOUNT						564.68 *		564.68
018177/00	MAANDI, ABDENOUR							
2095 PO-192049	03/14/2019	REIMB PHYSICAL	1	01-0740-0-5800-112-0000-3600-007-302	NN F		50.00	50.00
TOTAL PAYMENT AMOUNT						50.00 *		50.00
014591/00	MAGNANI, KATHY							
2104 PO-192061	03/14/2019	REIMB REFRESHMENTS	1	01-4035-0-4300-103-1110-1000-019-100	NN F		83.28	83.28
TOTAL PAYMENT AMOUNT						83.28 *		83.28
018720/00	MAITA CHEVROLET							
2094 PO-192048	03/14/2019	1212818	1	01-0740-0-4300-112-0000-3600-007-302	NN F		248.92	248.92
TOTAL PAYMENT AMOUNT						248.92 *		248.92
022406/00	MAXIM HEALTHCARE SERVICES INC							
622 PO-190577	03/14/2019	6380150262	1	01-0740-0-5800-104-0000-3140-019-128	NN P		1,675.00	1,675.00
TOTAL PAYMENT AMOUNT						1,675.00 *		1,675.00
016087/00	MICHAEL'S TRANSPORTATION SERV.							
362 PO-190346	03/14/2019	108479	1	01-0740-0-5800-112-0000-3600-007-302	NN P		3,240.00	3,240.00
TOTAL PAYMENT AMOUNT						3,240.00 *		3,240.00

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MPS	Liq Amt	Net Amount
019828/00	MIRANDA, RYAN						
2080 PO-192027	03/14/2019	REIMB CLOTHING	1	01-5630-0-4300-601-1421-1000-017-120	NN F	566.27	566.27
TOTAL PAYMENT AMOUNT						566.27 *	566.27
016450/00	MORLEY ATHLETIC SUPPLY CO INC						
1936 PO-191918	03/14/2019	DM-918	1	01-0076-0-4300-371-1110-4200-012-000	YN F	230.27	214.79
TOTAL PAYMENT AMOUNT						214.79 *	214.79
TOTAL USE TAX AMOUNT						16.65	
021058/00	MULDOON, CARRIE						
2061 PO-192040	03/14/2019	MILEAGE	1	01-4035-0-5200-472-1110-1000-014-103	NN F	19.60	19.60
TOTAL PAYMENT AMOUNT						19.60 *	19.60
017315/00	NAPA AUTO PARTS - GENUINE AUTO						
514 PO-190494	03/14/2019	ACCT 1850	1	01-0740-0-4300-112-0000-3600-007-302	NN P	86.18	86.18
TOTAL PAYMENT AMOUNT						86.18 *	86.18
020919/00	NAVIANCE INC						
2102 PO-192060	03/14/2019	INV00100159	1	01-4035-0-5800-103-0000-3110-019-103	NN F	5,999.98	5,999.98
2102 PO-192060	03/13/2019	INV00100159	2	01-3010-0-5800-103-0000-3110-019-000	NN F	5,999.98	5,999.98
TOTAL PAYMENT AMOUNT						11,999.96 *	11,999.96
018419/00	NCPS						
788 PO-190855	03/14/2019	NCPS3864	1	01-6500-0-5800-102-5750-1180-019-000	NN P	2,119.04	2,119.04
TOTAL PAYMENT AMOUNT						2,119.04 *	2,119.04
021173/00	NORTH STATE TIRE CO. INC						
2105 PO-192053	03/14/2019	95972,95989	1	01-0740-0-4300-112-0000-3600-007-302	NN P	1,222.42	1,222.42
2105 PO-192053	03/14/2019	95972,95989	2	01-0740-0-5800-112-0000-3600-007-302	NN F	244.00	244.00
TOTAL PAYMENT AMOUNT						1,466.42 *	1,466.42

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	

015787/00 O'REILLY AUTO PARTS

114 PO-190084 03/14/2019 1333147

1 01-0740-0-4300-112-0000-3600-007-302 NN P	1,565.92	1,565.92
TOTAL PAYMENT AMOUNT	1,565.92 *	1,565.92

017576/00 OFFICE DEPOT

1918 PO-191868 03/14/2019 279264950001
1918 PO-191868 03/14/2019 281988241001
1918 PO-191868 03/14/2019 279264954001
1935 PO-191886 03/14/2019 279978171001
1968 PO-191915 03/14/2019 280252539001
1968 PO-191915 03/14/2019 280252538001
1968 PO-191915 03/14/2019 280252540001
1969 PO-191916 03/14/2019 28025174001
1969 PO-191916 03/14/2019 280922993001
1907 PO-191917 03/14/2019 281615058001
1907 PO-191917 03/14/2019 281615059001
1992 PO-191929 03/14/2019 281615980001
1992 PO-191929 03/14/2019 281615981001
1948 PO-191935 03/14/2019 282047869001
1948 PO-191935 03/14/2019 282047869001
2005 PO-191942 03/14/2019 282039414001
1993 PO-191959 03/14/2019 28376364001

1 01-6300-0-4300-240-1110-1000-011-000 NN P	1,019.11	1,019.11
1 01-6300-0-4300-240-1110-1000-011-000 NN M	-2.25	-2.25
1 01-6300-0-4300-240-1110-1000-011-000 NN F	52.35	10.26
1 01-0000-0-4300-472-0000-2700-014-000 NN F	58.15	58.15
1 01-6500-0-4300-240-5770-1120-011-000 NN P	24.95	24.95
1 01-6500-0-4300-240-5770-1120-011-000 NN P	26.45	26.45
1 01-6500-0-4300-240-5770-1120-011-000 NN F	51.04	19.38
1 01-6500-0-4300-240-5750-1110-011-000 NN P	96.73	96.73
1 01-6500-0-4300-240-5750-1110-011-000 NN F	70.89	70.89
1 01-6300-0-4300-371-1110-1000-012-000 NN P	67.31	67.31
1 01-6300-0-4300-371-1110-1000-012-000 NN F	323.36	311.93
1 01-3010-0-4300-238-1110-1000-010-109 NN P	66.49	66.49
1 01-3010-0-4300-238-1110-1000-010-109 NN F	3.13	3.12
1 01-0000-0-4300-371-1110-1000-012-000 NN F	92.86	92.86
2 01-6300-0-4300-371-1110-1000-012-000 NN F	164.67	169.95
1 01-3010-0-4300-240-1110-1000-011-110 NN F	224.60	140.29
1 01-0000-0-4300-472-1385-1000-014-000 NN F	179.86	179.86
TOTAL PAYMENT AMOUNT	2,355.48 *	2,355.48

018516/00 PAR

1974 PO-191953 03/14/2019 968799-1

1 01-6500-0-4300-102-5001-3120-019-000 YN F	290.93	270.00
TOTAL PAYMENT AMOUNT	270.00 *	270.00
TOTAL USE TAX AMOUNT	20.92	

011345/00 PLACER LEARNING CENTER

790 PO-190857 03/14/2019 FEB 2019

1 01-6500-0-5800-102-5750-1180-019-000 NN P	14,506.80	14,506.80
TOTAL PAYMENT AMOUNT	14,506.80 *	14,506.80

014069/00 PLATT ELECTRIC SUPPLY INC

2117 PO-192065 03/14/2019 U621702
2124 PO-192076 03/14/2019 Z424839

1 01-0000-0-4300-111-0000-8200-007-939 NN F	933.46	933.46
1 01-0000-0-4300-111-0000-8200-007-939 NN F	1,263.21	1,263.21
TOTAL PAYMENT AMOUNT	2,196.67 *	2,196.67

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt
								Net Amount
014974/00	PLUMMER, RENEE'							
394 PO-190384	03/14/2019	0319	1	01-0740-0-5800-112-0000-3600-007-302	NY	P		550.00
								550.00
								550.00
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
115 PO-190085	03/14/2019	180331871	1	01-0740-0-5800-112-0000-3600-007-302	NN	P		65.90
								65.90
								65.90
014245/00	RAY, CANDACE							
2074 PO-192022	03/14/2019	REIMB PROPS-COSTUMES	1	01-6300-0-4300-371-1110-1000-012-000	N	F		326.01
								326.01
								326.01
014778/00	RED CAP TIMING							
2086 PO-192031	03/14/2019	INV-597	1	01-0076-0-5800-472-1110-4200-014-815	NY	F		795.00
								795.00
								795.00
010627/00	RIVERVIEW INTERNATIONAL TRUCKS							
262 PO-190249	03/14/2019	990513	1	01-0740-0-4300-112-0000-3600-007-302	NN	P		156.20
								156.20
								156.20
010229/00	RYLAND SCHOOL BUSINESS							
850 PO-190808	03/14/2019	2268	1	01-0000-0-5800-105-0000-7200-005-000	NN	P		480.00
								480.00
								480.00
010315/00	SAC CO OFFICE OF ED FIN SVCS							
1797 PO-192038	03/13/2019	191822	1	01-3010-0-5800-371-1110-1000-012-205	NN	P		807.60
								807.60
								807.60
015769/00	SACRAMENTO COUNTY OFFICE OF ED							
1695 PO-191660	03/14/2019	191971	1	01-4035-0-5200-234-1110-1000-008-103	NN	F		125.00
								125.00
								125.00

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC	RES DEP T9MPS	Liq Amt	Net Amount		
017234/00	SCHIRO, BONNIE							
2063 PO-192042	03/14/2019	REIMB HARD DRIVES	1 01-0000-0-4300-472-1110-1000-014-000	N F	157.73	157.73		
TOTAL PAYMENT AMOUNT					157.73 *			
010800/00	SCHOOL SPECIALTY INC							
1771 PO-191723	03/14/2019	308103264248	1 01-1100-0-4300-240-1110-1000-011-995	NN F	6,793.06	5,823.51		
TOTAL PAYMENT AMOUNT					5,823.51 *			
014786/00	SCHOOL SPECIALTY INC							
2019 PO-191961	03/14/2019	208122508009	1 01-3010-0-4300-240-1110-1000-011-110	NN F	44.43	44.43		
TOTAL PAYMENT AMOUNT					44.43 *			
020811/00	SHRED-IT USA LLC							
988 PO-190976	03/14/2019	8126734632	1 01-0000-0-5800-103-0000-7200-019-000	NN P	85.60	85.60		
TOTAL PAYMENT AMOUNT					85.60 *			
019683/00	SIERRA FOOTHILLS ACADEMY							
791 PO-190858	03/14/2019	SP-RSY-22019-2	1 01-6500-0-5800-102-5750-1180-019-000	NN P	165.75	165.75		
791 PO-190858	03/14/2019	OT-RSY-22019-2	1 01-6500-0-5800-102-5750-1180-019-000	NN P	110.00	110.00		
791 PO-190858	03/14/2019	FEBRUARY 2019	1 01-6500-0-5800-102-5750-1180-019-000	NN P	3,981.32	3,981.32		
TOTAL PAYMENT AMOUNT					4,257.07 *			
017265/00	SIERRA SCHOOL AT EASTERN							
1037 PO-191025	03/14/2019	inv75828	1 01-6500-0-5800-102-5750-1180-019-000	NN P	4,871.57	4,871.57		
TOTAL PAYMENT AMOUNT					4,871.57 *			
021452/00	SLAY, JENNIFER							
2001 PO-192014	03/14/2019	REIMB -PENNANTS	1 01-3010-0-4300-371-1110-1000-012-205	NN F	149.85	149.85		
TOTAL PAYMENT AMOUNT					149.85 *			

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
018015/00	TOMPKINS, SHELLEY							
2079 PO-192026	03/14/2019	REIME TREATMENT	1 01-3010-0-4300-601-1421-1000-017-120 NN F			99.85	99.85	
TOTAL PAYMENT AMOUNT			99.85 *				99.85	
011554/00	TRACTOR SUPPLY CO							
1811 PO-191776	03/14/2019	6035301203476674	1 01-0740-0-4300-112-0000-3600-007-302 NN F			13.47	13.47	
1848 PO-191812	03/14/2019	6035301203476674	1 01-0000-0-4300-103-0000-7200-019-000 NN F			44.99	44.99	
TOTAL PAYMENT AMOUNT			58.46 *				58.46	
010294/00	TROPHY DEPOT							
1939 PO-191919	03/14/2019	1870456	1 01-0076-0-4300-371-1110-4200-012-000 YN F			724.79	675.45	
TOTAL PAYMENT AMOUNT			675.45 *				675.45	
TOTAL USE TAX AMOUNT			52.35					
010139/00	TROXELL COMMUNICATIONS INC							
1798 PO-191747	03/14/2019	165426	1 01-0370-0-4300-115-1110-1000-007-000 NN F			1,055.95	1,055.95	
1798 PO-191747	03/14/2019	165426	2 01-0370-0-4400-115-1110-1000-007-000 NN F			4,812.11	4,812.12	
1884 PO-191834	03/14/2019	164752	1 01-0370-0-4300-115-1110-1000-007-000 NN F			450.39	450.40	
1884 PO-191834	03/14/2019	164752	2 01-0370-0-4400-115-1110-1000-007-000 NN F			1,193.87	1,193.87	
TOTAL PAYMENT AMOUNT			7,512.34 *				7,512.34	
016370/00	TWIN RIVERS UNIFIED SCH DIST							
491 PO-190472	03/14/2019	191571	1 01-0000-0-5800-105-0000-8300-005-000 NN P			11,833.33	11,833.33	
TOTAL PAYMENT AMOUNT			11,833.33 *				11,833.33	
010552/00	WAXIE SANITARY SUPPLY							
2097 PO-192037	03/14/2019	78109369,301,309	1 01-0000-0-4300-111-0000-8200-007-000 NN F			361.09	361.09	
2097 PO-192037	03/14/2019	78109369,301,309	2 01-0000-0-5600-111-0000-8200-007-000 NN F			285.00	285.00	
2147 PO-192082	03/14/2019	78119806,78127329	1 01-0000-0-4300-111-0000-8200-007-000 NN F			162.75	162.75	
TOTAL PAYMENT AMOUNT			808.84 *				808.84	

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			Liq Amt	Net Amount	
017313/00	XEROX							
8	PO-190002	03/14/2019	096238105	1	01-3010-0-5600-240-1110-1000-011-000 NN P	29.20	29.20	
TOTAL PAYMENT AMOUNT						29.20 *	29.20	
TOTAL FUND PAYMENT						209,359.75 **	209,359.75	
TOTAL USE TAX AMOUNT						144.02		

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt Net Amount

020305/00	CDW GOVERNMENT INC.							
1950 PO-191920	03/14/2019	RJS9735	1	11-3913-0-5800-600-4130-1000-015-000	NN F			1,363.00 1,363.00
1950 PO-191920	03/14/2019	RJS9735	2	11-6391-0-5800-600-4130-1000-015-891	NN F			762.00 762.00
TOTAL PAYMENT AMOUNT				2,125.00 *				2,125.00
020252/00	STAPLES BUSINESS ADVANTAGE							
1665 PO-191627	03/14/2019	3403135103,3404330676	1	11-6391-0-4300-600-4130-1000-015-000	NN F			121.01 98.64
1665 PO-191627	03/14/2019	3404330679,3404330680	2	11-3926-0-4300-600-4130-1000-015-000	NN F			4.22 4.22
1665 PO-191627	03/14/2019	3404330682,3404330681	3	11-3913-0-4300-600-4130-1000-015-000	NN F			67.88 66.47
1665 PO-191627	03/14/2019	3404330683,3404330684	4	11-3905-0-4300-600-4130-1000-015-000	NN F			60.95 60.94
1875 PO-191846	03/14/2019	3405782415	1	11-3905-0-4300-600-4130-1000-015-000	NN F			14.33 14.33
1875 PO-191846	03/14/2019	3406227753,3405782415	2	11-6391-0-4300-600-4130-1000-015-000	NN F			234.24 234.24
TOTAL PAYMENT AMOUNT				478.84 *				478.84
018015/00	TOMPKINS, SHELLEY							
2026 PO-192069	03/14/2019	mileage	1	11-6391-0-5210-600-4130-1000-015-000	NN F			24.71 24.71
TOTAL PAYMENT AMOUNT				24.71 *				24.71
TOTAL FUND			PAYMENT	2,628.55 **				2,628.55

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount		

018143/00	CHILD DEVELOPMENT CENTERS						
932 PO-190894	03/14/2019	5030-FEB19	1 12-5025-0-5800-100-8500-1000-005-000 NN P	19,092.19	19,092.19		
932 PO-190894	03/14/2019	5030-FEB19	2 12-6105-0-5800-100-8500-1000-005-000 NN P	33,941.67	33,941.67		
TOTAL PAYMENT AMOUNT				53,033.86 *			53,033.86
TOTAL FUND PAYMENT				53,033.86 **			53,033.86

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
017342/00	EKON-O-PAC LLC							
144	PO-190136	03/14/2019	92205	1	13-5310-0-4300-108-0000-3700-007-000	NN P	540.00	540.00
TOTAL PAYMENT AMOUNT					540.00 *			540.00
016670/00	FATCAT BAKERY							
117	PO-190086	03/14/2019	160414	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,150.00	2,150.00
TOTAL PAYMENT AMOUNT					2,150.00 *			2,150.00
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
148	PO-190139	03/14/2019	180331308	1	13-5310-0-5800-108-0000-3700-007-000	NN P	79.70	79.70
TOTAL PAYMENT AMOUNT					79.70 *			79.70
018967/00	SPRINT CUSTOMER SERVICE							
160	PO-190160	03/14/2019	811116315-208	1	13-5310-0-5930-108-0000-3700-007-000	NN P	8.82	8.82
TOTAL PAYMENT AMOUNT					8.82 *			8.82
TOTAL FUND PAYMENT					2,778.52 **			2,778.52

081 CENTER UNIFIED SCHOOL DISTRICT J18090
03-14-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0049 3-14-19
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
017735/00	BILL LITCHFIELD CONSTRUCTION	680375756*						
542 PO-190533	03/14/2019	18027	3 21-0000-0-6243-106-0000-8500-007-620 NN P	25,495.18	25,495.18			
		TOTAL PAYMENT AMOUNT	25,495.18 *		25,495.18			
		TOTAL FUND PAYMENT	25,495.18 **		25,495.18			
		TOTAL BATCH PAYMENT	293,295.86 ***	0.00	293,295.86			
		TOTAL USE TAX AMOUNT	144.02					
		TOTAL DISTRICT PAYMENT	293,295.86 ****	0.00	293,295.86			
		TOTAL USE TAX AMOUNT	144.02					
		TOTAL FOR ALL DISTRICTS:	293,295.86 ****	0.00	293,295.86			
		TOTAL USE TAX AMOUNT	144.02					

Number of checks to be printed: 94, not counting voids due to stub overflows.

Batch status: A All

From batch: 0051

To batch: 0051

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J18411
3-21-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0051 3-21-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MPS		

011802/00	A-Z BUS SALES INC.							
500 PO-190486	03/21/2019	01P667638						
			1	01-0740-0-4300-112-0000-3600-007-302	NN P		69.78	69.78
TOTAL PAYMENT AMOUNT				69.78 *				69.78
010669/00	ALHAMBRA & SIERRA SPRINGS							
38 PO-190033	03/21/2019	27045104780794						
			1	01-0000-0-4300-110-0000-7200-004-000	NN P		28.93	28.93
38 PO-190033	03/21/2019	27045104780794						
			1	01-0000-0-4300-110-0000-7200-004-000	NN P		7.50	7.50
TOTAL PAYMENT AMOUNT				36.43 *				36.43
020082/00	ALLRED, MARIE							
2191 PO-192135	03/21/2019	REIMB ITEMS FOR STORE						
			1	01-0000-0-4300-371-1110-1000-012-996	NN F		360.93	360.93
2191 PO-192135	03/21/2019	TRAVEL EXPENSE						
			2	01-4035-0-5200-371-1110-1000-012-103	NN F		49.30	49.30
TOTAL PAYMENT AMOUNT				410.23 *				410.23
019210/00	ANDREWS, JULIE							
2155 PO-192127	03/21/2019	REIMB BANNERS						
			1	01-3010-0-5800-371-1110-1000-012-205	NN F		304.57	304.57
TOTAL PAYMENT AMOUNT				304.57 *				304.57
015699/00	ANIXTER INC							
2204 PO-192143	03/21/2019	22K306605						
			1	01-8150-0-4300-106-0000-8110-007-000	NN F		4,015.78	4,015.78
TOTAL PAYMENT AMOUNT				4,015.78 *				4,015.78
010564/00	APPLE COMPUTER							
2070 PO-192009	03/21/2019	AA06930697						
			1	01-0000-0-4300-472-1355-1000-014-000	NN F		1,541.77	1,541.77
TOTAL PAYMENT AMOUNT				1,541.77 *				1,541.77
019500/00	AVID CENTER							
2118 PO-192074	03/21/2019	37411						
			1	01-0000-0-5200-103-1110-1000-019-000	NN F		99.00	99.00
TOTAL PAYMENT AMOUNT				99.00 *				99.00

081 CENTER UNIFIED SCHOOL DISTRICT J18411
3-21-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0051 3-21-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
022501/00	BABIKOVA, INNA						
2145 PO-192100	03/21/2019	REIMB BOOKS	1 01-0000-0-4300-472-1405-1000-014-000 NN F		605.72	605.72	
			TOTAL PAYMENT AMOUNT	605.72 *		605.72	
021669/00	BAIONI, RON						
2154 PO-192126	03/21/2019	REIMB BATTERIES	1 01-0000-0-4300-371-1110-1000-012-000 NN F		59.74	59.74	
			TOTAL PAYMENT AMOUNT	59.74 *		59.74	
015718/00	BASIC PACIFIC						
PV-190075	03/21/2019	MARCH 29, 2019	01-0000-0-9552-000-0000-0000-000-000 NN			4,715.39	
			TOTAL PAYMENT AMOUNT	4,715.39 *		4,715.39	
016149/00	BENNETT, JANET						
2127 PO-192091	03/21/2019	REIMB AMAZON ORDER	1 01-0000-0-4300-472-1500-1000-014-000 NN F		149.70	149.70	
			TOTAL PAYMENT AMOUNT	149.70 *		149.70	
022282/00	BRIGHT START THERAPIES						
751 PO-190849	03/21/2019	CUAH0228.19	1 01-6500-0-5800-102-5750-1180-019-000 NN P		270.00	270.00	
			TOTAL PAYMENT AMOUNT	270.00 *		270.00	
020155/00	BROWN, PETER						
2150 PO-192102	03/21/2019	TRAVEL EXPENSE	1 01-0000-0-5200-371-1110-1000-012-905 NN F		84.52	84.52	
			TOTAL PAYMENT AMOUNT	84.52 *		84.52	
020540/00	CALIFORNIA AMERICAN WATER CO						
24 PO-190018	03/21/2019	1015-210038466358	1 01-0000-0-5520-106-0000-8110-007-000 NN P		8,623.21	8,623.21	
			TOTAL PAYMENT AMOUNT	8,623.21 *		8,623.21	
018769/00	CALIFORNIA FBLA						
2132 PO-192149	03/21/2019	REGIST-2ADV, 21 STUDENTS	1 01-6387-0-5800-472-1110-1000-019-201 NN F		2,230.00	2,230.00	
			TOTAL PAYMENT AMOUNT	2,230.00 *		2,230.00	

081 CENTER UNIFIED SCHOOL DISTRICT J18411
3-21-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0051 3-21-19
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Reg Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS		

015021/00	CANNON SPORTS INC.						
1934 PO-191885	03/21/2019	145884	1	01-0000-0-4300-472-1110-1000-014-000	NN F	329.72	329.72
TOTAL PAYMENT AMOUNT				329.72 *			329.72
019750/00	CAPITAL PROGRAM MGMT INC						
1531 PO-191506	03/21/2019	#47	1	01-6230-0-6272-371-0000-8500-007-623	NN P	143.00	143.00
TOTAL PAYMENT AMOUNT				143.00 *			143.00
016082/00	CARMAZZI GLOBAL SOLUTIONS						
1699 PO-191689	03/21/2019	25180	1	01-0000-0-5800-103-4760-1000-019-000	NN P	210.00	210.00
1699 PO-191689	03/21/2019	25181	1	01-0000-0-5800-103-4760-1000-019-000	NN P	210.00	210.00
1699 PO-191689	03/21/2019	25182	1	01-0000-0-5800-103-4760-1000-019-000	NN P	210.00	210.00
1699 PO-191689	03/21/2019	25183	1	01-0000-0-5800-103-4760-1000-019-000	NN P	210.00	210.00
TOTAL PAYMENT AMOUNT				840.00 *			840.00
014449/00	CENTER HIGH SCHOOL STUDENT						
2208 PO-192155	03/21/2019	TOP 10 DINNER	1	01-0000-0-4300-103-0000-2110-019-000	NN F	35.00	35.00
TOTAL PAYMENT AMOUNT				35.00 *			35.00
015768/00	CHAMBERLAIN, JOE MATTHEW						
2144 PO-192099	03/21/2019	TRAVEL EXPENSE	1	01-6385-0-5200-472-1110-1000-014-209	NN F	918.01	918.01
TOTAL PAYMENT AMOUNT				918.01 *			918.01
019910/00	CHANEY, AMY						
2134 PO-192095	03/21/2019	TRAVEL EXPENSE	1	01-6385-0-5200-472-1110-1000-014-209	NN F	834.95	834.95
TOTAL PAYMENT AMOUNT				834.95 *			834.95
014719/00	CHARACTERSTRONG LLC						
2128 PO-192092	03/21/2019	2614	1	01-0000-0-5800-472-1440-1000-014-000	NY F	99.00	99.00
TOTAL PAYMENT AMOUNT				99.00 *			99.00

081 CENTER UNIFIED SCHOOL DISTRICT J18411
3-21-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0051 3-21-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
020462/00	CHHANG, VANRITH								
2137 PO-192097	03/21/2019	TRAVEL EXPENSE	1	01-4035-0-5200-472-1110-1000-014-103	NN F			166.18	166.18
TOTAL PAYMENT AMOUNT								166.18 *	166.18
021951/00	CLINE, SHERRY								
2194 PO-192137	03/21/2019	TRAVEL EXPENSE	1	01-4035-0-5200-371-1110-1000-012-103	NN F			212.53	212.53
TOTAL PAYMENT AMOUNT								212.53 *	212.53
014557/00	COLLEGE OAK TOW & TRANSPORT								
557 PO-190542	03/21/2019	518095	1	01-0740-0-5800-112-0000-3600-007-302	NN P			150.00	150.00
TOTAL PAYMENT AMOUNT								150.00 *	150.00
018791/00	COLLINS, CHRIS								
2153 PO-192105	03/21/2019	REIMB FOOD BANK ITEMS	1	01-0740-0-4300-475-3200-1000-015-996	NN F			57.58	57.58
TOTAL PAYMENT AMOUNT								57.58 *	57.58
010625/00	CULLIGAN WATER OF SACRAMENTO								
668 PO-190656	03/21/2019	407-932392	1	01-0740-0-5600-112-0000-3600-007-302	NN P			42.50	42.50
TOTAL PAYMENT AMOUNT								42.50 *	42.50
021797/00	D3 SPORTS INC								
1982 PO-192012	03/21/2019	3090	1	01-0076-0-5800-472-1110-4200-014-802	NN F			196.05	196.05
TOTAL PAYMENT AMOUNT								196.05 *	196.05
021360/00	ERIC ARMIN INC								
1766 PO-191720	03/21/2019	INV0922587	1	01-0036-0-4300-240-1110-1000-011-113	NN F			251.23	272.17
TOTAL PAYMENT AMOUNT								272.17 *	272.17
019662/00	FARREL, JASON								
2218 PO-192160	03/21/2019	REIMB PURCHASES	1	01-0000-0-4300-236-1110-1000-009-000	NN F			124.74	124.74
2218 PO-192160	03/21/2019	REIMB PURCHASES	2	01-3010-0-4300-236-1110-1000-009-111	NN F			314.34	314.34
TOTAL PAYMENT AMOUNT								439.08 *	439.08

081 CENTER UNIFIED SCHOOL DISTRICT J18411
3-21-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0051 3-21-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010408/00	FERRELLGAS							
2185 PO-192132	03/21/2019	110480629		1 01-0740-0-4300-112-0000-3600-007-302 NN F			160.98	160.98
2185 PO-192132	03/21/2019	RNT7740119		2 01-0740-0-5600-112-0000-3600-007-302 NN F			12.00	12.00
TOTAL PAYMENT AMOUNT							172.98 *	172.98
017423/00	FRANKLIN COVEY CO							
2064 PO-192008	03/21/2019	IS10069805		1 01-3010-0-4300-236-1110-1000-009-111 NN F			3,963.82	3,972.89
TOTAL PAYMENT AMOUNT							3,972.89 *	3,972.89
015172/00	FRENCH, DAVID L.							
2188 PO-192151	03/21/2019	STUDENT INCENTIVES		1 01-3010-0-4300-475-3200-1000-015-106 NN F			35.15	35.15
TOTAL PAYMENT AMOUNT							35.15 *	35.15
015904/00	GATE WRX							
2207 PO-192146	03/21/2019	811		1 01-8150-0-5800-106-0000-8110-007-000 NY F			2,200.00	2,200.00
TOTAL PAYMENT AMOUNT							2,200.00 *	2,200.00
017609/00	GUERGUY, CARLA							
2156 PO-192106	03/21/2019	REIMB PURCHASE		1 01-0740-0-4300-475-3200-1000-015-106 NN F			222.22	222.22
TOTAL PAYMENT AMOUNT							222.22 *	222.22
011456/00	GoGUARDIAN							
1513 PO-191487	03/21/2019	INV12146		1 01-0000-0-5800-115-0000-7200-007-000 NN F			8,800.00	8,800.00
TOTAL PAYMENT AMOUNT							8,800.00 *	8,800.00
010602/00	HI-LINE ELECTRICAL & MECH							
1095 PO-191072	03/21/2019	10687621		1 01-0740-0-4300-112-0000-3600-007-302 NN P			230.32	230.32
TOTAL PAYMENT AMOUNT							230.32 *	230.32

081 CENTER UNIFIED SCHOOL DISTRICT J18411
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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
010830/00	HOLT OF CALIFORNIA							
2177 PO-192115	03/21/2019	PS050175964	1 01-0000-0-4300-106-0000-8200-007-000 NN F			297.00	297.00	
TOTAL PAYMENT AMOUNT			297.00 *				297.00	
019047/00	HOUGHTON MIFFLIN HARCOURT							
2072 PO-192020	03/21/2019	710143579	1 01-0000-0-5800-103-1110-1000-019-000 NN F			690.10	690.10	
TOTAL PAYMENT AMOUNT			690.10 *				690.10	
017603/00	HUNT, CAROL							
187 PO-190174	03/21/2019	JAN-FEB MILEAGE	1 01-0000-0-5210-101-0000-7150-002-000 NN P			18.27	18.27	
TOTAL PAYMENT AMOUNT			18.27 *				18.27	
018990/00	INTERSTATE BATTERIES							
1507 PO-191476	03/21/2019	130015617	1 01-0740-0-4300-112-0000-3600-007-302 NN P			133.48	133.48	
2126 PO-192090	03/19/2019	50106080	1 01-0000-0-4300-114-0000-8200-007-000 NN F			229.20	229.20	
2126 PO-192090	03/21/2019	50106080	2 01-0000-0-4300-106-0000-8110-007-000 NN F			828.85	828.85	
TOTAL PAYMENT AMOUNT			1,191.53 *				1,191.53	
016738/00	J'S PARTY RENTALS & DECOR							
2175 PO-192130	03/21/2019	RESERVATION FEE-WCR	1 01-0000-0-5600-371-0000-2700-012-000 NY F			215.00	215.00	
TOTAL PAYMENT AMOUNT			215.00 *				215.00	
022208/00	JONES, LINDA							
2187 PO-192150	03/21/2019	STUDENT INCENTIVES	1 01-3010-0-4300-475-3200-1000-015-106 NN F			50.00	50.00	
TOTAL PAYMENT AMOUNT			50.00 *				50.00	
010355/00	KAISER FOUNDATION HEALTH PLAN							
PV-190073	03/21/2019	APRIL 2019	01-0000-0-9552-000-0000-0000-000-000 NN				143,736.05	
TOTAL PAYMENT AMOUNT			143,736.05 *				143,736.05	

081 CENTER UNIFIED SCHOOL DISTRICT J18411
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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
								Net Amount
019816/00	KENNEDY, CARYN							
2151 PO-192103	03/21/2019	TRAVEL EXPENSE	1	01-0000-0-5200-371-1110-1000-012-905	NN F			79.73
								79.73
								79.73
								79.73
010212/00	LAKESHORE LEARNING MATERIALS							
2090 PO-192033	03/21/2019	1425720319	1	01-3010-0-4300-236-1110-1000-009-111	NN F			1,380.67
								1,380.67
								1,380.67
								1,380.67
018818/00	LAURA BIRGE							
712 PO-190699	03/21/2019	#8	1	01-3010-0-5800-236-1110-1000-009-114	NY P			350.00
								350.00
								350.00
								350.00
017726/00	LOS ANGELES FREIGHTLINER							
143 PO-190135	03/21/2019	XA410011703:01	1	01-0740-0-4300-112-0000-3600-007-302	NN P			366.40
								366.40
								366.40
								366.40
022406/00	MAXIM HEALTHCARE SERVICES INC							
622 PO-190577	03/21/2019	6393580262	1	01-0740-0-5800-104-0000-3140-019-128	NN P			1,168.80
786 PO-190854	03/21/2019	6393580262	2	01-6500-0-5800-102-5750-1180-019-000	NN P			2,613.20
								2,613.20
								2,613.20
								2,613.20
016576/00	MIDSTATE AUTOMOTIVE EQUIPMENT							
2205 PO-192144	03/21/2019	20192020	1	01-0740-0-4300-112-0000-3600-007-302	NN F			262.24
2205 PO-192144	03/21/2019	20192020	2	01-0740-0-5600-112-0000-3600-007-302	NN F			405.00
								405.00
								405.00
								405.00
019828/00	MIRANDA, RYAN							
2199 PO-192154	03/21/2019	TRAVEL EXPENSE	1	01-5630-0-5200-601-1421-1000-017-120	NN F			416.64
								416.64
								416.64
								416.64

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MPS	Liq Amt	Net Amount

017576/00	OFFICE DEPOT							
1755 PO-191706	03/21/2019	272046041001		1	01-0000-0-4300-236-1110-1000-009-000	NN M	-151.69	-151.69
1755 PO-191706	03/20/2019	270225408001		1	01-0000-0-4300-236-1110-1000-009-000	NN F	379.23	227.54
1906 PO-191863	03/21/2019	279255890001		1	01-6500-0-4300-472-5770-1120-014-000	NN F	48.33	48.33
1906 PO-191863	03/21/2019	279255891001		2	01-6500-0-4300-472-5750-1110-014-000	NN F	157.07	157.07
1995 PO-191930	03/21/2019	281617720001		1	01-3010-0-4300-238-1110-1000-010-109	NN P	150.77	150.77
1995 PO-191930	03/21/2019	281617718001		1	01-3010-0-4300-238-1110-1000-010-109	NN F	1,116.03	1,116.02
1997 PO-191938	03/21/2019	282044686001		1	01-3010-0-4300-371-1110-1000-012-108	NN P	854.13	854.13
1997 PO-191938	03/21/2019	282044685001		1	01-3010-0-4300-371-1110-1000-012-108	NN P	160.61	160.61
1997 PO-191938	03/21/2019	282044683001		1	01-3010-0-4300-371-1110-1000-012-108	NN P	749.04	749.04
1997 PO-191938	03/21/2019	282044689001		1	01-3010-0-4300-371-1110-1000-012-108	NN P	16,086.86	16,086.86
1997 PO-191938	03/21/2019	282044684001		1	01-3010-0-4300-371-1110-1000-012-108	NN F	462.53	217.64
2002 PO-191941	03/21/2019	282037662001		1	01-0740-0-4300-475-3200-1000-015-106	NN F	175.60	175.60
1928 PO-191982	03/21/2019	284797738001		1	01-6500-0-4300-236-5770-1120-009-000	NN F	349.56	352.72
2053 PO-192004	03/21/2019	284798583001		1	01-4203-0-4300-103-4760-1000-019-000	NN F	59.63	59.63
2053 PO-192004	03/21/2019	284798583001		2	01-0000-0-4300-103-0000-2110-019-000	NN F	218.61	200.32
2091 PO-192034	03/21/2019	287553844001		1	01-0000-0-4300-236-1110-1000-009-000	NN F	1,151.10	1,151.10
2085 PO-192046	03/21/2019	286961166001		1	01-0000-0-4300-238-1110-1000-010-000	NN F	55.07	55.07
2096 PO-192050	03/21/2019	286961991001		1	01-6300-0-4300-238-1110-1000-010-000	NN F	68.68	68.68
TOTAL PAYMENT AMOUNT					21,679.44 *			21,679.44
018516/00	PAR							
2048 PO-191999	03/21/2019	969922		1	01-6512-0-4300-102-5001-3110-019-122	YN F	401.48	372.60
TOTAL PAYMENT AMOUNT					372.60 *			372.60
TOTAL USE TAX AMOUNT					28.88			
021619/00	PETROVSKAYA, OLGA							
2133 PO-192094	03/21/2019	TRAVEL EXPENSE		1	01-7311-0-5200-103-1110-1000-019-000	NN F	31.46	31.46
TOTAL PAYMENT AMOUNT					31.46 *			31.46
014069/00	PLATT ELECTRIC SUPPLY INC							
2183 PO-192131	03/21/2019	U672893		1	01-0000-0-4300-111-0000-8200-007-939	NN F	886.67	886.67
TOTAL PAYMENT AMOUNT					886.67 *			886.67
015131/00	PORTER, YAIN							
2200 PO-192140	03/21/2019	TUITION REFUND		1	01-0000-0-8699-602-0000-0000-000-000	NN F	870.00	870.00
TOTAL PAYMENT AMOUNT					870.00 *			870.00

081 CENTER UNIFIED SCHOOL DISTRICT J18411
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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 3-21-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
021401/00	PRACTI-CAL INC							
175 PO-190194	03/21/2019	34603	1 01-5640-0-5800-102-1110-1000-019-000 NN P			180.71	180.71	
175 PO-190194	03/21/2019	342663	1 01-5640-0-5800-102-1110-1000-019-000 NN F			61.35	61.35	
2115 PO-192064	03/21/2019	342663	1 01-5640-0-4400-102-0000-2700-019-000 NN P			99.46	99.46	
TOTAL PAYMENT AMOUNT						341.52 *	341.52	
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
115 PO-190085	03/21/2019	180332430	1 01-0740-0-5800-112-0000-3600-007-302 NN P			59.21	59.21	
TOTAL PAYMENT AMOUNT						59.21 *	59.21	
016023/00	READ, GABRIEL							
2123 PO-192123	03/21/2019	TRAVEL EXPENSE	1 01-4035-0-5200-472-1110-1000-014-103 NN F			781.06	71.06	
TOTAL PAYMENT AMOUNT						71.06 *	71.06	
011238/00	RELIABLE TIRE							
2206 PO-192145	03/21/2019	173486	1 01-0740-0-4300-112-0000-3600-007-302 NN F			788.14	788.14	
2206 PO-192145	03/21/2019	173486	2 01-0740-0-5800-112-0000-3600-007-302 NN F			133.50	133.50	
TOTAL PAYMENT AMOUNT						921.64 *	921.64	
010242/00	ROTO-ROOTER PLUMBERS							
2138 PO-192125	03/21/2019	325258691	1 01-8150-0-5800-106-0000-8110-007-000 NN P			250.00	250.00	
2138 PO-192125	03/21/2019	325267500	1 01-8150-0-5800-106-0000-8110-007-000 NN F			250.00	250.00	
TOTAL PAYMENT AMOUNT						500.00 *	500.00	
018970/00	RUA & SON MECHANICAL INC							
2181 PO-192118	03/21/2019	302894	1 01-8150-0-5800-106-9585-8110-007-000 NN F			230.00	230.00	
2181 PO-192118	03/21/2019	302894	2 01-8150-0-4300-106-9585-8110-007-000 NN F			59.26	59.26	
TOTAL PAYMENT AMOUNT						289.26 *	289.26	
011371/00	SAMUEL, ABRAHAM							
2216 PO-192147	03/21/2019	1/25-3/22 REF	1 01-0740-0-5800-475-3200-1000-015-106 NY F			450.00	450.00	
TOTAL PAYMENT AMOUNT						450.00 *	450.00	

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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 3-21-19
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
020981/00	SAVE MART SUPERMARKETS							
554 PO-190539	03/21/2019	2581584	1 01-6500-0-4300-472-5750-1110-014-000 NN P			62.38	62.38	
1118 PO-191107	03/21/2019	2581583	2 01-6500-0-4300-472-5750-1110-014-000 NN P			25.72	25.72	
TOTAL PAYMENT AMOUNT						88.10 *	88.10	
014786/00	SCHOOL SPECIALTY INC							
2021 PO-191962	03/21/2019	208122509476	1 01-6300-0-4300-240-1110-1000-011-000 NN F			237.15	195.53	
TOTAL PAYMENT AMOUNT						195.53 *	195.53	
017194/00	SECRETARY OF STATE							
2198 PO-192139	03/21/2019	1829163	1 01-0000-0-5800-105-0000-7200-005-000 NN F			20.00	20.00	
TOTAL PAYMENT AMOUNT						20.00 *	20.00	
016043/00	SHELTONS UNLIMITED MECHANICAL							
2148 PO-192085	03/21/2019	19-22782	1 01-8150-0-5600-106-0000-8110-007-000 NN F			475.40	475.40	
2148 PO-192085	03/21/2019	19-22782	2 01-8150-0-4300-106-0000-8110-007-000 NN F			440.15	440.15	
TOTAL PAYMENT AMOUNT						915.55 *	915.55	
019435/00	SHOWBIZ EVENT LIGHTING							
2087 PO-192084	03/18/2019	1432	1 01-0000-0-5800-472-1110-1000-014-000 NY F			900.00	900.00	
TOTAL PAYMENT AMOUNT						900.00 *	900.00	
021452/00	SLAY, JENNIFER							
2152 PO-192104	03/21/2019	TRAVEL EXPENSE	1 01-4035-0-5200-371-1110-1000-012-103 NN F			883.54	883.54	
TOTAL PAYMENT AMOUNT						883.54 *	883.54	
010439/00	SMITH, WILLIAM							
2217 PO-192148	03/21/2019	1/25-3/22 REF	1 01-0740-0-5800-475-3200-1000-015-106 NY F			350.00	350.00	
TOTAL PAYMENT AMOUNT						350.00 *	350.00	

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ACCOUNTS PAYABLE PRELIST
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt
								Net Amount
020252/00	STAPLES BUSINESS ADVANTAGE							
1913 PO-191932	03/21/2019	3407143726	1	01-0000-0-4300-234-1110-1000-008-000	NN	P		110.69
1913 PO-191932	03/21/2019	3407675903	1	01-0000-0-4300-234-1110-1000-008-000	NN	F		57.88
TOTAL PAYMENT AMOUNT								168.87 *
								110.69
								58.18
								168.87
016354/00	SUPERIOR VISION SERVICES INC							
PV-190074	03/21/2019	APRIL 2019		01-0000-0-9552-000-0000-0000-000-000	NN			7,649.89
TOTAL PAYMENT AMOUNT								7,649.89 *
								7,649.89
019383/00	SUTTER HEALTH PLUS							
PV-190072	03/21/2019	APRIL 2019		01-0000-0-9552-000-0000-0000-000-000	NN			54,762.85
TOTAL PAYMENT AMOUNT								54,762.85 *
								54,762.85
018431/00	SWEETWATER SOUND INC							
2006 PO-191943	03/21/2019	19338544	1	01-0000-0-4400-240-1110-1000-011-000	YN	F		2,687.16
TOTAL PAYMENT AMOUNT								2,493.88 *
TOTAL USE TAX AMOUNT								193.28
								2,493.88
019371/00	THE CAREER GAME - RICK TROW							
1849 PO-191853	03/21/2019	V2-55688	1	01-6520-0-4300-472-5770-1110-014-207	YN	F		428.17
TOTAL PAYMENT AMOUNT								400.73 *
TOTAL USE TAX AMOUNT								31.06
								400.73
022563/00	THERESA LUNS福德							
2192 PO-192136	03/21/2019	REIMB REGIST FEE, TRAVEL	1	01-4035-0-5200-371-1110-1000-012-103	NN	F		238.11
TOTAL PAYMENT AMOUNT								238.11 *
								238.11
021841/00	TOGO'S/BASKIN-ROBBINS							
2099 PO-192087	03/21/2019	CHECK 19965- CHS	1	01-7338-0-4300-472-1110-1000-014-000	NN	P		714.71
2099 PO-192087	03/21/2019	TIP	1	01-7338-0-4300-472-1110-1000-014-000	NN	F		15.00
TOTAL PAYMENT AMOUNT								729.71 *
								729.71

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT	GOAL	FUNC	RES DEP T9MPS
010902/00	U.S. BANK							
1748 PO-191714	03/21/2019	4866914555510632	1	01-6500-0-4300-102-5770-1191-019-000	NN	F		56.15
1839 PO-191807	03/21/2019	4866914555510632	1	01-4035-0-5200-472-1110-1000-014-103	NN	F		1,893.15
1922 PO-191934	03/21/2019	4866914555510632	1	01-6500-0-4300-102-5770-1191-019-000	NN	P		45.65
1972 PO-191951	03/21/2019	4866914555510632	1	01-6500-0-4300-102-5770-1191-019-000	NN	F		75.15
1981 PO-191955	03/21/2019	4866914555510632	1	01-4035-0-5200-472-1110-1000-014-103	NN	F		210.39
2027 PO-191965	03/21/2019	4866914555510632	1	01-8150-0-4400-106-0000-8110-007-000	NN	F		2,153.92
2052 PO-192003	03/21/2019	4866914555510632	1	01-0000-0-4300-103-0000-2110-019-000	NN	F		166.00
2210 PO-192157	03/21/2019	4866914555510632	1	01-0000-0-4300-120-0000-7110-000-000	NN	F		181.16
TOTAL PAYMENT AMOUNT				4,741.62	*			4,741.62
019594/00	VIOLETTE, BARBARA							
2131 PO-192093	03/21/2019	REIMB AMAZON ORDER	1	01-0000-0-4300-472-0000-2700-014-000	NN	F		40.82
TOTAL PAYMENT AMOUNT				40.82	*			40.82
010552/00	WAXIE SANITARY SUPPLY							
73 PO-190068	03/21/2019	78137119	1	01-0000-0-9320-000-0000-0000-000-000	NN	P		1,204.77
73 PO-190068	03/21/2019	78137118	1	01-0000-0-9320-000-0000-0000-000-000	NN	P		2,088.38
73 PO-190068	03/21/2019	78133143	1	01-0000-0-9320-000-0000-0000-000-000	NN	P		3,144.39
TOTAL PAYMENT AMOUNT				6,437.54	*			6,437.54
022221/00	WESTERN HEALTH ADVANTAGE							
PV-190076	03/21/2019	APRIL 2019		01-0000-0-9552-000-0000-0000-000-000	NN			73,344.42
TOTAL PAYMENT AMOUNT				73,344.42	*			73,344.42
022221/02	WESTERN HEALTH ADVANTAGE							
PV-190077	03/21/2019	APRIL 2019		01-0000-0-9552-000-0000-0000-000-000	NN			5,590.77
TOTAL PAYMENT AMOUNT				5,590.77	*			5,590.77
017313/00	XEROX							
183 PO-190171	03/21/2019	230112546	1	01-0000-0-5800-116-0000-7200-007-992	NN	P		35,226.52
185 PO-190172	03/21/2019	230112518	1	01-0000-0-5800-116-0000-7200-007-992	NN	P		2,229.54
179 PO-190198	03/21/2019	238006981	1	01-0000-0-4300-116-0000-8200-007-992	NN	P		8,931.47
TOTAL PAYMENT AMOUNT				46,387.53	*			46,387.53
TOTAL FUND PAYMENT				430,424.32	**			430,424.32
TOTAL USE TAX AMOUNT				253.22				

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ACCOUNTS PAYABLE PRELIST
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FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	
								Liq Amt Net Amount

011205/00	CULTURE SHOCK YOGURT							
146 PO-190137	03/21/2019	7797	1	13-5310-0-4700-108-0000-3700-007-000	NN	P		130.00 130.00
146 PO-190137	03/21/2019	7916	1	13-5310-0-4700-108-0000-3700-007-000	NN	P		140.00 140.00
								TOTAL PAYMENT AMOUNT 270.00 * 270.00
011602/00	DANIELSEN CO., THE							
80 PO-190070	03/21/2019	192033	1	13-5310-0-4700-108-0000-3700-007-000	N	P		1,438.34 1,438.34
80 PO-190070	03/21/2019	191310	1	13-5310-0-4700-108-0000-3700-007-000	N	P		1,293.92 1,293.92
80 PO-190070	03/21/2019	192033	2	13-5310-0-4300-108-0000-3700-007-000	N	P		8.00 8.00
80 PO-190070	03/21/2019	191310	2	13-5310-0-4300-108-0000-3700-007-000	N	P		690.88 690.88
								TOTAL PAYMENT AMOUNT 3,431.14 * 3,431.14
014310/00	MORENO, EMPERA							
2219 PO-192161	03/21/2019	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN	F		91.62 91.62
								TOTAL PAYMENT AMOUNT 91.62 * 91.62
016279/00	P&R PAPER SUPPLY							
119 PO-190088	03/21/2019	30242191-00	1	13-5310-0-4300-108-0000-3700-007-000	NN	P		1,298.17 1,298.17
119 PO-190088	03/21/2019	30244337-00	1	13-5310-0-4300-108-0000-3700-007-000	NN	P		89.38 89.38
119 PO-190088	03/21/2019	30243624-00	1	13-5310-0-4300-108-0000-3700-007-000	NN	P		2,728.71 2,728.71
								TOTAL PAYMENT AMOUNT 4,116.26 * 4,116.26
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
148 PO-190139	03/21/2019	180332429	1	13-5310-0-5800-108-0000-3700-007-000	NN	P		77.75 77.75
148 PO-190139	03/21/2019	180331870	1	13-5310-0-5800-108-0000-3700-007-000	NN	P		77.75 77.75
								TOTAL PAYMENT AMOUNT 155.50 * 155.50
011422/00	SYSCO OF SAN FRANCISCO							
81 PO-190071	03/21/2019	231191168	1	13-5310-0-4700-108-0000-3700-007-000	NN	P		170.24 170.24
81 PO-190071	03/21/2019	231200698	1	13-5310-0-4700-108-0000-3700-007-000	NN	P		1,576.69 1,576.69
81 PO-190071	03/21/2019	231191167	1	13-5310-0-4700-108-0000-3700-007-000	NN	P		1,419.03 1,419.03
81 PO-190071	03/21/2019	231065419	1	13-5310-0-4700-108-0000-3700-007-000	NN	P		1,262.85 1,262.85
81 PO-190071	03/21/2019	131952883	1	13-5310-0-4700-108-0000-3700-007-000	NN	M		-2,918.37 -2,918.37
81 PO-190071	03/21/2019	131952809	1	13-5310-0-4700-108-0000-3700-007-000	NN	M		-206.16 -206.16
81 PO-190071	03/21/2019	131952805	1	13-5310-0-4700-108-0000-3700-007-000	NN	M		-73.26 -73.26
81 PO-190071	03/21/2019	131952806	1	13-5310-0-4700-108-0000-3700-007-000	NN	M		-11.76 -11.76

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Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description		FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			Liq Amt	Net Amount

011422 (CONTINUED)								
81 PO-190071	03/21/2019	131952807		1 13-5310-0-4700-108-0000-3700-007-000 NN M			-53.70	-53.70
81 PO-190071	03/21/2019	131952808		1 13-5310-0-4700-108-0000-3700-007-000 NN M			-977.60	-977.60
				TOTAL PAYMENT AMOUNT		187.96 *		187.96
				TOTAL FUND	PAYMENT	8,252.48 **		8,252.48

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ACCOUNTS PAYABLE PRELIST
BATCH: 0051 3-21-19
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
								Net Amount
019750/00	CAPITAL PROGRAM MGMT INC							
47 PO-190156	03/21/2019	#32						
			2	21-0000-0-5800-106-9175-8100-007-000	NN	P		17,791.75
			TOTAL PAYMENT AMOUNT					17,791.75 *
								17,791.75
017213/00	DIVISION OF STATE ARCHITECT							
2171 PO-192113	03/21/2019	PV-1112						
			1	21-0000-0-6201-106-0000-8500-007-610	NN	F		72,956.94
			TOTAL PAYMENT AMOUNT					72,956.94 *
								72,956.94
			TOTAL FUND	PAYMENT				90,748.69 **
								90,748.69
			TOTAL BATCH PAYMENT					529,425.49 ***
			TOTAL USE TAX AMOUNT					253.22
							0.00	529,425.49
			TOTAL DISTRICT PAYMENT					529,425.49 ****
			TOTAL USE TAX AMOUNT					253.22
							0.00	529,425.49
			TOTAL FOR ALL DISTRICTS:					529,425.49 ****
			TOTAL USE TAX AMOUNT					253.22
							0.00	529,425.49

Number of checks to be printed: 91, not counting voids due to stub overflows.

Batch status: A All

From batch: 0052

To batch: 0052

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

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ACCOUNTS PAYABLE PRELIST
BATCH: 0052 03-28-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num				
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

021988/00 ABDO PUBLISHING COMPANY

1961 PO-191921	03/28/2019	226064	1	01-3010-0-4200-236-1110-1000-009-111	NN	F		5,399.03	5,399.13
TOTAL PAYMENT AMOUNT								5,399.13 *	5,399.13

010669/00 ALHAMBRA & SIERRA SPRINGS

322 PO-190324	03/28/2019	663302014871405	1	01-0000-0-4300-103-0000-7200-019-000	NN	P		23.44	23.44
322 PO-190324	03/28/2019	663302014871405	2	01-6500-0-4300-102-5001-2700-019-000	NN	P		23.44	23.44
322 PO-190324	03/28/2019	663302014871405	3	01-0000-0-5600-103-0000-7200-019-000	NN	P		10.48	10.48
322 PO-190324	03/28/2019	66330201487105	4	01-6500-0-5600-102-5001-2700-019-000	NN	P		10.49	10.49
TOTAL PAYMENT AMOUNT								67.85 *	67.85

021763/00 ALL STAR RENTS

807 PO-190767	03/28/2019	832586-10	1	01-0000-0-5600-106-0000-8110-007-000	NN	P		77.09	77.09
TOTAL PAYMENT AMOUNT								77.09 *	77.09

011617/00 AMADOR STAGE LINES

2016 PO-192191	03/27/2019	83387	1	01-0076-0-5865-472-1110-4200-014-302	NN	F		705.81	705.81
2016 PO-192191	03/28/2019	83387	2	01-0740-0-5865-112-0000-3600-007-302	NN	P		193.30	193.30
2016 PO-192191	03/27/2019	83593	2	01-0740-0-5865-112-0000-3600-007-302	NN	P		1,918.64	1,918.64
2016 PO-192191	03/28/2019	83488	2	01-0740-0-5865-112-0000-3600-007-302	NN	F		1,121.44	1,121.44
TOTAL PAYMENT AMOUNT								3,939.19 *	3,939.19

015699/00 ANIXTER INC

1692 PO-191642	03/28/2019	22KB1S42	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		1,305.06	1,305.06
TOTAL PAYMENT AMOUNT								1,305.06 *	1,305.06

021097/00 ASSOCIATED VALUATION SERVICES

2231 PO-192170	03/28/2019	6091	1	01-0000-0-5800-105-0000-7200-005-000	NN	F		1,994.15	1,994.15
TOTAL PAYMENT AMOUNT								1,994.15 *	1,994.15

018533/00 ATKINSON ANDELSON LOYA RUDD

578 PO-190554	03/28/2019	560563	1	01-0000-0-5880-105-0000-7200-005-000	NE	P		2,543.63	2,543.63
578 PO-190554	03/25/2019	564111	1	01-0000-0-5880-105-0000-7200-005-000	NE	P		5,799.94	5,799.94
TOTAL PAYMENT AMOUNT								8,343.57 *	8,343.57

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
								Net Amount
019504/00	B & H PHOTO-VIDEO							
1909 PO-191865	03/28/2019	155682165	1	01-0000-0-4300-115-0000-7700-007-000	YN	F		490.13
2071 PO-192010	03/28/2019	155569679	1	01-0000-0-4300-115-0000-7700-007-000	NN	P		7.22
2071 PO-192010	03/28/2019	156110351	1	01-0000-0-4300-115-0000-7700-007-000	YN	F		294.78
TOTAL PAYMENT AMOUNT								729.90 *
TOTAL USE TAX AMOUNT								56.01
019624/00	B & H VIDEO							
2140 PO-192080	03/28/2019	155859804	1	01-3010-0-4300-236-1110-1000-009-111	YN	F		133.83
TOTAL PAYMENT AMOUNT								124.20 *
TOTAL USE TAX AMOUNT								9.63
021669/00	BAIONI, RON							
973 PO-190955	03/28/2019	MAR MILEAGE	1	01-6512-0-5210-102-5001-3110-019-122	NN	P		6.96
2236 PO-192179	03/28/2019	MILEAGE	1	01-0740-0-5210-475-3200-1000-015-106	NN	F		12.18
TOTAL PAYMENT AMOUNT								19.14 *
022222/00	BEENTJES, TONIA							
1111 PO-191168	03/28/2019	FEB-MAR	1	01-6500-0-5210-102-5770-1130-019-000	NN	P		8.12
TOTAL PAYMENT AMOUNT								8.12 *
016358/00	BILL'S BACKFLOW SERVICE							
2307 PO-192234	03/28/2019	1153, 1154	1	01-8150-0-5600-106-0000-8110-007-000	NY	F		1,096.18
TOTAL PAYMENT AMOUNT								1,096.18 *
022282/00	BRIGHT START THERAPIES							
751 PO-190849	03/28/2019	CUAH0131.19	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		540.00
751 PO-190849	03/28/2019	CUEH0131.19	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		540.00
TOTAL PAYMENT AMOUNT								1,080.00 *
013988/00	BUTTES/CENTER STATE PIPE &							
1593 PO-191565	03/28/2019	S010627142.001	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		672.48
1593 PO-191565	03/28/2019	S010656409.001	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		361.17
TOTAL PAYMENT AMOUNT								1,033.65 *

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MPS			
021045/00	CALDWELL FLORES WINTERS INC							
1300 PO-191270	03/28/2019	#4			1 01-0000-0-5800-106-9175-8100-007-995 NN F	29,349.97	34,342.78	
TOTAL PAYMENT AMOUNT						34,342.78 *	34,342.78	
016082/00	CARMAZZI GLOBAL SOLUTIONS							
1699 PO-191689	03/28/2019	25334			1 01-0000-0-5800-103-4760-1000-019-000 NN P	210.00	210.00	
1699 PO-191689	03/28/2019	25335			1 01-0000-0-5800-103-4760-1000-019-000 NN F	243.90	243.90	
2213 PO-192166	03/28/2019	25335			1 01-0000-0-5800-103-4760-1000-019-000 NN P	71.10	71.10	
TOTAL PAYMENT AMOUNT						525.00 *	525.00	
020305/00	CDW GOVERNMENT INC.							
2065 PO-192043	03/28/2019	RLN2620			1 01-0000-0-4300-472-0000-2700-014-000 NN F	196.53	196.53	
2084 PO-192045	03/25/2019	RLN5927			1 01-0000-0-4300-238-1110-1000-010-996 NN F	53.72	50.49	
TOTAL PAYMENT AMOUNT						247.02 *	247.02	
014033/00	CHIDLAW, DIANE							
2284 PO-192218	03/28/2019	REIMB SUPPLIES			1 01-3010-0-4300-236-1110-1000-009-111 NN F	243.30	243.30	
TOTAL PAYMENT AMOUNT						243.30 *	243.30	
013928/00	CINTAS LOCATION 622							
168 PO-190153	03/28/2019	4018649067			1 01-0000-0-5800-111-0000-8200-007-000 NN P	5.83	5.83	
168 PO-190153	03/28/2019	4018649098			1 01-0000-0-5800-111-0000-8200-007-000 NN P	11.20	11.20	
168 PO-190153	03/28/2019	4018649101			1 01-0000-0-5800-111-0000-8200-007-000 NN P	65.17	65.17	
168 PO-190153	03/28/2019	4018649109			1 01-0000-0-5800-111-0000-8200-007-000 NN P	64.22	64.22	
168 PO-190153	03/28/2019	4018649123			1 01-0000-0-5800-111-0000-8200-007-000 NN P	25.16	25.16	
168 PO-190153	03/28/2019	4018649158			1 01-0000-0-5800-111-0000-8200-007-000 NN P	20.42	20.42	
168 PO-190153	03/28/2019	4018649174			1 01-0000-0-5800-111-0000-8200-007-000 NN P	9.79	9.79	
168 PO-190153	03/28/2019	4018649278			1 01-0000-0-5800-111-0000-8200-007-000 NN P	9.79	9.79	
TOTAL PAYMENT AMOUNT						211.58 *	211.58	
021464/00	CMI EDUCATION INSTITUTE INC							
1960 PO-192058	03/28/2019	1712794			1 01-6512-0-4200-102-5001-3110-019-122 NN F	99.88	100.11	
TOTAL PAYMENT AMOUNT						100.11 *	100.11	

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MPS		
021813/00	CONSOLIDATED COMMUNICATIONS							
31 PO-190025	03/28/2019	916-773-4131/0	1	01-0000-0-5930-106-0000-8110-007-000	NN	P	1,055.48	1,055.48
TOTAL PAYMENT AMOUNT				1,055.48 *				1,055.48
014001/00	COUNTY OF SACRAMENTO							
2288 PO-192220	03/28/2019	UNUSED PORTION	1	01-0000-0-8699-240-0000-0000-011-996	NN	F	86.53	86.53
TOTAL PAYMENT AMOUNT				86.53 *				86.53
014435/00	CROCKER ART MUSEUM							
2226 PO-192177	03/28/2019	OAKHILL, 3/11	1	01-3010-0-5800-238-1110-1000-010-109	N	F	975.00	975.00
TOTAL PAYMENT AMOUNT				975.00 *				975.00
018079/00	DAUBENMIRE, TRACIE							
2212 PO-192176	03/28/2019	REIMB FOOD	1	01-6512-0-4300-102-5001-3110-019-122	NN	F	37.03	37.03
TOTAL PAYMENT AMOUNT				37.03 *				37.03
018951/00	DELL							
2180 PO-192117	03/28/2019	10306212867	1	01-5630-0-4400-601-1421-1000-017-120	NN	F	815.01	813.94
TOTAL PAYMENT AMOUNT				813.94 *				813.94
018277/00	EASTER SEAL SOCIETY OF CA. INC							
756 PO-190851	03/28/2019	FEB-2019	1	01-6500-0-5800-102-5750-1180-019-000	NN	P	2,572.50	2,572.50
756 PO-190851	03/27/2019	FEB-2019	1	01-6500-0-5800-102-5750-1180-019-000	NN	P	1,530.00	1,530.00
TOTAL PAYMENT AMOUNT				4,102.50 *				4,102.50
011507/00	ELLEVATION LLC							
2209 PO-192156	03/28/2019	4068	1	01-4203-0-5800-103-4760-1000-019-000	NY	F	2,100.00	2,100.00
TOTAL PAYMENT AMOUNT				2,100.00 *				2,100.00

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
010408/00	FERRELLGAS							
2273 PO-192216	03/28/2019	1105857223	1 01-0000-0-4300-106-0000-8110-007-000 NN F			143.08	143.08	
TOTAL PAYMENT AMOUNT						143.08 *	143.08	
018618/00	FOLLETT SCHOOL SOLUTIONS INC							
439 PO-190428	03/28/2019	891043F	1 01-0409-0-4200-472-0000-2420-014-000 NN F			34.46	34.46	
TOTAL PAYMENT AMOUNT						34.46 *	34.46	
015172/00	FRENCH, DAVID L.							
2265 PO-192210	03/28/2019	reimb refreshments	1 01-3010-0-4300-475-3200-1000-015-106 NN F			12.10	12.10	
TOTAL PAYMENT AMOUNT						12.10 *	12.10	
020514/00	GLASS WEST INC							
1595 PO-191566	03/28/2019	40709	1 01-8150-0-4300-106-0000-8110-007-000 NN P			411.72	411.72	
TOTAL PAYMENT AMOUNT						411.72 *	411.72	
017618/00	GOPHER SPORT							
2108 PO-192063	03/28/2019	9575051	1 01-0000-0-4300-238-1110-1000-010-000 NN F			174.02	195.40	
TOTAL PAYMENT AMOUNT						195.40 *	195.40	
010992/00	HARBOR FREIGHT TOOLS USA INC							
2040 PO-191978	03/28/2019	875940	1 01-0000-0-4300-111-0000-8200-007-000 NN P			428.40	428.40	
TOTAL PAYMENT AMOUNT						428.40 *	428.40	
018343/00	JBEILY, TAMI							
2287 PO-192219	03/28/2019	MILEAGE	1 01-0000-0-5210-103-0000-2110-019-000 NN F			48.48	48.48	
TOTAL PAYMENT AMOUNT						48.48 *	48.48	
015912/00	JOHNSON, STEPHEN							
2237 PO-192197	03/28/2019	FT-2051	1 01-0740-0-5800-112-0000-3600-007-302 NN P			11.00	11.00	
TOTAL PAYMENT AMOUNT						11.00 *	11.00	

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	
020606/00	KLATT, BEN							
2174 PO-192194	03/28/2019	TOURN FEE	1	01-0076-0-5800-472-1110-4200-014-000	NN F			265.00
2224 PO-192195	03/28/2019	GAS	1	01-0076-0-4340-472-1110-4200-014-000	NN F			56.60
TOTAL PAYMENT AMOUNT				321.60	*			321.60
021928/00	LAKESHORE LEARNING MATERIALS							
2157 PO-192086	03/28/2019	1763090319	1	01-1100-0-4300-240-1110-1000-011-995	NN M			-134.97
2157 PO-192086	03/28/2019	1505350319	1	01-1100-0-4300-240-1110-1000-011-995	NN F			1,104.53
TOTAL PAYMENT AMOUNT				969.56	*			969.56
010806/00	LD PRODUCTS							
2168 PO-192112	03/28/2019	SIP-009417950	1	01-0000-0-4300-236-1110-1000-009-000	NN F			162.84
TOTAL PAYMENT AMOUNT				157.02	*			157.02
014389/00	LOMOVA, YELENA							
167 PO-190162	03/28/2019	TRIP 2089	1	01-0740-0-5800-112-0000-3600-007-302	NN P			13.40
167 PO-190162	03/28/2019	TRIP 2087	1	01-0740-0-5800-112-0000-3600-007-302	NN P			15.00
167 PO-190162	03/28/2019	2072	1	01-0740-0-5800-112-0000-3600-007-302	NN P			8.85
167 PO-190162	03/28/2019	2043	1	01-0740-0-5800-112-0000-3600-007-302	NN P			10.99
TOTAL PAYMENT AMOUNT				48.24	*			48.24
017726/00	LOS ANGELES FREIGHTLINER							
143 PO-190135	03/28/2019	XA410011927:01	1	01-0740-0-4300-112-0000-3600-007-302	NN P			104.80
143 PO-190135	03/28/2019	XA410011969:01	1	01-0740-0-4300-112-0000-3600-007-302	NN P			350.59
TOTAL PAYMENT AMOUNT				455.39	*			455.39
016956/00	LRP PUBLICATIONS							
2113 PO-192073	03/28/2019	MU239932	1	01-6500-0-4300-102-5001-2700-019-000	NN F			285.00
TOTAL PAYMENT AMOUNT				264.50	*			264.50
022457/00	LUKES, REBECCA							
837 PO-190803	03/26/2019	MARCH MILEAGE	1	01-6500-0-5210-102-5001-2700-019-000	NN P			19.87
TOTAL PAYMENT AMOUNT				19.87	*			19.87

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MPS		

022230/00	MANAGED HEALTH NETWORK							
2 PO-190004	03/28/2019	PRM-037086	1	01-0000-0-3401-100-1110-1000-000-000	NN	P	983.06	983.06
TOTAL PAYMENT AMOUNT				983.06	*			983.06
022406/00	MAXIM HEALTHCARE SERVICES INC							
786 PO-190854	03/28/2019	6411130262	2	01-6500-0-5800-102-5750-1180-019-000	NN	P	1,150.00	1,150.00
2122 PO-192075	03/28/2019	6411130262	1	01-0740-0-5800-104-0000-3140-019-128	NN	P	1,835.00	1,835.00
TOTAL PAYMENT AMOUNT				2,985.00	*			2,985.00
016087/00	MICHAEL'S TRANSPORTATION SERV.							
362 PO-190346	03/28/2019	108816	1	01-0740-0-5800-112-0000-3600-007-302	NN	P	2,025.00	2,025.00
TOTAL PAYMENT AMOUNT				2,025.00	*			2,025.00
021692/00	MONOPRICE INC							
2202 PO-192141	03/28/2019	18774582	1	01-0370-0-4300-115-1110-1000-007-000	NN	F	1,406.47	1,400.06
TOTAL PAYMENT AMOUNT				1,400.06	*			1,400.06
022290/00	N2Y LLC							
1881 PO-191893	03/28/2019	INV-1002935	1	01-6500-0-5800-102-5750-1110-019-000	NN	F	1,498.49	1,390.71
TOTAL PAYMENT AMOUNT				1,390.71	*			1,390.71
017576/00	OFFICE DEPOT							
1987 PO-191957	03/28/2019	283678522001	1	01-0000-0-4300-472-1600-1000-014-000	NN	F	2,364.82	2,157.95
2146 PO-192101	03/28/2019	290226032001	1	01-0000-0-4300-472-1385-1000-014-000	NN	F	133.60	133.60
2160 PO-192109	03/28/2019	290228375001	1	01-6300-0-4300-238-1110-1000-010-000	NN	F	79.52	79.52
TOTAL PAYMENT AMOUNT				2,371.07	*			2,371.07
015373/00	OTC BRANDS INC							
2196 PO-192138	03/28/2019	695351750-01	1	01-0000-0-4300-238-0000-2700-010-000	NN	F	77.76	62.17
TOTAL PAYMENT AMOUNT				62.17	*			62.17

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
								Net Amount
018009/00	Perez, Alex							
2129 PO-192192	03/28/2019	GOLF BALLS	1	01-0076-0-4300-472-1110-4200-014-808	NN F			19.53
TOTAL PAYMENT AMOUNT								19.53
020480/00	Phillips, Marci							
2241 PO-192199	03/28/2019	TRAVEL EXPENSE	1	01-4035-0-5200-238-1110-1000-010-103	NN F			208.08
TOTAL PAYMENT AMOUNT								208.08
014069/00	Platt Electric Supply Inc							
1601 PO-191570	03/28/2019	U718896, U610491	2	01-6230-0-4300-371-0000-8500-007-623	NN F			4,647.97
1601 PO-191570	03/28/2019	U614635, U452644	1	01-6230-0-4300-371-0000-8500-007-623	NN F			8,321.27
1905 PO-191862	03/28/2019	Y111914	1	01-6230-0-4300-371-0000-8500-007-623	NN F			6,018.92
TOTAL PAYMENT AMOUNT								18,988.16
017987/00	Poor, Bernadette							
2238 PO-192198	03/28/2019	REIMB POSTAGE	1	01-0000-0-5920-472-0000-2700-014-000	NN F			21.70
TOTAL PAYMENT AMOUNT								21.70
021401/00	Practical Inc							
2115 PO-192064	03/28/2019	342707	1	01-5640-0-4400-102-0000-2700-019-000	NN P			270.82
TOTAL PAYMENT AMOUNT								270.82
021194/00	Prudential Overall Supply Inc							
115 PO-190085	03/28/2019	180332994	1	01-0740-0-5800-112-0000-3600-007-302	NN P			59.21
TOTAL PAYMENT AMOUNT								59.21
015628/00	Ramirez, Soledad							
2245 PO-192200	03/28/2019	REIMB AMAZON ORDER	1	01-0000-0-4200-472-1385-1000-014-000	NN F			524.24
TOTAL PAYMENT AMOUNT								524.24

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt
								Net Amount
010627/00		RIVERVIEW INTERNATIONAL TRUCKS						
262 PO-190249	03/28/2019	992143	1	01-0740-0-4300-112-0000-3600-007-302	NN	P		373.29
262 PO-190249	03/28/2019	992274	1	01-0740-0-4300-112-0000-3600-007-302	NN	P		80.63
		TOTAL PAYMENT AMOUNT						453.92 *
								453.92
010315/00		SAC CO OFFICE OF ED FIN SVCS						
1797 PO-192038	03/28/2019	191525	1	01-3010-0-5800-371-1110-1000-012-205	NN	P		697.47
		TOTAL PAYMENT AMOUNT						697.47 *
								697.47
016909/00		SACRAMENTO CO OFFICE OF ED						
1826 PO-191782	03/28/2019	192051	1	01-3010-0-5200-240-1110-1000-011-110	NN	F		150.00
1828 PO-191784	03/28/2019	192052	1	01-3010-0-5200-240-1110-1000-011-110	NN	F		150.00
		TOTAL PAYMENT AMOUNT						300.00 *
								300.00
015500/00		SACRAMENTO COUNTY OFFICE						
1775 PO-191743	03/28/2019	192049	1	01-0000-0-5200-103-1110-1000-019-000	NN	F		150.00
		TOTAL PAYMENT AMOUNT						150.00 *
								150.00
015769/00		SACRAMENTO COUNTY OFFICE OF ED						
1853 PO-191814	03/28/2019	192053	1	01-4035-0-5200-234-1110-1000-008-103	NN	F		750.00
		TOTAL PAYMENT AMOUNT						750.00 *
								750.00
010266/00		SACRAMENTO COUNTY UTILITIES						
25 PO-190019	03/28/2019	50008418859	1	01-0000-0-5520-106-0000-8110-007-000	N	P		180.52
		TOTAL PAYMENT AMOUNT						180.52 *
								180.52
011795/00		SCELZI ENTERPRISES INC						
PV-190078	03/27/2019	F3145		01-8150-0-4400-106-0000-8110-007-000	NN			3,944.30
		TOTAL PAYMENT AMOUNT						3,944.30 *
								3,944.30

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								Net Amount
018788/00	SCHOOL FIX/DECKER EQUIPMENT							
2110 PO-192055	03/28/2019	288519A	1	01-0740-0-4300-601-1110-1000-017-120	NN F			377.79
								376.37
								376.37
014786/00	SCHOOL SPECIALTY INC							
2049 PO-192000	03/28/2019	208122553794	1	01-6500-0-4300-102-5770-1191-019-000	NN F			54.50
								54.50
								54.50
010373/00	SCHOOLS INSURANCE AUTHORITY							
2201 PO-192165	03/28/2019	2019-2020UST-01	1	01-0000-0-5800-112-0000-3600-007-000	NN F			470.74
								470.74
								470.74
010373/02	SCHOOLS INSURANCE AUTHORITY							
164 PO-190151	03/28/2019	2019 UST-BZ16	1	01-0740-0-5800-112-0000-3600-007-302	NN P			85.00
								85.00
								85.00
015240/00	SF CABLE							
1732 PO-191687	03/28/2019	422253	1	01-0370-0-4300-115-1110-1000-007-000	NN F			193.35
								192.45
								192.45
020811/00	SHRED-IT USA LLC							
988 PO-190976	03/28/2019	8126922468	1	01-0000-0-5800-103-0000-7200-019-000	NN F			66.49
1188 PO-191171	03/28/2019	8126922468	2	01-0740-0-5800-601-1110-1000-017-120	NN P			26.38
								79.14
								79.14
016847/00	SIERRA NEVADA JOURNEYS							
2263 PO-192208	03/28/2019	4371	1	01-0000-0-4300-240-1110-1000-011-996	NN F			468.00
2230 PO-192213	03/28/2019	4271	1	01-3010-0-5800-238-1110-1000-010-109	NN F			400.00
								868.00
								868.00

081 CENTER UNIFIED SCHOOL DISTRICT J18635
03-28-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 03-28-19
FUND : 01 GENERAL FUND

APY500 L.00.12 03/28/19 10:00 PAGE 11
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	ABA num	Account num	Liq Amt	Net Amount
020983/00	SIERRA PACIFIC TURF SUPPLY							
67 PO-190059	03/28/2019	0546331-IN		1 01-0000-0-4300-106-0000-8110-007-000 NN P			520.28	520.28
TOTAL PAYMENT AMOUNT							520.28 *	520.28
020371/00	SUMNER, SHERYL							
2252 PO-192187	03/28/2019	MILEAGE		1 01-0000-0-5210-103-1110-1004-019-000 NN F			27.99	27.99
TOTAL PAYMENT AMOUNT							27.99 *	27.99
018015/00	TOMPKINS, SHELLEY							
2257 PO-192207	03/28/2019	REIMB STRIPS		1 01-0740-0-4300-601-1110-1000-017-120 NN F			3.10	3.10
TOTAL PAYMENT AMOUNT							3.10 *	3.10
010139/00	TROXELL COMMUNICATIONS INC							
2050 PO-192001	03/28/2019	166769		1 01-0370-0-4300-115-1110-1000-007-000 NN P			888.94	888.94
2050 PO-192001	03/28/2019	167235		1 01-0370-0-4300-115-1110-1000-007-000 NN F			635.73	635.73
TOTAL PAYMENT AMOUNT							1,524.67 *	1,524.67
010127/00	UNITED PARCEL SERVICE							
245 PO-190234	03/28/2019	YW012129		1 01-8150-0-5920-106-0000-8110-007-000 NN P			8.40	8.40
2130 PO-192077	03/28/2019	YW013129		1 01-0000-0-5920-103-0000-2110-019-000 NN P			121.89	121.89
TOTAL PAYMENT AMOUNT							130.29 *	130.29
011088/00	VERDE DESIGN INC							
1290 PO-191261	03/28/2019	2-1816000		1 01-9181-0-6215-106-0000-8500-007-621 NN P			21,107.86	21,107.86
1290 PO-191261	03/28/2019	3-1816000		1 01-9181-0-6215-106-0000-8500-007-621 NN P			13,713.46	13,713.46
TOTAL PAYMENT AMOUNT							34,821.32 *	34,821.32
010552/00	WAXIE SANITARY SUPPLY							
73 PO-190068	03/28/2019	78149289		1 01-0000-0-9320-000-0000-0000-000-000 NN P			525.79	525.79
73 PO-190068	03/28/2019	78149290		1 01-0000-0-9320-000-0000-0000-000-000 NN P			76.55	76.55
2256 PO-192188	03/28/2019	78105811		1 01-0000-0-4300-111-0000-8200-007-000 NN F			413.77	413.77
2281 PO-192211	03/28/2019	78156440		1 01-0000-0-4300-111-0000-8200-007-000 NN F			16.70	16.70
TOTAL PAYMENT AMOUNT							1,032.81 *	1,032.81

081 CENTER UNIFIED SCHOOL DISTRICT J18635
03-28-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 03-28-19
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			Liq Amt	Net Amount

010116/00	WESTERN PSYCHOLOGICAL SERVICES						
1743 PO-191713	03/28/2019	WPS-256428	1 01-6500-0-4300-102-5770-1191-019-000 NN F			266.68	218.19
TOTAL PAYMENT AMOUNT						218.19 *	218.19
TOTAL FUND PAYMENT						151,768.19 **	151,768.19
TOTAL USE TAX AMOUNT						65.64	

081 CENTER UNIFIED SCHOOL DISTRICT J18635
03-28-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 03-28-19
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			Liq Amt	Net Amount

018951/00	DELL						
2179 PO-192116	03/28/2019	10305418770	1 11-3913-0-4400-600-4130-1000-015-000 NN F			914.93	914.93
TOTAL PAYMENT AMOUNT						914.93 *	914.93
017002/00	HOME DEPOT CREDIT SERVICES						
432 PO-190407	03/28/2019	6035322538182191	2 11-6391-0-4300-600-4130-1000-015-892 NN P			1,135.76	1,135.76
TOTAL PAYMENT AMOUNT						1,135.76 *	1,135.76
TOTAL FUND PAYMENT						2,050.69 **	2,050.69

081 CENTER UNIFIED SCHOOL DISTRICT J18635
03-28-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 03-28-19
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MPS		

014156/00	COUNTY OF SACRAMENTO							
155 PO-190847	03/28/2019	AR0006768	1	13-5310-0-5800-108-0000-3700-007-000	NN	P	925.00	925.00
TOTAL PAYMENT AMOUNT				925.00 *				925.00
011205/00	CULTURE SHOCK YOGURT							
146 PO-190137	03/28/2019	7916	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	140.00	140.00
TOTAL PAYMENT AMOUNT				140.00 *				140.00
016965/00	ECOLAB FOOD SAFETY							
2261 PO-192214	03/28/2019	2846035	1	13-5310-0-4300-108-0000-3700-007-000	NN	F	242.94	242.94
TOTAL PAYMENT AMOUNT				242.94 *				242.94
010435/00	MARTY, ANNA							
2262 PO-192215	03/28/2019	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN	F	14.53	14.53
TOTAL PAYMENT AMOUNT				14.53 *				14.53
016598/00	PLACER COUNTY ENVIRONMENTAL							
154 PO-190145	03/28/2019	IN0120497	1	13-5310-0-5800-108-0000-3700-007-000	NN	F	1,400.00	1,406.00
TOTAL PAYMENT AMOUNT				1,406.00 *				1,406.00
TOTAL FUND PAYMENT				2,728.47 **				2,728.47

081 CENTER UNIFIED SCHOOL DISTRICT J18635
03-28-19

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 03-28-19
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				Liq Amt	Net Amount
010080/00		HANCOCK PARK & DeLONG INC						
	PO-181893 03/25/2019 4231		1 21-0000-0-6200-106-0000-8500-007-000 NN P				131.25	131.25
			TOTAL PAYMENT AMOUNT			131.25 *		131.25
019627/00		NACHT & LEWIS ARCHITECTS						
	574 PO-190547 03/25/2019 FINAL		3 21-0000-0-6215-106-0000-8500-007-620 NN F				1,040.50	1,040.50
	609 PO-190573 03/28/2019 00009		2 21-0000-0-6215-106-0000-8500-007-610 NN P				177,310.00	177,310.00
			TOTAL PAYMENT AMOUNT			178,350.50 *		178,350.50
			TOTAL FUND PAYMENT			178,481.75 **		178,481.75
			TOTAL BATCH PAYMENT			335,029.10 ***	0.00	335,029.10
			TOTAL USE TAX AMOUNT			65.64		
			TOTAL DISTRICT PAYMENT			335,029.10 ****	0.00	335,029.10
			TOTAL USE TAX AMOUNT			65.64		
			TOTAL FOR ALL DISTRICTS:			335,029.10 ****	0.00	335,029.10
			TOTAL USE TAX AMOUNT			65.64		

Number of checks to be printed: 87, not counting voids due to stub overflows.

CENTER JOINT UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

NOTICE OF CONSIDERATION OF LEVEL 1 SCHOOL FACILITIES FEE INCREASES FOR RESIDENTIAL AND COMMERCIAL/INDUSTRIAL DEVELOPMENT BY CENTER JOINT UNIFIED SCHOOL DISTRICT PURSUANT TO EDUCATION CODE SECTION 17620

NOTICE IS HEREBY GIVEN that the Governing Board of the Center Joint Unified School District ("District"), at its regular Board meeting to be held on April 10, 2019 will consider adopting its Level 1 School Facilities Fee of \$3.79 per square foot for residential construction and \$0.61 per square foot of commercial/industrial development, with the exception of self-storage development which should be imposed a fee not to exceed \$0.14, within the boundaries of the District.

The meeting of the District's Governing Board will begin at 6:00 p.m. at 4747 PFE Road, Room 503-District Board Room, Roseville, California 95747 at Wilson C. Riles Middle School. Documents regarding the proposed School Facilities Fee increases are available for public review at the District Office, 8408 Watt Avenue, Antelope, California and at the reference desk at the following public Library: North Highlands-Antelope Public Library at 4235 Antelope Road, North Highlands, CA 95842.

Questions and/or comments regarding the proposed Level 1 School Facilities Fee should be directed to Craig Deason, Assistant Superintendent, Operations & Facilities, at (916) 338-6337.

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Maintenance & Operations	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
Date:	April 10, 2019	# Attached Pages <u> </u>
From:	Craig Deason, Asst. Superintendent	
Principal/Administrator Initials:	<u> </u>	

SUBJECT:	<p align="center"> Residential & Commercial/Industrial Development School Fee Justification Study and Resolution #21/2018-19: Resolution of the Governing Board of the Center Joint Unified School District to Increase Statutory School Fees Imposed on Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 (Level 1 Fees) </p> <p> The School Fee Justification Study for Residential and Commercial/Industrial Development was prepared by Caldwell Flores Winters in March 2019. This study finds that the analysis to determine the imposition of fees pursuant to Government Code Section 65995 indicates that the Center Joint Unified School District is justified to impose a fee of \$3.79 per square foot of residential construction and \$0.61 per square foot of commercial/industrial development with the exception of self-storage development which should be imposed a fee not to exceed \$0.14. </p>
RECOMMENDATION:	<p> The CJUSD Board of Trustees approve the Residential & Commercial/Industrial Development School Fee Justification Study and Resolution #21/2018-19: Resolution of the Governing Board of the Center Joint Unified School District to Increase Statutory School Fees Imposed on Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 (Level 1 Fees). </p>

School Fee Justification Study

**For Residential & Commercial/Industrial
Development**

Prepared For:

Center Joint Unified School District



March 2019

Prepared By:

CFW
*Planning and Financing Better
Schools for California Students*

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EXECUTIVE SUMMARY

This study finds that the analysis to determine the imposition of fees pursuant to Government Code Section (GC §) 65995 indicates that the Center Joint Unified School District (District) is justified to impose a fee of \$3.79 per square foot of residential construction and \$0.61 per square foot of commercial/industrial development with the exception of self-storage development which should be imposed a fee not to exceed \$0.14.

The relationship between residential development and the need for new school facilities is established by examining the capacity of the District's schools calculated in accordance with methods established in EC §17071.10 et seq., the growth and/or decline of the existing student population, and the need to accommodate future students from new residential construction from which the proposed fees are to be levied, in school facilities funded in whole or in part by the fees imposed. The calculation of students from future development pursuant to GC §65995 et seq. is made by determining the ratio of students to residential units for existing residential development within the district and by multiplying the pupil per dwelling unit ratio by the number of proposed new units to be constructed.

The results of the calculations performed in this report indicate that GC §65995 fees of \$3.79 per square foot of residential construction to be imposed on future residential development will not exceed the total cost of school facilities, land, and land improvement costs related to residential development. The total projected school facility costs from new residential projects are \$31,906,410 for grades TK-12. The total projected statutory fees to be collected from new residential development are \$31,236,233, which are less than the projected costs to mitigate the impact of future residential development. The shortfall is estimated to be \$670,177.

The results of the calculations performed in Section F of this report indicate the District is justified in imposing a fee of \$0.61 per square foot on new commercial/industrial development in the District with the exception of self-storage development, which should be imposed a fee not to exceed \$0.14 per square foot, as indicated in Table 18 of this report.

A. NEED FOR ADDITIONAL SCHOOL FACILITIES & FINANCING

Level 1 developer fees may be collected by a school district that justifies the need to collect them. A reasonable relationship should exist between the fee charged and the need for new land and/or school facilities to accommodate students from new development. This study used estimated costs for land, site improvements, and school facilities construction as the basis for estimating the level of need in dollars. These needs were calculated from on a single-family dwelling unit basis based on the current residential construction schedule projected over the next five years.

It is projected that the District will need \$31,906,410 in 2019 dollars to finance projected future needs for TK-12 school facilities based on the current residential construction schedule, current pupil per dwelling unit ratios (Student Yield Rate), and the State School Facility Program (SFP) adopted facilities construction standards. Residential developer fee revenues are projected to be \$31,236,233 for the District, leaving a projected shortfall of \$670,177 for financing future needs for the District.

Other projects will include purchase, lease, or rental of relocatable school facilities, interim site improvements at the existing school site, and necessary administrative expenses required to support the land acquisition and facilities construction. In addition to new construction needs, some renovation or reconstruction of the existing facility could be needed to maintain the usefulness of the school for the immediate impact of new students generated by development, prior to the construction of new schools.

In addition to the above costs, developer fees may be used to pay the administrative, legal, architectural, engineering, or other costs associated with implementing the land acquisition, site improvements, school facilities construction and the Developer Fee program.

Developer fees will be used for school construction, reconstruction of existing facilities, and the provision of interim housing as needed.

B. LEGISLATIVE AUTHORITY

In January 2018, the State Allocation Board (SAB) approved an increase in the authorized statutory developer fee from \$3.48 to \$3.79 per square foot of residential development and from \$0.56 to \$0.61 per square foot of commercial/industrial development.

A comprehensive legislative history governing residential and commercial developer fees can be found in the Appendix to this study.

C. DESCRIPTION OF THE DISTRICT

The Center Joint Unified School District provides TK-12 education for a portion of northern Sacramento County as well as a portion of southern Placer County. The District operates six campuses and serves grades TK-12. Table 1 lists the school sites and the current grade configuration.

TABLE 1: District School Campuses and Grades Served in 2018-19 School Year

School	Grades Served
Dudley Elementary	TK-6
North Country Elementary	TK-6
Oak Hill Elementary	TK-6
Spinelli Elementary	TK-6
Wilson Riles Junior High School	7-8
Center High School	9-12

Table 2 calculates the existing capacity of the District's schools computed based on loading standards in the California Code of Regulations, Title II, Section 1859.35 and the current inventory of permanent classrooms within the District, which totals 176 classrooms. However, the District also maintains an inventory of 127 portable classrooms located through the District, which equates to 72% of permanent classroom capacity. For purposes of calculating New Construction funding eligibility, regulations from the Office of Public School Construction (OPSC) state that for districts where the number of portables exceeds 25% of the permanent classrooms, portable classrooms need to be counted in the existing facility capacity. For districts meeting this criterion, the portable classroom "penalty" is set at 25% of the number of permanent classrooms. As the District does meet the threshold for the portable classroom penalty, an additional 19 classrooms in grades TK-6, 7 classrooms in grades 7-8, and 19 classrooms in grades 9-12 must be accounted for. The resulting total existing District capacity is calculated to be 5,779 students.

TABLE 2: Existing District Facilities Capacity

Grade	Permanent Classrooms		Portable Classroom Penalty*		State-Counted District Classrooms		State Loading Standard (students/classroom)		2018-19 District Capacity
TK-6	75	+	19	=	94	x	25	=	2,350
7-8	27	+	7	=	34	x	27	=	918
9-12	74	+	19	=	93	x	27	=	2,511
Total =									5,779

**Equal to 25% of permanent classrooms for corresponding grade span*

As indicated in Table 3, after accounting for current enrollment, the District demonstrates excess facilities capacity across grade spans, as determined by the State. The District currently has excess facilities capacity

Center Joint Unified School District
Level 1 Development School Fee Justification Study

to serve 121 additional students in grades TK-6, 249 additional students in 7-8, and 1,131 additional high school students.

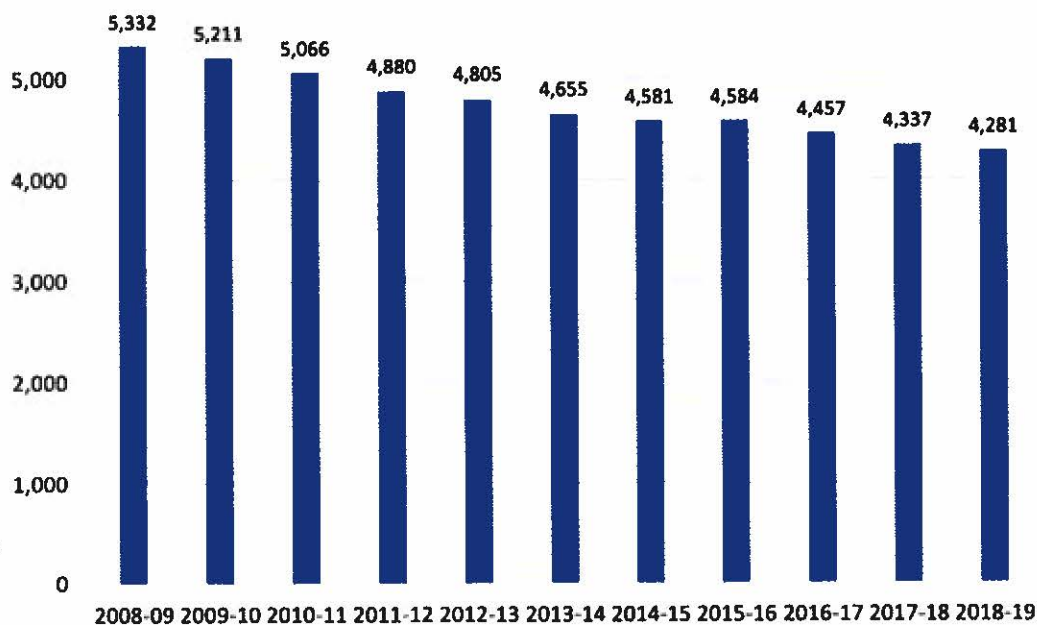
TABLE 3: Existing School Facilities Capacity & Enrollment

Grade	2018-19 Capacity*		2018-19 Enrollment		Excess Capacity
TK-6	2,350	-	2,229	=	121
7-8	918	-	669	=	249
9-12	2,511	-	1,380	=	1,131
Total	5,779	-	4,278	=	1,501

**From Table 2*

Figure 1 shows the District's enrollment history for grades TK through 12 as reported to the California Department of Education in annual October California Basic Educational Data Systems (CBEDS) enrollment reports for the period of 2008-09 through 2018-19. Since the 2008-09 school year, the District has experienced a decline in enrollment of 985 students, or 19% of its enrollment from ten years ago. Major contributing factors to this decline include the closure of the McClellan Air Force Base, which provided a significant amount of local jobs for the Antelope community, and the "Great Recession" which severely impacted home ownership in the area. Over the past five years, this decline in enrollment has slowed; since the 2013-14 school year, the District has lost 317 students, or 7% of its total enrollment. Despite this decline, the District serves almost three times as many students than the reported enrollment of 1,533 when the District unified in 1981.

FIGURE 1: District Enrollment 2008-09 through 2018-19



Source: CBEDS

D. STUDENT YIELD RATE AND POTENTIAL NEW DEVELOPMENT

Existing law requires that a reasonable relationship be established between residential development and the need for fees to mitigate new school construction for students from these new developments. School enrollment forecasters usually establish a relationship between residential development and student enrollment growth. One method for establishing this relationship is the pupil per dwelling unit ratio multiplier model (student yield rate). If an average student yield rate is established over a period of time, multiplying new residential units by the student yield rate will result in a forecasted number of students. Table 4 shows that on average each home is yielding 0.479 students. Although the actual student yield of future new homes could be different, since this is not known, for the purposes of this study, it is reasonable to assume that future new homes could have the same student yield rates as currently exists in the District.

TABLE 4: Residential Unit Student Yield Rate

Grade	2018-19 Enrollment		Occupied District Housing Units		Student Yield Rate
TK-6	2,229	÷	8,935	=	0.249
7-8	669	÷	8,935	=	0.075
9-12	1,380	÷	8,935	=	0.154
Total	4,278	÷	8,935	=	0.479

Source: CBEDS, American Community Survey

The next step is to determine the number of new residential homes that could be constructed within District boundaries. As shown in Table 5 below, an additional 3,663 new residential units are projected to be constructed in the District over the next five years. Based on tentative subdivision maps from developers, these are planned to be low and medium-density units consisting of single-family dwellings.

TABLE 5: Planned New Residential Development in District, 2019-2024

Development Area	Planned Units
Sierra Vista - Villages	725
Sierra Vista - Lennar	1,313
Elverta - Northborough	1,250
Riolo Vineyards - Mariposa	89
Riolo Vineyards - Glen Willow	177
Elverta Park	109
Total	3,663

Source: Center Joint Unified School District

Center Joint Unified School District
Level 1 Development School Fee Justification Study

The third step is to project the number of students from residential development by multiplying the per-housing unit student yield rates from Table 4 to the number of potential new District homes from Table 5. As shown in Table 6, the 3,663 potential new homes could yield 1,754 students during the useful life of the new homes.

TABLE 6: Projected Students from New Residential Development

Grade	Student Yield Rate		Potential New Homes		Projected Students Yielded
TK-6	0.249	x	3,663	=	914
7-8	0.075	x	3,663	=	274
9-12	0.154	x	3,663	=	566
Total	0.479	x	3,663	=	1,754

Table 7 compares the number of projected students from Table 6 with the number of available seats from Table 2 to determine the additional capacity required to accommodate new development. Since the District currently has enough excess capacity to fully accommodate the projected 566 high school students resulting from new residential development, no net additional high school capacity is required. However, additional school capacity would need to be added for projected unhoused TK-8 students resulting from projected development, for a total additional projected TK-8 capacity required of 818 students.

TABLE 7: Additional Projected School Capacity Required

Grade	Projected Students Yielded		Current Excess Capacity		Additional Projected School Capacity Required
TK-6	914	-	121	=	793
7-8	274	-	249	=	25
9-12	566	-	1,131	=	(-565) ¹
			Total	=	818

¹Excess high school capacity cannot be utilized for lower grades, so the projected 565 excess high school seats are not applied towards the District total

E. FACILITIES COSTS AND RESIDENTIAL DEVELOPER FEE

Since the District's future plans to accommodate enrollment growth will depend on the actual timing and amount of enrollment growth, for the purposes of this study the cost of providing facilities for each student from new development in excess of capacity is based on the estimated current cost of constructing new school facilities by grade span. As shown in Table 8, using the State's School Facility Program as a benchmark, the estimated cost is \$38,933 per TK-6 student served and \$41,180 per 7-8

Center Joint Unified School District
Level 1 Development School Fee Justification Study

student served. In addition to basic construction costs, these totals include estimated adjustments for site acquisition/development as well as additional planning/soft costs. As indicated in Table 7, since the District has enough excess capacity in grades 9-12 to accommodate new students from planned residential development through 2024, additional high school facilities are not required at this time to house students generated from projected development. Actual costs incurred by the District in the future could be materially different based on the actual type and costs of projects undertaken.

TABLE 8: Facilities Cost Per New Student

	TK-6	7-8	9-12
New Construction 100% Grant ¹	\$24,394	\$25,802	\$32,830
Site Cost Adjustments ² x	1.33	1.33	1.33
Adjusted Construction Cost Per Student	\$32,444	\$34,317	\$43,664
Additional Planning/Soft Costs Per Student ³ x	1.2	1.2	1.2
Total Facilities Cost Per New Student	\$38,933	\$41,180	\$52,397

¹ Doubles the 50% base grant to account for local match

² Additional estimated costs required to comply with structural, fire, life/safety, code requirements

³ Estimate provided by Stone Creek Estimating

Table 9 below multiplies the costs per new unhoused student by the additional capacity the District is estimated to require. In total, the cost for unhoused students to the District is estimated to be \$30,866,047 for the projected unhoused 793 grade TK-6 students and \$1,040,363 for the projected unhoused 25 grade 7-8 students. The table demonstrates that unhoused TK-6 students from each new home constructed in the District will cost \$8,426 to accommodate, which equates to \$3.75 per square foot for the estimated average size new home. Unhoused 7-8 students from each new home constructed in the District will cost \$284 to accommodate, which equates to \$0.13 per square foot for the estimated average size new home.

TABLE 9: Residential Developer Fee Justification

	TK-6	7-8	9-12
Cost Per Unhoused Student	\$38,933	\$41,180	\$52,397
Additional Capacity Required to Serve Unhoused Students x	793	25	-
Total Facilities Cost For Unhoused Students	\$30,866,047	\$1,040,363	\$0
Estimated New Homes +	3,663	3,663	3,663
Financial Impact of Unhoused Students Per New Home	\$8,426	\$284	\$0.00
Average Square Footage Per Home ¹ +	2,250	2,250	2,250
Fiscal Impact of New Homes Per Square Foot	\$3.75	\$0.13	\$0.00

Cumulative Fiscal Impact of New Homes Per Square Foot ²	\$3.87
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¹ Estimate provided by District

² Total may differ from sum of amounts above due to rounding

The residential fee required to collect the needed total of \$31,906,410 would be \$3.87 per square foot, which exceeds the statutory maximum Level 1 Fee of \$3.79. Therefore, for residential development occurring within District boundaries, Center Joint Unified School District is able to charge the full amount of \$3.79 per square foot of the current maximum Level 1 residential developer fee. The appropriate fee may be charged on all new residential development to the extent allowed by law.

F. COMMERCIAL/INDUSTRIAL DEVELOPMENT

The current maximum fee for commercial/industrial development authorized by Government Code Section 65995 is \$0.61 per square foot for TK-12 school districts. The rationale for assessing developer fees on commercial/industrial construction is based on the relationship between new residential construction and the resulting demand for businesses to employee the new residents. The following analysis presents the relationship between commercial/industrial development and the need for additional school facilities.

1. Employees Per Square Foot of Development

The number of employees per square foot of development has been established in national and regional surveys. Reference documents and resources used in this analysis are published by the Institute of Transportation Engineers (ITE), American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), the National Fire Protection Association, and the San Diego Association of Governments (SanDAG), among others. Table 10 lists employee per square foot standards for various categories of commercial/industrial development projects from the "San Diego Traffic Generators," a report of the San Diego Association of Governments as specified in Education Code Section 17621(e)(1)(B). These standards were determined by years of professional research and have also been widely used across the nation. Impacts for development projects not included on this list may be computed by estimating the uses closest to the actual employee per square foot ratio for the proposed development. The District may supplement this list with additional data to determine the potential impact from project categories not listed.

TABLE 10: Employees Per Square Foot of Commercial/Industrial Development

Category	Employees Per 1,000 Sq. Ft.	Sq. Ft. Per Employee
Office	3.51	285
Retail/Service	1.87	534
Light Industrial	3.29	304
Heavy Industrial	2.22	450
Warehouse	1.28	780
Lodging	1.13	885
Hospitals	2.75	364
Self Storage	0.06	15,500

Source: SanDAG "San Diego Traffic Generators"

2. Percentage of Employees Residing within the District

This section addresses the issue of how many of the new employees resulting from commercial/industrial development are likely to live within the District rather than commute from homes in other communities. Table 11 illustrates the employees and residents within the District's territory and indicates that approximately 11.3 percent of individuals working in the District will also reside within the District, based on data from the American Community Survey.

TABLE 11: Place of Employment & Residence

Jurisdiction	Reside In / Work In	Reside In / Work Out
Center JUSD	11.3%	88.7%

Source: American Community Survey

Chapter 172 of the Statutes of 1986 (AB 2071, also known as the Allen Bill) added Section 48204 to the California Education Code. This law allows any parent to request enrollment of his or her elementary age student in the school district where the parent works, an action that affects the participating school districts. New commercial/ industrial development will expand the base of workers to whom this new option is available. Complete statistics are not available for the number of students using this option. However, any who do transfer under the Allen Bill will only add to the impact on the District from new commercial/industrial development projects.

3. Number of Homes Per Employee

This section establishes the number of homes that are related to each new employee. Information on the number of homes per resident employee is found in the American Community Survey which indicates that the District has 9,254 year-round housing units and approximately 13,159 employees. This represents 0.703 homes per employed resident, as shown in Table 12 below.

TABLE 12: Housing Units Per Employee

Housing Units within Center JUSD	9,254
Reside In / Work In	1,487
Reside In / Work Out	11,672
Total Employees	13,159
Housing Units Per Employee	0.703

The results of these calculations indicate that, on average, each additional worker will demand 0.703 new or existing housing units. For example, for 1,000 new employees in a given commercial/industrial development, 11.3 percent or 113 employees are likely to reside in the District. These 113 new resident workers will demand an average of 0.703 homes each, for a total demand of 79 additional homes.

4. Cost of School Facilities per Unhoused Student

State costs for housing commercially generated students are the same as those used for residential construction. In addition to construction of school facilities, site acquisition and improvement costs must also be included. Since the District has excess capacity in grades 9-12 and additional high school facilities are not projected to be needed at this time, Table 14 shows the costs per unhoused student in grades TK-8 totals \$80,113.

TABLE 14: Cost of Facilities by Grade Level

Grade	Cost Per Unhoused Student
TK-6	\$ 38,933
7-8	\$ 41,180
TK-8 Total	\$ 80,113
9-12 ¹	\$ 52,397

¹District has significant excess capacity in grades 9-12, so additional high school facilities are not projected to be needed at this time

5. Students Generated Per Employee

Table 15 provides the number of students per employee by dividing the number of District students by the number of employees in the District, as tabulated by the American Community Survey, and provides a ratio of 0.325 students per employee.

TABLE 15: Students Generated per Employee

Students		Employees		Students per Employee
4,278	/	13,159	=	0.325

However, this ratio must be reduced to reflect the percentage of resident workers because only those employees living in the District will impact the District's school facilities with additional enrollment. The resulting calculation in Table 16 provides the ratio of students per resident employee.

TABLE 16: Students Generated per Resident Employee

Students per Employee		Percent of Employees Residing in District		Students per Resident Employee
0.325	x	11.30%	=	0.037

6. Cost of Industrial/Commercial Development

Table 17 calculates the school facilities costs generated by a square foot of new commercial/industrial development for each category of development.

TABLE 17: Cost of Commercial/Industrial Development

Category	Employees per 1,000 Sq. Ft.		Students Per Resident Employee		Cost Per Unhoused Student			Facilities Cost per Sq. Ft
Office	3.51	x	0.037	x	\$80,113	÷	1,000	\$10.40
Retail/Service	1.87	x	0.037	x	\$80,113	÷	1,000	\$5.54
Light Industrial	3.29	x	0.037	x	\$80,113	÷	1,000	\$9.75
Heavy Industrial	2.22	x	0.037	x	\$80,113	÷	1,000	\$6.58
Warehouse	1.28	x	0.037	x	\$80,113	÷	1,000	\$3.79
Lodging	1.13	x	0.037	x	\$80,113	÷	1,000	\$3.35
Hospitals	2.75	x	0.037	x	\$80,113	÷	1,000	\$8.15
Self Storage	0.06	x	0.037	x	\$80,113	÷	1,000	\$0.18

7. Calculation of Residential Fee Offset

As additional employees are generated by new commercial/industrial development, residential fees will also be levied on the residential units necessary to house those additional employees residing in the District. A residential offset must be calculated to account for the portion of the commercial/industrial development fee that will already be paid by the residential fee. In addition to utilizing values previously calculated in this report, the residential offset calculation also requires the percent of new employees resulting from commercial/industrial development that will occupy new housing units. Since an estimated 3.4 percent of total housing units are vacant per the American Community Survey, new employees residing in the District can first occupy these vacant units before occupying new housing. Therefore, approximately 96.6 percent of new employees will occupy new housing units. The residential fee offset is calculated by multiplying the following factors and then dividing the result by 1,000 to provide the offset per square foot, as shown in Table 18.

- Employees per square foot (Table 10)
- Housing units per employee (0.703)
- Percentage of employees residing in District (11.3%)
- Percentage of new employees that will occupy new housing units (96.6%)
- Average square feet per new residential unit (2,250)
- Level 1 fee (\$3.79)

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TABLE 18: Calculation of Residential Fee Offset

Category	Employees per 1,000 Sq. Ft.		Housing Units Per Employee		Employees Residing in District		Employees to Occupy New Housing		Average Sq. Ft. Per Housing Unit		Level 1 Fee			Residential Offset per Sq. Ft.
Office	3.51	x	0.703	x	11.3%	x	96.6%	x	2,250	x	\$3.79	÷	1,000	\$2.30
Retail/Service	1.87	x	0.703	x	11.3%	x	96.6%	x	2,250	x	\$3.79	÷	1,000	\$1.22
Light Industrial	3.29	x	0.703	x	11.3%	x	96.6%	x	2,250	x	\$3.79	÷	1,000	\$2.15
Heavy Industrial	2.22	x	0.703	x	11.3%	x	96.6%	x	2,250	x	\$3.79	÷	1,000	\$1.45
Warehouse	1.28	x	0.703	x	11.3%	x	96.6%	x	2,250	x	\$3.79	÷	1,000	\$0.84
Lodging	1.13	x	0.703	x	11.3%	x	96.6%	x	2,250	x	\$3.79	÷	1,000	\$0.74
Hospitals	2.75	x	0.703	x	11.3%	x	96.6%	x	2,250	x	\$3.79	÷	1,000	\$1.80
Self Storage	0.06	x	0.703	x	11.3%	x	96.6%	x	2,250	x	\$3.79	÷	1,000	\$0.04

Table 19 calculates the net school facilities costs generated by a square foot of new commercial/industrial development for each category of development after accounting for the residential fee offset. The result of the calculations presented in Table 19 demonstrates that all categories of commercial/industrial development, except for self-storage, result in a justified fee exceeding the maximum fee rate of \$0.61 per square foot as authorized by Government Code Section 65995.

TABLE 19: Net Commercial/Industrial Development Facilities Costs

Category	Facilities Cost per Sq. Ft.		Residential Offset per Sq. Ft.		Net Facilities Cost per Sq. Ft.
Office	\$10.40	-	\$2.30	=	\$8.11
Retail/Service	\$5.54	-	\$1.22	=	\$4.32
Light Industrial	\$9.75	-	\$2.15	=	\$7.60
Heavy Industrial	\$6.58	-	\$1.45	=	\$5.13
Warehouse	\$3.79	-	\$0.84	=	\$2.96
Lodging	\$3.35	-	\$0.74	=	\$2.61
Hospitals	\$8.15	-	\$1.80	=	\$6.35
Self Storage	\$0.18	-	\$0.04	=	\$0.14

Calculated totals may differ due to rounding

G. FINDINGS & RECOMMENDATIONS

Level 1 Residential Developer Fees & Commercial/Industrial Developer Fees

1. It has been determined that commercial, industrial, and residential development is projected to occur within the territory of the District.
2. As a result of this development, additional students are projected to enroll in the District's schools.
3. The District's K-8 schools are projected to become overcrowded as a result of the enrollment of these new students, causing a need for additional school facilities.
4. New school facilities to house these additional students from new residential development within the District are projected to cost \$31,906,410 in 2019 dollars based on the current residential construction schedule, current Student Yield Rate, and SFP adopted facilities construction standards.
5. Residential developer fee revenues are projected to be \$31,236,233 for the District, leaving a shortfall of \$670,177 for financing future needs for the District.

Recommendations

Based on the findings of this report, the District is justified in imposing a fee of \$3.87 per square foot of residential development. However, existing law (GC §65995 et Seq. and EC §17620) limits the authority of a school district to impose a maximum fee of \$3.79 per square foot of residential development. It is recommended that the District impose a maximum fee of \$3.79 per square foot of residential development and collect a fee for other residential construction not exempt by statute including an appropriate fee for qualified senior citizen housing projects.

Based on the analysis performed in Section F, it is recommended that the District impose and collect a fee of not more than \$0.61 per square foot from commercial/industrial development, with the exception of self-storage development which should be imposed a fee of no more than \$0.14 per square foot.

It is further recommended that the Superintendent be authorized to develop implementation procedures to enact this program.

APPENDIX

1. Legislative History

January 2018 State Allocation Board (SAB) action

In January 2018, the State Allocation Board (SAB) approved an increase in the authorized statutory developer fee from \$3.48 to \$3.79 per square foot of residential development and from \$0.56 to \$0.61 per square foot of commercial/industrial development.

February 2016 State Allocation Board (SAB) action

In February 2016, the SAB approved an increase in the authorized statutory developer fee from \$3.39 to \$3.48 per square foot of residential development and from \$0.55 to \$0.56 per square foot of commercial/industrial development after discovering a discrepancy in the RS Means Index used as the basis for the increase.

January 2016 State Allocation Board (SAB) action

In January 2016, the SAB approved an increase in the authorized statutory developer fee from \$3.36 to \$3.39 per square foot of residential development and from \$0.54 to \$0.55 per square foot of commercial/industrial development.

January 2014 State Allocation Board (SAB) action

In January 2014, the SAB approved an increase in the authorized statutory developer fee from \$3.20 to \$3.36 per square foot of residential development and from \$0.47 to \$0.54 per square foot of commercial/industrial development.

January 2012 State Allocation Board (SAB) action

In January 2012, the SAB approved an increase in the authorized statutory developer fee from \$2.97 to \$3.20 per square foot of residential development and from \$0.47 to \$0.51 per square foot of commercial/industrial development.

January 2010 State Allocation Board (SAB) action

In January 2010, the SAB approved that all developer fees would remain unchanged from the 2008 levels.

January 2008 State Allocation Board (SAB) action

In January 2008, the SAB approved an increase in the authorized statutory developer fee from \$2.63 to \$2.97 per square foot of residential development and from \$0.42 to \$0.47 per square foot of commercial/industrial development.

January 2006 State Allocation Board (SAB) action

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In January 2006, the SAB approved an increase in the authorized statutory developer fee from \$2.24 to \$ 2.63 per square foot of residential development and from \$0.36 to \$0.42 per square foot of commercial/industrial development.

January 2004 State Allocation Board (SAB) action

On January 28, 2004, the SAB approved an increase in the authorized statutory developer fee from \$2.14 to \$ 2.24 per square foot of residential development and from \$0.34 to \$0.36 per square foot of commercial/industrial development.

January 2002 State Allocation Board (SAB) action

On January 23, 2002, the SAB approved an increase in the authorized statutory developer fee from \$2.05 to \$ 2.14 per square foot of residential development and from \$0.33 to \$0.34 per square foot of commercial/industrial development.

January 2000 State Allocation Board Action

In January of 2000, the State Allocation Board acted to increase statutory developer fees from \$1.93 to \$2.05 per square foot for residential construction and from \$0.31 to \$0.33 per square foot for commercial/industrial construction.

November 1998 Passage of Senate Bill 50 and Proposition 1A

On November 4, 1998, California voters approved Proposition 1A. This action made little revision to the manner in which standard (GC §65995) developer fees are calculated. However, fees in excess of the standard fee were limited to the provisions of GC §§ 65995.5 and .7.

January 1998 State Allocation Board (SAB) action

On January 28, 1996, the SAB approved an increase in the statutory developer fee from \$1.84 to \$ 1.93 per square foot of residential development and \$0.30 to \$0.31 per square foot of commercial/industrial development.

January 1996 SAB action

On January 24, 1996, the SAB approved an increase in the statutory developer fee from \$1.72 to \$ 1.84 per square foot of residential development and \$0.28 to \$0.30 per square foot of commercial/industrial development.

Repeal of ACA 6 (Proposition 170, 1993)

On November 4, 1993, California's voters rejected Proposition 170. As part of this action, the additional fee of \$1.00 per square foot for residential construction authorized by SB 1287 was repealed. On November 5, 1993, the statutory developer for residential development became limited to a maximum of \$1.65. On January 26, 1994, the SAB enacted a once in two-year increase in the statutory fee for inflation

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that has raised the maximum fee from \$1.65 to \$1.72 for residential construction and from \$0.27 to \$0.28 for commercial/industrial construction.

Senate Bill (SB) 1287

On September 30, 1992, the governor signed into law SB 1287. It contained several provisions that appear to both lay and legal analysts to be ambiguous. Among the more certain provisions of this legislation is the authorization for school districts to collect an additional \$1.00 per square foot residential developer fee, above the already imposed \$1.65 per square foot fee authorized by AB 2926, if it can be substantiated through a fee justification study. The total residential developer fee increase to \$2.65 per square foot became effective statewide on January 1, 1993, and expired with the defeat of Proposition 170.

Assembly Bill (AB) 2926

In September 1986, AB 2926 was signed into law. It authorized school districts to impose a fee of not more than \$1.50 per square foot on residential and \$0.25 per square foot on commercial/industrial development if the school district could establish a finding that additional development projects caused an increased need for school facilities. Developer fees are adjusted for inflation every other year by the SAB, commencing 1990. As of September 30, 1992, the maximum fees were set at \$1.65 per square foot, plus \$1.00 as authorized by SB 1287 effective January 1, 1993, for residential development and \$0.27 per square foot for commercial/industrial development.

Assembly Bill (AB) 1600

AB 1600 established that school districts must satisfy specific criteria and requirements when establishing, increasing, or imposing a fee as a condition of approval of a development project. These criteria and requirements are:

1. The District must identify the purpose and use of the fee.
2. The District must establish a reasonable relationship between the *fee's use* and the *type of development* on which the fee is imposed, including a determination of a reasonable relationship between the need for additional school facilities and the type of development on which the fee is imposed.
3. The District must establish a reasonable relationship between the *amount* of the fee and the *cost* of the additional school facility, portion of the additional school facility, or reconstructed school facility with expanded pupil capacity caused by the development on which the fee is imposed.
4. The District must make a report each fiscal year regarding any portion of the fee remaining unexpended or unencumbered for five or more years after deposit.

Assembly Bill 181

AB 181 imposed the following changes and additional requirements for school districts imposing or increasing developer fees:

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1. School districts may, after conducting a study of employee generation factors within the district, establish commercial/industrial fees on categories of projects or on a case-by-case basis.
2. School Facility Fees may not be used for the “purposes of deferred maintenance,” for routine maintenance, or for removal of asbestos – except as part of an eligible project.
3. Adoption of School Facilities Fees by the Board of Education is exempt from the California Environmental Quality Act (CEQA) (Government Code Section 53080. 1, added by Chapter 1209, Statutes of 1989).
4. The school district’s governing board must establish a process to allow appeals of the imposition of developer fees.

Other legislation regarding developer fees provides that:

1. Developer fees are to be isolated in a capital facilities fund account. These fees, and any income earned on these fees (i.e., interest), may be used only for the purposes for which they were collected (Government Code Section 53077).
2. School districts may charge a fee on mobile homes if:
 - a. the fee is levied only on the initial installation of the mobile home in the district,
 - b. a mobile home has not been on the pad previous to the mobile home upon which fees are being levied, and
 - c. construction of the pad upon which the mobile home is to be placed had been started subsequent to September 1, 1986.
3. AB 2071, passed into law by the legislature, allows a parent living in one community and working in another to request enrollment for the elementary student in the district in which they work as opposed to the district in which they reside, adding additional pressure on school districts. The district’s opportunity to reject these requests is limited. Thus, increasing commercial/industrial development can have a very significant impact upon the district in the event that people working in the new commercial, industrial or entertainment (recreational) centers will be able to make these requests.
4. School districts must first hold a public hearing before adopting or increasing any fee. The public hearing must be part of a regularly scheduled meeting of the governing board and notice of the meeting must be published twice, in accordance with Government Code Section 6062a. (Government Code §66018).
5. Notice of the public hearing, and a statement that certain required information is available, must be mailed at least fourteen days prior to the public hearing to any interested party requesting written notice of meetings for new or increased fees.
6. At least ten days prior to the public hearing, the district must make available to the public certain data as required by Government Code Section 66016.
7. The District must also wait for a period of 60 days before implementing the developer fees that it imposed by governing board adoption. An emergency resolution may be used under special circumstances to shorten the waiting period.

2. Selected Housing Characteristics, 2013-2017 American Community Survey 5-Year Estimates

U.S. Census Bureau



DP04

SELECTED HOUSING CHARACTERISTICS

2013-2017 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.

A processing error was found in the Year Structure Built estimates since data year 2008. For more information, please see the errata note #110.

Subject	Center Joint Unified School District, California			
	Estimate	Margin of Error	Percent	Percent Margin of Error
HOUSING OCCUPANCY				
Total housing units	9,254	±200	9,254	(X)
Occupied housing units	8,935	±158	96.6%	±1.6
Vacant housing units	319	±149	3.4%	±1.6
Homeowner vacancy rate	0.6	±0.8	(X)	(X)
Rental vacancy rate	1.8	±1.5	(X)	(X)
UNITS IN STRUCTURE				
Total housing units	9,254	±200	9,254	(X)
1-unit, detached	7,286	±292	78.7%	±2.7
1-unit, attached	486	±147	5.3%	±1.6
2 units	98	±64	1.1%	±0.7
3 or 4 units	153	±92	1.7%	±1.0
5 to 9 units	372	±156	4.0%	±1.7
10 to 19 units	255	±136	2.8%	±1.5
20 or more units	248	±121	2.7%	±1.3
Mobile home	350	±133	3.8%	±1.4
Boat, RV, van, etc.	0	±23	0.0%	±0.4
YEAR STRUCTURE BUILT				
Total housing units	9,254	±200	9,254	(X)
Built 2014 or later	232	±86	2.5%	±0.9
Built 2010 to 2013	0	±23	0.0%	±0.4
Built 2000 to 2009	753	±199	8.1%	±2.2
Built 1990 to 1999	2,496	±271	27.0%	±2.8
Built 1980 to 1989	3,685	±360	39.8%	±4.0
Built 1970 to 1979	1,017	±180	11.0%	±1.9
Built 1960 to 1969	514	±139	5.6%	±1.5
Built 1950 to 1959	400	±158	4.3%	±1.7
Built 1940 to 1949	116	±91	1.3%	±1.0

3. Commuting Characteristics by Sex, 2013-2017 American Community Survey 5-Year Estimates



S0801

COMMUTING CHARACTERISTICS BY SEX

2013-2017 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.

Subject	Center Joint Unified School District, California				
	Total		Male		Female
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate
Workers 18 years and over	13,150	+/-716	6,004	+/-593	6,255
MEANS OF TRANSPORTATION TO WORK					
Car, truck, or van	91.8%	+/-2.1	92.1%	+/-2.9	91.5%
Drove alone	79.8%	+/-2.8	81.4%	+/-3.9	78.1%
Carpooled	12.0%	+/-2.3	10.8%	+/-2.9	13.4%
In 2-person carpool	9.6%	+/-2.3	8.4%	+/-2.7	11.0%
In 3-person carpool	1.6%	+/-1.4	1.6%	+/-1.8	1.5%
In 4-or-more person carpool	0.8%	+/-0.5	0.8%	+/-0.5	0.9%
Workers per car, truck, or van	1.08	+/-0.02	1.07	+/-0.02	1.08
Public transportation (excluding taxicab)	1.0%	+/-0.7	0.8%	+/-0.7	1.2%
Walked	0.3%	+/-0.2	0.4%	+/-0.3	0.2%
Bicycle	0.0%	+/-0.3	0.0%	+/-0.5	0.0%
Taxicab, motorcycle, or other means	1.6%	+/-0.9	0.8%	+/-0.5	2.4%
Worked at home	5.3%	+/-1.7	5.9%	+/-2.7	4.6%
PLACE OF WORK					
Worked in state of residence	99.4%	+/-0.5	99.8%	+/-0.4	99.0%
Worked in county of residence	71.0%	+/-3.2	72.4%	+/-4.2	69.5%
Worked outside county of residence	28.4%	+/-3.2	27.4%	+/-4.2	29.5%
Worked outside state of residence	0.6%	+/-0.5	0.2%	+/-0.4	1.0%
Living in a place					
Worked in place of residence	10.8%	+/-2.4	9.2%	+/-3.0	12.1%
Worked outside place of residence	83.6%	+/-2.7	84.6%	+/-3.6	82.3%
Not living in a place	5.0%	+/-1.4	6.2%	+/-1.7	5.6%
Living in 12 selected states					
Worked in minor civil division of residence	0.0%	+/-0.3	0.0%	+/-0.5	0.0%
Worked outside minor civil division of residence	0.0%	+/-0.3	0.0%	+/-0.5	0.0%
Not living in 12 selected states	100.0%	+/-0.3	100.0%	+/-0.5	100.0%
Workers 18 years and over who did not work at home	12,464	+/-712	6,496	+/-550	5,968
TIME LEAVING HOME TO GO TO WORK					

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4. January 2019 Annual Adjustment to School Facility Program Grants

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS
 State Allocation Board Meeting, January 23, 2019

Grant Amount Adjustments

		Regulation Section	Current Adjusted Grant Per Pupil Effective 1-1-18	Current Adjusted Grant Per Pupil Effective 1-1-19
New Construction	Elementary	1859 71	\$11,567	\$12,197
	Middle	1859 71	\$12,234	\$12,901
	High	1859 71	\$15,567	\$16,415
	Special Day Class – Severe	1859 71 1	\$32,503	\$34,274
	Special Day Class – Non-Severe	1859 71 1	\$21,737	\$22,922
	Automatic Fire Detection/Alarm System – Elementary	1859 71 2	\$14	\$15
	Automatic Fire Detection/Alarm System – Middle	1859 71 2	\$19	\$20
	Automatic Fire Detection/Alarm System – High	1859 71 2	\$31	\$33
	Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859 71 2	\$68	\$61
	Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859 71 2	\$41	\$43
	Automatic Sprinkler System – Elementary	1859 71 2	\$194	\$205
	Automatic Sprinkler System – Middle	1859 71 2	\$230	\$243
	Automatic Sprinkler System – High	1859 71 2	\$240	\$253
	Automatic Sprinkler System – Special Day Class – Severe	1859 71 2	\$613	\$646
	Automatic Sprinkler System – Special Day Class – Non-Severe	1859 71 2	\$411	\$433
Modernization	Elementary	1859 78	\$4,404	\$4,644
	Middle	1859 78	\$4,658	\$4,912
	High	1859 78	\$6,099	\$6,431
	Special Day Class – Severe	1859 78 3	\$14,037	\$14,802
	Special Day Class – Non-Severe	1859 78 3	\$9,391	\$9,903
	State Special School – Severe	1859 78	\$23,397	\$24,672
	Automatic Fire Detection/Alarm System – Elementary	1859 78 4	\$143	\$151
	Automatic Fire Detection/Alarm System – Middle	1859 78 4	\$143	\$151
	Automatic Fire Detection/Alarm System – High	1859 78 4	\$143	\$151
	Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859 78 4	\$394	\$415
	Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859 78 4	\$264	\$278
	Over 50 Years Old – Elementary	1859 78 6	\$6,119	\$6,452
	Over 50 Years Old – Middle	1859 78 6	\$6,471	\$6,824
	Over 50 Years Old – High	1859 78 6	\$8,471	\$8,933
	Over 50 Years Old – Special Day Class – Severe	1859 78 6	\$19,502	\$20,565
	Over 50 Years Old – Special Day Class – Non-Severe	1859 78 6	\$13,041	\$13,752
	Over 50 Years Old – State Special School – Severe	1859 78 6	\$32,502	\$34,273

WILSON C. RILES MIDDLE SCHOOL

A/B Calendar for 2019-2020 School Year

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	W5	W6	W7	W8	W9	10
11	E12B			14B		17
18	E19A	20B		22B		24
25	E26B			28B		31

September 2019						
S	M	T	W	T	F	S
1	2	3	4B		6B	7
8	E9A	10B		12B		14
15	E16B			18B		21
22	E23A	24B		26B		28
29	E30B					

SCHOOL IN SESSION

First day of school: Au
Last day of School: Ma

SCHOOL NOT IN SESSION

Sept. 2: Labor
Oct. 7 - 11: Fall Break
Nov. 11: Veterans' Day
Nov. 25 - 29: Thanksg
Dec. 23 - Jan. 3: Winte
Jan. 20: MLK
Feb. 10: Lincoln's Birt
Feb. 17: Presidents' Da
Apr. 6 - 10: Spring Bre
May 25: Memorial Day

LEGEND

- W# Teacher workd
- A Day Schedu
- #B B Day Schedu
- E#A Early Release
- E#B Early Release
- #M Minimum Day
- Holiday/No Sc
- All Classes Day
- #ST Statewide Testing

October 2019						
S	M	T	W	T	F	S
			2B		4B	5
6	7	8	9	10	11	12
13	E14A	15B		17B		19
20	E21B		23B	24MA	25MB	26
27	E28A	29B		31B		

*10/24 and 10/25 - Fall PT Conferences

November 2019						
S	M	T	W	T	F	S
						2
3	E4B			6B		8B
10	11		13B		15B	16
17	E18A	19B		21B		23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	E2B		4B		6B	7
8	E9A	10B		12B		14
15	E16B	17A		19MA	19MB	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	W6		8B		10B	11
12	E13A	14B		16B		18
19	20	21B		23B		25
26	E27B		29B		31B	

February 2020						
S	M	T	W	T	F	S
						1
2	E3A	4B		6B		8
9	10	11B		13B		15
16	17	18B		20B		22
23	E24B		27B	27MA	28MB	29

*2/27 and 2/28 - Spring PT Conferences

March 2020						
S	M	T	W	T	F	S
1	E2A	3B		5B		7
8	E9B		11B		13B	14
15	E16A	17B		19B		21
22	E23B		25B		27B	28
29	E30A	31B				

April 2020						
S	M	T	W	T	F	S
				2B		4
5	6	7	8	9	10	11
12	E13B		15B		17B	18
19	E20A	21B		23B		25
26	E27B	28ST	29ST	30ST		

*April 28 - May 1 -Statewide Testing

May 2020						
S	M	T	W	T	F	S
					1ST	2
3	E4A	5B		7B		9
10	E11B		13B		15B	16
17	E18A	19B		21B		23
24	25	26B	27MA	28MB	W29	30
31	*May 28 - 8th Grade Celebration					

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

RESOLUTION NO. 21/2018-19

**RESOLUTION OF THE GOVERNING BOARD OF THE CENTER JOINT UNIFIED
SCHOOL DISTRICT TO INCREASE STATUTORY SCHOOL FEES IMPOSED ON
RESIDENTIAL AND COMMERCIAL/INDUSTRIAL DEVELOPMENT PROJECTS
PURSUANT TO EDUCATION CODE SECTION 17620 (LEVEL 1 FEES)**

WHEREAS, the Governing Board ("Board") of the Center Joint Unified School District ("District") provides for the educational needs for K-12 students within its boundaries; and

WHEREAS, the Board of the District has previously adopted and imposed statutory school fees ("Statutory School Fees") pursuant to Education Code sections 17620, *et seq.*, and Government Code sections 65995, *et seq.*, "(School Fee Legislation") in the amounts of \$3.48 per square foot of assessable space of residential development in the District, and \$0.56 per square foot of commercial/industrial development in the District; and

WHEREAS, the State Allocation Board has taken action pursuant to Government Code section 65995(b)(3), which authorizes school districts to increase statutory school fees to \$3.79 per square foot for assessable space of residential development and \$0.61 per square foot of chargeable covered and enclosed space for all categories of commercial/industrial development, with the exception of self-storage development which should be imposed a fee not to exceed \$0.14, within the boundaries of the district, as long as such increases are properly justified by the District pursuant to law; and

WHEREAS, residential and commercial/industrial development continue to generate additional students for the District's schools and the District is required to provide school facilities ("School Facilities") to accommodate those students; and

WHEREAS, overcrowded schools within the District have an impact on the District's ability to provide an adequate quality education and negatively impacts the educational opportunities for the District's students; and

WHEREAS, the District does not have sufficient funds available for the construction or reconstruction of the School Facilities to accommodate students generated from residential or commercial/industrial development; and

WHEREAS, the Board of the District has received and considered a report entitled Justification Report for the Center Joint Unified School District prepared by Caldwell Flores Winters, Inc., in accordance with Government Code sections 66000, *et seq.*, ("Report"), which Report includes information, documentation, and analysis of the School Facilities needs of the District, including (a) the purpose of the Statutory School Fees; (b) the use to which the Statutory School Fees are to be put; (c) the nexus (roughly proportional and reasonable relationship) between residential and commercial/industrial development and the following: (1) the use for Statutory School Fees; (2) the need for School Facilities; (3) the cost of School Facilities and the amount of Statutory School Fees from residential and commercial/industrial development; (d) a determination of the impact of the increased number of employees anticipated to result from the commercial/industrial development (by category) upon the cost of providing School Facilities within the District; (e) an evaluation and projection of the number of students that will be generated by residential development; (f) the new School Facilities that will be required to serve such students; and g) the cost of such School Facilities; and

WHEREAS, said Report pertaining to the Statutory School Fees and to the capital facilities needs of the District was made available to the public, as required by law, before the Board considered same at a regularly-scheduled public meeting regarding the proposed increases in the Statutory School Fees; and

WHEREAS, all required notices of the proposed increases in the Statutory School Fees have been given; and

WHEREAS, a public hearing was held at a regularly-scheduled meeting of the Board of the District relating to the proposed increases in the Statutory School Fees; and

WHEREAS, Education Code section 17621 provides that the adoption, increase or imposition of any fee, charge, dedication, or other requirement, pursuant to Education Code section 17620 shall not be subject to Division 13 (commencing with section 21000) of the Public Resources Code.

NOW THEREFORE, be it resolved by the Board of the Center Joint Unified School District as follows:

1. That the above recitals are true and correct.
2. That the Board accepts and adopts the Report.
3. That the Board finds that the purpose of the Statutory School Fees imposed upon residential development is to fund the construction and/or reconstruction of School Facilities as authorized pursuant to the School Fee Legislation which is required to serve the students generated by the residential development upon which the Statutory School Fees are imposed.
4. That the Board finds that the Statutory School Fees imposed on residential development will be used only to finance those School Facilities described in the Report and related documents, and that these School Facilities are required to serve the students generated by the residential development within the District; and that subject to any limitations set forth in the School Fee Legislation, the use of the Statutory School Fees will include construction or acquisition of School Facilities, remodeling existing School Facilities, the addition of technology, and acquiring and installing additional portable classrooms and related School Facilities, with the specific location of new schools, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such residential development, as well as any required central administrative and support facilities within the District plus any studies authorized pursuant to Education Code section 17620(a)(5).
5. That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and the residential development within the District, because the Statutory School Fees imposed on residential development by this Resolution will be used to fund School Facilities which will be used to serve the students generated by such residential development.
6. That the Board finds that there is a roughly proportional, reasonable relationship between the residential development upon which the Statutory School Fees are imposed and the need for School Facilities in the District, because new students will be generated from residential development within the District and the District does not have student capacity in the existing School Facilities to accommodate these students.

7. That the Board finds that the amount of the Statutory School Fees levied on residential development as set forth in this Resolution is roughly proportional and reasonably related to, and does not exceed the cost of, providing the School Facilities required to serve the students generated by such residential development within the District.

8. That the Board finds that the purpose of the Statutory School Fees imposed on new commercial/industrial development is to fund School Facilities required to serve the students generated by the new commercial/industrial development upon which the Statutory School Fees are imposed.

9. That the Board finds that the Statutory School Fees imposed on new commercial/industrial development (by category) will be used only to finance those School Facilities described in the Report and related documents and that subject to any limitations set forth in the School Fee Legislation, these School Facilities are required to serve the students generated by such new commercial/industrial development; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities, the addition of technology, and acquiring and installing additional portable classrooms and related facilities, with the specific location of new schools, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new commercial/industrial development, as well as any required central administrative and support facilities within the District plus any studies authorized pursuant to Education Code section 17620(a)(5).

10. That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and new commercial/industrial development by category within the District, because the Statutory School Fees imposed on commercial/industrial development by this Resolution will be used to fund School Facilities which will be used to serve the students generated by such new commercial/industrial development.

11. That the Board finds that there is a roughly proportional, reasonable relationship between the commercial/industrial development by category, upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the District because new students will be generated from commercial/industrial development within the District and the District does not have student capacity in the existing School Facilities to accommodate these students.

12. That the Board finds that the amount of the Statutory School Fees levied on commercial/industrial development by category as set forth in this Resolution is roughly proportional and reasonably related to, and does not exceed the cost of, providing the School Facilities required to serve the students generated by such commercial/industrial development within the District.

13. That the Board find that a separate account has been established for the deposit of Statutory School Fees imposed on residential and commercial/industrial development and that said account has at all times since been separately maintained, except for temporary investments, from other funds of the District.

14. That the Board finds that the funds of account, described in section 13, consisting of the proceeds of Statutory School Fees have been imposed for the purposes of constructing and reconstructing those School Facilities necessitated by new residential and commercial/industrial development and, thus, these funds may be expended for those purposes. The Statutory School Fees may also be expended by the District for the costs of performing any study or otherwise

making the findings and determinations required under subdivisions (a), (b), and (d) of section 66001 of the Government Code. In addition, the District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees.

15. That the Board hereby increases the Statutory School Fees as a condition of approval for residential development projects and imposes the Statutory School Fees as a condition of approval for residential development projects and imposes the Statutory School Fees on such development projects in the following amounts:

a. \$3.79 per square foot of assessable space for residential construction as set forth in Education Code section 17620(a) (1)(B)(C) and (D), including new residential construction; other residential construction; and manufactured homes and mobile homes as authorized under Education Code section 17625, except for any construction described in Government Code sections 65995.1 and 65996.2 ("Senior and Migrant Worker Housing").

b. \$0.61 per square foot of assessable space (as defined in the School Fee Legislation) for Senior and Migrant Worker Housing.

16. That this Board hereby increases the Statutory School Fees as a condition of approval of commercial/industrial development projects and levies the Statutory School Fees on such development projects in the following amounts per square foot of chargeable covered and enclosed space (as defined in the School Fee Legislation):

a. \$0.61 per square foot for commercial/industrial development.

b. \$0.14 per square foot of assessable space for self-storage development.

17. That the proceeds of the Statutory School Fees increased and established pursuant to this Resolution shall continue to be deposited into that account identified in section 13 of this Resolution, the proceeds of which shall be used exclusively for the purpose for which the Statutory School Fees are to be collected, including accomplishing any study, findings or determinations required by subdivisions (a), (b) and (d) of section 66001 of the Government Code or retaining an amount not to exceed in any fiscal year three percent (3%) of the fees collected in that fiscal year, pursuant to Education Code section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees, or in financing the described Report or in defending the imposition of Statutory School Fees.

18. That the Superintendent, or his or her designee, is directed to cause a copy of this Resolution to be delivered to the building official of the cities within the District's boundaries and the county along with a copy of all the supporting documentation referenced herein and a map of the District clearly indicating the boundaries thereof, advising the cities and county that new residential and commercial/industrial development is subject to the Statutory School Fees increased and readopted pursuant to this Resolution and requesting that no building permit or approval for occupancy be issued by any of these entities for any residential development project, mobile home or manufactured home subject to the Statutory School Fees absent a certification from this District of compliance of such project with the requirements of the Statutory School Fees, nor that any building permit be issued for any non-residential development absent a certification from this District of compliance with the requirements of the applicable Statutory School Fees.

19. That the Board hereby establishes a process that permits the party against whom the commercial/industrial Statutory School Fees are imposed, the opportunity for a hearing to appeal that imposition of Statutory School Fees for commercial/industrial development as required by Education Code section 17612(e)(2). The appeal process is as follows:

(a) Within ten (10) calendar days of being notified, in writing (by personal delivery or deposit in the United States Mail), of the commercial/industrial Statutory School Fees to be imposed or paying the commercial/industrial Statutory School Fees, pursuant to Education Code section 17620, a party shall file a written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees. The party shall state in the written request the grounds for opposing the imposition of commercial/industrial Statutory School Fees and said written request shall be served by personal delivery or certified or registered mail to the Superintendent of the District.

(b) The possible grounds for that appeal include, but are not limited to, the inaccuracy of including the project within the category pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.

(c) Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the District, or his or her designee, shall give notice in writing of the date, place and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Superintendent, or his or her designee, shall schedule and conduct said hearing within thirty (30) calendar days of receipt of the written request. The Superintendent, or his or her designee, shall render a written decision within ten (10) days following the hearing on the party's appeal and serve it by certified or registered mail to the last known address of the party.

(d) The party against whom the commercial/industrial Statutory School Fees are imposed may appeal the Superintendent's, or his or her designee's, decision to the Board of the District.

(e) The party appealing the Superintendent's, or his or her designee's decision shall state in the written appeal the grounds for opposing the imposition of the commercial/industrial Statutory School Fees, and said written appeal shall be served by personal delivery or certified or registered mail to the Superintendent of the District.

(f) the possible grounds for that appeal to the Board of the District include, but are not limited to, the inaccuracy of including the project within the category pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.

(g) Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the District, or his or her designee, shall give notice in writing of the date, place and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Board of the District shall schedule and conduct said hearing at the next regular meeting of the Board, provide that the party is given notice at least five (5) working days prior to

the regular meeting of the Board. The Board shall render a written decision within ten (10) days following the hearing of the party's appeal and serve the decision by certified or registered mail to the last known address of the party.

(h) The party appealing the imposition of the commercial/industrial Statutory School Fees shall bear the burden of establishing that the commercial/industrial Statutory School Fees are improper.

20. That the Superintendent is authorized to cause a certificate of compliance to be issued for each development project, mobile home and manufactured home for which there is compliance with the requirement for payment of the Statutory School Fees in the amount specified by this Resolution. In the event a certificate of compliance is issued for the payment of Statutory School Fees for a development project, mobile home or manufactured home and it is later determined that the statement or other representation made by an authorized party concerning the development project as to square footage is untrue, then such certificate shall automatically terminate and the appropriate city shall be so notified.

21. That no statement or provision set forth in this Resolution, or referred to therein shall be construed to repeal any preexisting fee previously imposed by the District on any residential or nonresidential development. Notwithstanding the preceding, if the District adopts alternative school facilities fees for new residential construction pursuant to Government Code sections 65995.5, 65995.6 and/or 65995.7 ("Alternative School Facilities Fees"), the District is hereby authorized to collect the Alternative School Facilities in lieu of the Statutory School Fee with respect to new residential construction. If the Alternative School Facilities Fees should lapse or be terminated, then the Statutory School Fees shall be collected for new residential construction at the amount set forth in this Resolution.

22. That the increase in the Districts Statutory School Fees will become effective on June 9, 2019, unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Board.

ADOPTED, SIGNED AND APPROVED this 10th day of April, 2019.

Jeremy Hunt
President of the Governing Board of the
Center Joint Unified School District

Donald E. Wilson
Clerk of the Governing Board of the
Central Joint Unified School District

CERTIFICATE

STATE OF CALIFORNIA)
)
COUNT OF SACRAMENTO) ss
)
and COUNTY OF PLACER)

I, Donald E. Wilson, Clerk of the Governing Board of the Center Joint Unified School District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 10th day of April, 2019 that the same has not been rescinded, amended or repealed, and that it was so adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Donald E. Wilson
Clerk of the Governing Board of the
Center Joint Unified School District

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Maintenance & Operations	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
Date:	April 10, 2019	# Attached Pages <u> 3 </u>
From:	Craig Deason, Asst. Superintendent	
Principal/Administrator Initials: <u> CD </u>		

Subject:	Resolution #20/2018-19: Execute Center High Turf Replacement Through California Multiple Award Schedules (CMAS) and Piggyback Bids
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<p>This Resolution authorizes the District Superintendent and his designee to execute, deliver or otherwise negotiate contract requisitions, or purchase orders under CMAS, as well as Piggyback Bids.</p>
<p>RECOMMENDATION: The CJUSD Board of Trustees approve Resolution #20/2018-19</p>

**BEFORE THE GOVERNING BOARD OF THE
CENTER JOINT UNIFIED SCHOOL DISTRICT**

**RESOLUTION TO APPROVE CONTRACTS, LEASES, REQUISITIONS OR
PURCHASE ORDERS PROCURED PURSUANT TO PUBLIC CONTRACT
CODE SECTIONS 10290 ET SEQ. AND 12100 ET SEQ.
(CALIFORNIA MULTIPLE AWARD SCHEDULES) AND PUBLIC
CONTRACT CODE SECTION 20118 (PIGGYBACK BIDS)**

RESOLUTION # 20/2018-19

WHEREAS, the governing board of a school district under Public Contract Code section 10290 et seq. may, without competitive bidding, contract with suppliers that have been awarded contracts, master agreements, multiple award schedules, cooperative agreements or other types of agreements, including agreements with entities outside the state or other agreements that leverage the state's buying power, for acquisitions authorized under Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code; and

WHEREAS, the governing board of a school district without advertising for bids, and when that board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases; and

WHEREAS, the governing board of a district is required to make a determination that a purchase through a public corporation or agency is in the best interests of the district to take advantage of the exceptions to competitive bidding noted above; and

WHEREAS, the Governing Board of the Center Joint Unified School District ("District") has determined that it is in the best interest of the District to authorize procurement of goods, services, or technology goods and services in accordance with Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code, without competitive bidding through the State of California Department of General Services Procurement Division under California Multiple Award Schedules (collectively, "CMAS"); and

WHEREAS, the Governing Board of the District has determined that it is in the best interest of the District to authorize by contract, lease, requisition, or purchase order, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property in accordance with Public Contract Code section 20118 (also known as "Piggyback Bids"); and

WHEREAS, the District desires by a majority of the vote of the Governing Board and pursuant to Education Code section 17604 and similar statutes, to delegate authority to the District's Superintendent and his designee to execute, deliver or otherwise negotiate contracts, requisitions, or purchase orders under CMAS, as well as to execute, deliver or otherwise negotiate contracts, leases, requisitions, or purchase orders in accordance with Public Contract Code section 20118 for Piggyback Bids, or to otherwise carry out the intent of this Resolution, all subject to the following conditions:

- a. Confirmation that the goods, services, or technology goods and services being procured by the District from the vendor are specifically set forth in a current and valid CMAS contract, and that the prices paid by the District are equal to or lower than the prices set forth in the current and valid CMAS contract, and meets any other applicable requirements under Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code;
- b. Confirmation that the underlying Piggyback Bid is valid and was properly procured by the public corporation or agency in a manner that the public corporation or agency is authorized by law to make such leases or purchases, and confirmation that all materials, supplies or equipment to be procured by the District are specifically set forth in the original underlying Piggyback Bid;
- c. Any contract, requisition, or purchase order procured pursuant to this Resolution shall be approved or ratified by the Governing Board, with said approval or ratification to be evidenced by a motion of the Governing Board duly passed and adopted.

NOW, THEREFORE, the District hereby finds, determines, declares and resolves as follows:

Section 1. Determination of Recitals. All of the recitals set forth above are true and correct, and the District Governing Board so finds and determines.

Section 2. Determination of Purchase Through CMAS. The Governing Board of the District hereby finds and determines that it is in the best interest of the District to authorize procurement of goods, services, or technology goods and services in accordance with Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of the Public Contract Code, without competitive bidding, through the State of California Department of General Services Procurement Division under CMAS.

Section 3. Determination of Purchase Through Piggyback Bids. The Governing Board of the District hereby finds and determines that it is in the best interest of the District to authorize by contract, lease, requisition, or purchase order, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, field turf and other personal property in accordance with Public Contract Code section 20118.

Section 4. Delegation of Authority. The Governing Board of the District desires by a majority of the vote of the Governing Board and pursuant to Education Code section 17604 and similar statutes, to delegate authority to the District's Superintendent and his designee to execute, deliver or otherwise negotiate contracts, requisitions, or purchase orders under CMAS, as well as

to execute, deliver or otherwise negotiate contracts, leases, requisitions, or purchase orders in accordance with Public Contract Code section 20118 for Piggyback Bids, or to otherwise carry out the intent of this Resolution, subject to the conditions set forth herein.

Section 5. Effective Date. This resolution shall be effective as of date of its adoption until otherwise rescinded by the Governing Board.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Center Joint Unified School District this 10th day of April, 2019, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAINED: _____

I, Jeremy Hunt, President of Governing Board of the Center Joint Unified School District, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Education
Center Joint Unified School District

I, Donald E. Wilson, Clerk of the Governing Board of the Center Joint Unified School District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 10th day of April, 2019, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Center Joint Unified School District Governing Board this 10th day of April, 2019.

Clerk of the Board of Education
Center Joint Unified School District

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Maintenance & Operations	Action Item <u> X </u>
To: Board of Trustees	Information Item <u> </u>
Date: April 10, 2019	# Attached Pages <u> 137 </u>
From: Craig Deason, Asst. Superintendent	
Principal/Administrator Initials: <u> CD </u>	

SUBJECT: Field Turf Replacement – Center High School Stadium

The Facilities and Operations would like to enter into a contract with FieldTurf USA, Inc. to sell, to supply and to install 91,191 square feet of FieldTurf Vertex Prime 2" Purefill outdoor artificial grass surface at the football/soccer field at Center High School Stadium.

The price for the product fully installed shall be \$646,211.00.

RECOMMENDATION: The CJUSD Board of Trustees approve the CMAS Contract with FieldTurf USA, Inc. for turf replacement at the Center High School Stadium.



FieldTurf

A Tarkett Sports Company

CMAS QUOTATION

CA LICENSE # 849044

CMAS Contract # 4-06-78-0031A

This QUOTATION is dated this 28th day of March 2019.

Between: Center High School (The "Customer")
311 Center Court Lane
Antelope, CA 95843

And: FieldTurf USA, Inc. (The "Supplier")
175 N. Industrial Blvd
Calhoun, GA 30701

Tel: 1-800-724-2969

Fax: (514) 340-9374

WHEREAS Supplier wishes to sell, supply and install an artificial in-filled playing surface identified as **FieldTurf Vertex Prime 2" Purefill** for use as an **outdoor field** measuring approximately **91,191 sq. ft.** to the Customer located at **Center High School** located at **311 Center Court Lane, Antelope, CA 95843**

WHEREAS the Customer wishes to purchase same on the preliminary terms and conditions set out below;

QUOTATION / ESTIMATE DETAILS:

THE PRODUCT

The Supplier hereby agrees to sell, to supply and to install **FieldTurf Vertex Prime 2" Purefill, 2 inches thick outdoor artificial grass in-filled playing surface** for use as a **Football/Soccer field** measuring approximately **91,191 sq. ft.** (the "Product") to be installed on a suitable existing base at the Site.

SUPPLY OF PRODUCT

The Supplier shall perform the work required by this Agreement as diligently and expeditiously as is consistent with the highest professional standards and the orderly progress of the work and in a good and workmanlike fashion, and subject to and in accordance with the terms and conditions hereof.





The Supplier requires a minimum of 6 weeks lead time from the acceptance of layouts and approval of all plans prior to any work commencing at the Site.

SITE PREPARATION WORK

The Supplier shall provide the site preparation work (limited to minor touch-ups of the base surface) in accordance with the specifications provided in this Letter of Commitment. The site preparation work will be subject to the same conditions and requirements indicated in Section 7 "Installation" hereof. Notwithstanding, any work regarding the base and ensuring its planarity is specifically excluded from the Supplier's scope of work. On occasion, a base will present unique issues, once uncovered upon removal of the existing turf, which may require the import of additional materials and/or the provision of labor to remedy planarity or other deflections in the existing surface. In the event this becomes necessary at the Site, FieldTurf can assist with this process at an additional cost.

PRICE

The purchase price for the Product fully installed shall be **\$646,211** (the "Purchase Price"), as set out below, plus any other permanent inlaid lines, logos, applicable taxes, bonding cost and any other unforeseen costs.

The Purchase Price is subject to increase if affected by a tax increase, new taxes, and levies or any new legally binding imposition affecting the transaction.

A 2 Inch, FieldTurf Vertex Prime (FTVTP-2) Purefill series turf:

FTVTP2 – FieldTurf Vertex Prime 2"	\$4.30/SF
Pure Fill Infill	\$\$.35/SF
Sub Total:	\$424,038
Removal and Disposal	\$72,630
Laser Grade (10' around edges only/Hand work)	\$7,295
Finish Stone	\$2,900
MOB/GC	\$7,407
Composite Nailer (Shim existing nailer ½")	INCLUDED
Goal Post (Soccer goal with tie downs)	\$6,600
Hand Hole/Utility Box (QC Boxes)	\$30,400
Brock Synthetic Base Material (Supply and install Mirafi 140N liner	\$18,330





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and 5 pallets of Brock material if required for repairs)

Inlaid football markings (numbers, arrows, hash marks)	INCLUDED
Inlaid soccer markings	INCLUDED
Center Logo, approx., 42' x 50', 5 Colors	\$23,000
13 End-Zone Letters, approx. 15', 2 Colors (\$1,700/letter)	\$22,100
8 year 3 rd Party Insured Warranty	INCLUDED
CMAS Fees	INCLUDED
Gmax Testing (5 total)	\$7,500
Bonding Costs	\$7,189
Sales Tax on materials only (7.75%)	\$16,822
Total Price	\$646,211

Alternates:

8 year maintenance program (1 visit per year for 8 years)	ADD \$14,760
GroomRight	ADD \$5,000
SweepRight	ADD \$2,500
SweepRight Pro	ADD \$5,595
Remove and repaint Goal Posts	ADD \$5,056
Vertex with Core Fiber	NO BID**

****CORE Fiber is sold out until October 2019 at the earliest**

SITE WORK INCLUDES:

- Mobilization
- Supervision for our work
- Site Demolition
 - Remove existing synthetic turf field
 - Haul off existing synthetic turf field
 - Remove existing Brock pad and salvage for re-installation
 - Demo existing liner
- Shim existing nailer board ½"
- Adjust existing boxes onsite
- Furnish & install new quick coupler boxes as detailed
- Furnish & install soccer goal lockdown boxes
- Furnish two (2) soccer goals





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- Hand grading of base 10' around edges
- Install liner
- Re-installation of salvaged Brock pad

The Purchase Price shall be payable to Supplier by way of wire transfer or banker's cheque in accordance with the following payment schedule:

- Thirty five percent (35%)** of the Purchase Price due upon Customer's execution of the Supplier's Sales Agreement;
- Thirty-five percent (35%)** of the Purchase Price on delivery and receipt of the components of the Product to the Site;
- Twenty percent (20%)** of the Purchase Price upon completion of the work;
- Remaining balance **ten percent (10%)** upon the signing of the Certificate of Completion.

The Supplier will issue an invoice to Customer upon the occurrence of each of the events listed above, and payment of each invoice is due within 10 days following the date to the applicable invoice.

Any unpaid balance bears interest at a rate of 10% per year.

ACCEPTANCE

Upon the Supplier giving the Customer notice of completion of the work, the parties agree, acting reasonably, to mutually determine whether same conforms to the requirements of this Agreement and in the event the parties mutually determine that there are deficiencies, the Supplier will undertake to correct the deficiencies noted ("Acceptance");

Upon Acceptance both parties sign the Certificate of Completion in the form currently in force;

The Warranty currently in force takes effect upon the signing of the Certificate of Completion.

No use whatsoever shall be made of the field by the Customer until the Certificate of Completion is signed and delivered to Supplier.

Any such use will be deemed as Acceptance of the field, triggering final payment and will automatically void any and all warranty of the work, subject to the reinstatement of the





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Warranty later at the discretion of the Supplier upon the signing of the Certificate of Completion and final payment.

The Customer shall prohibit use of the field if the Customer alleges said field to be incomplete or dangerous. For greater security, in the event that the Customer deems the field to be incomplete or dangerous the Customer will immediately notify its insurers of this additional risk.

INSTALLATION

The installation of the Product shall be performed by Supplier's designated and approved installers. The Customer agrees to allow representatives of Supplier all necessary uninterrupted access and suitable staging area to the site for purposes of installation, and inspection. All lighting and electrical supply must be operational during the installation process.

Minimum staging area required is **10,300 square feet** and no more than 100 feet from the field. Minimum access should be 15 feet wide by 15 feet high. A 25 feet wide by 25 feet long hard or paved surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of in-fill material. Access to any field will include suitable bridging by the Customer over the field curbs from the staging area to permit suitable access to the field by low clearance vehicles.

Force Majeure. No Party shall be liable for delay or failure to perform under this Agreement if such delay or failure is due to any contingency beyond its reasonable control, including acts of God, war, explosion, fire, flood or civil disturbance or labor actions, disputes and disruptions by the employees or sub-trades of either Party hereto or delay or destruction caused by public carrier.

In addition to force majeure, the parties recognize that in certain cases severe weather while not constituting force majeure could delay the installation process of the work contemplated under this agreement.

The Supplier shall not be responsible for any acts of violence or vandalism. The Customer holds Supplier harmless and indemnifies the Supplier from vandalism and acts of violence regarding the present project.

The Customer understands that it is to its benefit and therefore undertakes to accept and store for the length of the warranty period, the remaining synthetic turf left over from the project in case of need.

THIS QUOTATION IS SUBJECT TO THE TERMS AND CONDITIONS OF THE SUPPLIER'S STANDARD SALES AGREEMENT WHICH SHALL PREVAIL OVER THIS QUOTATION, AND BE SUBJECT TO CHANGE WITHOUT NOTICE FROM TIME TO TIME.





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THIS QUOTATION IS OPEN FOR ACCEPTANCE FOR A PERIOD OF 3 MONTHS, AFTER WHICH TIME, IF NOT ACCEPTED, IT WILL BE NULL AND VOID.

FOR QUESTIONS, PLEASE CONTACT YOUR FIELDTURF REPRESENTATIVE IN NORTHERN CALIFORNIA; ANDREW ROWLEY BY TELEPHONE (707) 586-2066, EMAIL INFO@FIELDTURFNORCAL.COM, OR FAX (707) 313-0167.

ACCEPTED QUOTATIONS, DULY SIGNED SHALL BE SENT TO:

1- DEPARTMENT OF GENERAL SERVICES (DGS), PROCUREMENT DIVISION, DATA MANAGEMENT, 707 THIRD STREET, 2ND FLOOR, WEST SACRAMENTO, CALIFORNIA, 95605-2811 (IMS#Z-1).

AND

**2- FIELDTURF USA, INC. 7445 COTE-DE-LIESSE ROAD, SUITE 200, MONTREAL, QUEBEC, H4T 1G2, TELEPHONE (514) 340-9311, FAX (514) 340 9374
ATTENTION: LINDSAY AGATTAS, PRICING AND PROJECT MANAGER.**

READ, AGREED, AND ACCEPTED

Per: _____



**Center High School
Field Replacement
Center Joint Unified School District**



**FRONT END DOCUMENTS
100% Submittal**

March 11, 2019

PREPARED BY:



VERDE DESIGN

**District Project #19-01
Project No. 1816000
DSA Application No. 02-117392**

PROJECT DIRECTORY

District:

Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843
(916) 338-6400

Craig Deason, Assistant Superintendent
Direct: (916) 338-6337
cdeason@centerusd.org

Owner's Representative:

Capital Program Management
1851 Heritage Lane, Suite 210
Sacramento, CA 95815
(916) 553-4400

Craig Dooling
Construction Manager
Mobile: (916) 871-5910
craigd@capitalpm.com

Landscape Architect:

Verde Design
1843 Iron Point Road, Suite 140
Folsom, CA 95630
(916) 415-6554

Chris Sullivan
Project Manager
Mobile: 916-996-5525
chriss@verdedesigninc.com

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**CONTRACTOR'S CERTIFICATE REGARDING
WORKERS' COMPENSATION FORM**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.

By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to employees.

For any county, city, city and county, municipal corporation, public Owner, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the performance of the work of this Contract.

(Signature)

(Print)

(Date)

In accordance with Article 5 (commencing at section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and submitted with the Contractor's bid.

Center Joint Unified School District
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District Project #19-01
Verde Design JOB NO. 1816000

Contractor's Certification Regarding Worker's Compensation Form

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PAYMENT BOND

(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the CENTER JOINT UNIFIED SCHOOL DISTRICT (sometimes referred to hereinafter as "Obligee") has awarded to _____ (hereinafter designated as the "Principal" or "Contractor"), an agreement for the work described as follows: _____ (hereinafter referred to as the "Public Work"); and

WHEREAS, said Contractor is required to furnish a bond in connection with said Contract, and pursuant to California Civil Code Section 9550;

NOW, THEREFORE, We, _____, the undersigned Contractor, as Principal; and _____, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the CENTER JOINT UNIFIED SCHOOL DISTRICT and to any and all persons, companies, or corporations entitled by law to file stop notices under California Civil Code Section 9100, or any person, company, or corporation entitled to make a claim on this bond, in the sum of _____ Dollars (\$_____), such sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which payment will and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, its heirs, executors, administrators, successors, or assigns, or subcontractor, shall fail to pay any person or persons named in Civil Code Section 9100; or fail to pay for any materials, provisions, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind; or shall fail to deduct, withhold, and pay over to the Employment Development Department, any amounts required to be deducted, withheld, and paid over by Unemployment Insurance Code Section 13020 with respect to work and labor thereon of any kind, then said Surety will pay for the same, in an amount not exceeding the amount herein above set forth, and in the event suit is brought upon this bond, also will pay such reasonable attorneys' fees as shall be fixed by the court, awarded and taxed as provided in California Civil Code Section 9550 et seq.

This bond shall inure to the benefit of any person named in Civil Code Section 9100 giving such person or his/her assigns a right of action in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance,

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Payment Bond

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addition, alteration or modification in, to, or of any contract, plans, or specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described; or pertaining or relating to the furnishing of labor, materials, or equipment therefor; nor by any change or modification of any terms of payment or extension of time for payment pertaining or relating to any scheme or work of improvement herein above described; nor by any rescission or attempted rescission of the contract, agreement or bond; nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond; nor by any fraud practiced by any person other than the claimant seeking to recover on the bond; and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given; and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the Obligee and the Contractor or on the part of any obligee named in such bond; that the sole condition of recovery shall be that the claimant is a person described in California Civil Code Section 9100, and who has not been paid the full amount of his or her claim; and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

IN WITNESS WHEREOF this instrument has been duly executed by the Principal and Surety above named, on the _____ day of _____, 20____.

PRINCIPAL/CONTRACTOR:

By: _____

SURETY:

By: _____
Attorney-in-Fact

IMPORTANT: THIS IS A REQUIRED FORM.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety's name must also appear on the Treasury Department's most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety)

(Name and Address of agent or representative
for service for service of process in California)

Telephone: _____

Telephone: _____

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) ss.
COUNTY OF)

On _____, before me,
_____, personally appeared
_____, who proved on the basis of satisfactory evidence to be
the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me
that he/she/they executed the same in his/her/their authorized capacity(ies) as the Attorney-in-
Fact of _____ (Surety) and acknowledged to me that by his/her/their
signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s)
executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public in and for said State

(SEAL)

Commission expires: _____

NOTE: A copy of the power-of-attorney to local representatives of the bonding company must be
attached hereto.

Center Joint Unified School District
Center High School - Field Replacement
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Payment Bond

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PERFORMANCE BOND
(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the CENTER JOINT UNIFIED SCHOOL DISTRICT (sometimes referred to hereinafter as "Obligee") has awarded to _____ (hereinafter designated as the "Principal" or "Contractor"), an agreement for the work described as follows: _____ (hereinafter referred to as the "Public Work"); and

WHEREAS, the work to be performed by the Contractor is more particularly set forth in that certain contract for said Public Work dated _____, (hereinafter referred to as the "Contract"), which Contract is incorporated herein by this reference; and

WHEREAS, the Contractor is required by said Contract to perform the terms thereof and to provide a bond both for the performance and guaranty thereof.

NOW, THEREFORE, we, _____, the undersigned Contractor, as Principal, and _____, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the CENTER JOINT UNIFIED SCHOOL DISTRICT in the sum of _____ Dollars (\$_____), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the bounded Contractor, his or her heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in said Contract and any alteration thereof made as therein provided, on his or her part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill guarantees of all materials and workmanship; and indemnify, defend and save harmless the Obligee, its officers and agents, as stipulated in said Contract, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any change, extension of time, alteration in or addition to the terms of the contract or to the work to be performed there under or the specifications accompanying the same, nor by any change or modification to any terms of payment or extension of time for any payment pertaining or relating to any scheme of work of improvement under the contract. Surety also stipulates and agrees that

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Performance Bond

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it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any overpayment or underpayment by the Obligee that is based upon estimates approved by the Architect. The Surety stipulates and agrees that none of the aforementioned changes, modifications, alterations, additions, extension of time or actions shall in any way affect its obligation on this bond, and it does hereby waive notice of any such changes, modifications, alterations, additions or extension of time to the terms of the contract, or to the work, or the specifications as well notice of any other actions that result in the foregoing.

Whenever Principal shall be, and is declared by the Obligee to be, in default under the Contract, the Surety shall promptly either remedy the default, or shall promptly take over and complete the Contract through its agents or independent contractors, subject to acceptance and approval of such agents or independent contractors by Obligee as hereinafter set forth, in accordance with its terms and conditions and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages; or, at Obligee's sole discretion and election, Surety shall obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Obligee of the lowest responsible bidder, arrange for a contract between such bidder and the Obligee and make available as Work progresses (even though there should be a default or succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the "balance of the Contract Price" (as hereinafter defined), and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages. The term "balance of the Contract price," as used in this paragraph, shall mean the total amount payable to Principal by the Obligee under the Contract and any modifications thereto, less the amount previously paid by the Obligee to the Principal, less any withholdings by the Obligee allowed under the Contract. Obligee shall not be required or obligated to accept a tender of a completion contractor from the Surety.

Surety expressly agrees that the Obligee may reject any agent or contractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Principal. Unless otherwise agreed by Obligee, in its sole discretion, Surety shall not utilize Principal in completing the Contract nor shall Surety accept a bid from Principal for completion of the work in the event of default by the Principal.

No final settlement between the Obligee and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

The Surety shall remain responsible and liable for all patent and latent defects that arise out of or relate to the Contractor's failure and/or inability to properly complete the Public Work as required by the Contract and the Contract Documents. The obligation of the Surety hereunder shall continue so long as any obligation of the Contractor remains.

Contractor and Surety agree that if the Obligee is required to engage the services of an attorney in connection with enforcement of the bond, Contractor and Surety shall pay Obligee's reasonable attorneys' fees incurred, with or without suit, in addition to the above sum.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including reasonable attorneys' fees to be fixed by the Court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20____.

PRINCIPAL/CONTRACTOR:

By: _____

SURETY:

By: _____

Attorney-in-Fact

The rate of premium on this bond is _____ per thousand.

The total amount of premium charged: \$_____ (This must be filled in by a corporate surety).

IMPORTANT: THIS IS A REQUIRED FORM.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety's name must also appear on the Treasury Department's most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:
(Name and Address of Surety) (Name and Address of agent or representative
for service for service of process in California)

Telephone: _____ Telephone: _____

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) ss.
COUNTY OF)

On _____, before me,
_____, personally appeared
_____, who proved on the basis of satisfactory evidence to be
the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me
that he/she/they executed the same in his/her/their authorized capacity(ies) as the Attorney-in-
Fact of _____ (Surety) and acknowledged to me that by his/her/their
signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s)
executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public in and for said State

(SEAL)

Commission expires: _____

NOTE: A copy of the power-of-attorney to local representatives of the bonding company
must be attached hereto.

Center Joint Unified School District
Center High School - Field Replacement
District Project #19-01
Verde Design JOB NO. 1816000

Performance Bond

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GUARANTEE

Guarantee for _____ We hereby guarantee that the _____, which we have installed in _____ has been done in accordance with the Contract Documents, including without limitation, the drawings and specifications, and that the work as installed will fulfill the requirements included in the bid documents. The undersigned and its surety agrees to repair or replace any or all such work, together with any other adjacent work, which may be displaced in connection with such replacement, that may prove to be defective in workmanship or material within a period of two (2) years from the date of the Notice of Completion of the above-mentioned structure by the Center Joint Unified School District, ordinary wear and tear and unusual abuse or neglect excepted. The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

In the event the undersigned or its surety fails to comply with the above-mentioned conditions within a reasonable period of time, as determined by the Owner, but not later than seven (7) days after being notified in writing by the Owner or within forty-eight (48) hours in the case of an emergency or urgent matter, the undersigned and its surety authorizes the Owner to proceed to have said defects repaired and made good at the expense of the undersigned and its surety, who will pay the costs and charges therefor upon demand. The undersigned and its surety shall be jointly and severally liable for any costs arising from the Owner's enforcement of this Guarantee.

Countersigned

(Proper Name)

(Proper Name)

By: _____

By: _____

(Signature of Subcontract or Contractor)

(Signature of General Contractor if for Subcontractor)

Representatives to be contacted for service:

Name: _____

Address: _____

Phone Number: _____

Center Joint Unified School District
Center High School - Field Replacement
District Project #19-01
Verde Design JOB NO. 1816000

Guarantee

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ESCROW AGREEMENT FOR SECURITY DEPOSITS IN LIEU OF RETENTION

This Escrow Agreement is made and entered into by and between the Center Joint Unified School District, 8408 Watt Avenue, Antelope, California 95843, hereinafter called "Owner", and _____ whose address is _____, hereinafter called "Contractor", and _____ whose address is _____, hereinafter called "Escrow Agent".

For the consideration hereinafter set forth, the Owner, Contractor and Escrow Agent agree as follows:

Pursuant to section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for Retention earnings required to be withheld by Owner pursuant to the Construction Contract entered into between the Owner and Contractor for _____ in the amount of _____ dated _____ (hereinafter referred to as the "Contract"). Alternatively, on written request of the Contractor, the Owner shall make payments of the Retention earnings directly to the escrow agent. When Contractor deposits the securities as a substitute for Contract earnings, the Escrow Agent shall notify the Owner within ten (10) days of deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as Retention under the terms of the Contract between the Owner and Contractor. Securities shall be held in the name of the Owner, and shall designate the Contractor as beneficial owner.

The Owner shall make progress payments to the Contractor for such funds which otherwise would be withheld from progress payments pursuant to the Contract provisions, provided that the Escrow Agent holds securities in the form and amount specified above.

When the Owner makes payments of Retentions earned directly to the Escrow Agent, the Escrow Agent shall hold them for the benefit of the Contractor until such time as the escrow created under this Contract is terminated. The Contractor may direct the investment of the payments into securities. All terms and conditions of this Agreement and the rights and responsibilities of the parties shall be equally applicable and binding when the Owner pays the Escrow Agent directly.

Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the Escrow Account and all expenses of the Owner. These expenses and payment terms shall be determined by the Owner, Contractor, and Escrow Agent.

The interest earned on the securities or the money market accounts held in escrow and all interest earned on that interest shall be for the sole account of Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to the Owner.

Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from the Owner to the Escrow Agent that Owner consents to the withdrawal of the amount sought to be withdrawn by Contractor.

The Owner shall have a right to draw upon the securities in the event of default by the Contractor. Upon seven (7) days' written notice to the Escrow Agent from the Owner of the notice of default under Article 2.2, Article 9.6 or Article 14, the Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by the Owner.

Upon receipt of written notification from the Owner certifying that the Contract is final and complete, and that the Contractor has complied with all requirements and procedures applicable to the Contract, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all moneys and securities on deposit and payment of fees and charges.

Escrow Agent shall rely on the written notifications from the Owner and the Contractor pursuant to Sections (5) to (8), inclusive, of this Agreement and the Owner and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of the securities and interest as set forth above.

The names of the persons who are authorized to give written notice or to receive written notice on behalf of the Owner and on behalf of Contractor in connection with the foregoing, and exemplars of their respective signatures are as follows:

On behalf of Owner:

Title

Name

Signature

Address

On behalf of Contractor:

Title

Name

Signature

Address

On behalf of Agent:

Title

Name

Signature

Address

At the time the Escrow Account is opened, the Owner and Contractor shall deliver to the Escrow Agent a fully executed counterpart of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by their proper officers on the date set forth above.

OWNER

CONTRACTOR

Title

Title

Name

Name

Signature

Signature

CONTRACTOR'S CERTIFICATION REGARDING DOJ CLEARANCE

_____ certifies that it has performed one of the following:

- ☐ Pursuant to Education Code Section 45125.1, Contractor will submit the names of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity, to allow the District to send these individuals to a Live Scan facility for fingerprinting and conduct the required DOJ criminal background check. I understand that no person will perform services on any District site until I have been notified of receipt of clearance from DOJ regarding those persons named. As required by Education Code 45125.1 attached hereto is a list of names of the employees or agents of Contractor who will be providing services to Center Joint Unified School District and who are required to be fingerprinted as provided in the Agreement. I agree to keep this list current and to notify the Center Joint Unified School District of any addition/deletions as they occur.

OR

- ☐ Pursuant to Education Code Section 45125.2, Contractor will ensure the safety of pupils by one or more of the following methods:
- ☐ 1. The installation of a physical barrier at the worksite to limit contact with pupils.
 - ☐ 2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony. Complete Attachment "A" with name of employee(s) of the undersigned who will be cleared to supervise employees.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Date _____, 20____

[Name of Contractor/Consultant]

By its: _____

ATTACHMENT A:

ATTACHMENT A:

**CONTRACTOR'S LIST OF PERSONS REQUIRED TO BE CLEARED
TO COME ON DISTRICT CAMPUSES**

(INSERT NAMES OF EMPLOYEES WHO MAY COME IN CONTACT WITH PUPILS)

<u>Name:</u>	<u>Name of School</u>

GENERAL CONDITIONS

ARTICLE 1 DEFINITIONS

1.1 BASIC DEFINITIONS

NOTE: The following shall not be construed as a comprehensive list of all definitions in the Contract Documents and there may be other definitions set forth in the Contract Documents. Additionally, any references to any DSA forms, documents or requirements shall be construed to incorporate any updates, supplements, or additions. The Contractor shall be required to meet the latest DSA requirements applicable to the Project.

1.1.1 Action of the Governing Board is a vote of a majority of the Owner's Governing Board.

1.1.2 Approval means written authorization through action of the Governing Board. In no case shall the Assistant Superintendent have authority to approve total change orders or modifications to the Project exceeding 10% of the Contract sum.

1.1.3 Architect means the architect, engineer, or other design professional engaged by the Owner to design and perform general observation of the work of construction and interpret the Drawings and Specifications for the Project. Also see Article 4.

1.1.4 As-Builts are a set of Plans and Specifications maintained by the Contractor clearly showing all changes, revisions, substitutions, field changes, final locations, and other significant features of the Project. The As-Builts shall be maintained continuously throughout the Work for the Project and is both a prerequisite to the issuance of Pay Application and a requirement for Contract Close-Out. See Article 3.17

1.1.5 Beneficial Occupancy is the point in time when a building or buildings are fit for occupancy is fit for occupancy and its intended use. Basic requirements are the building is safe, at or near Substantial Completion, and all life safety is operational. The fact that a building is occupied does not mean that the building is ready for Beneficial Occupancy if there are elements that are unsafe or if life safety items are not operational. Taking occupancy on a structure that is under a fire watch is not considered beneficial occupancy. Further, taking of Beneficial Occupancy is not a point in time when retention is due unless the entire school has obtained a Certificate of Substantial Completion that meets the definition of 1.1.46.

1.1.6 Claims. A Claim is a request for payment, supported by back-up documentation which includes, invoices time sheets, or other documents substantiating legitimacy or entitlement that is submitted during the Project or immediately following the Project made prior to the Final Retention Payment Application and prior to Final Completion of the Project. A "Claim" means a separate demand by the Contractor for (1) time extension, (2) payment of money or damages arising from Work done by or on behalf of the Contractor pursuant to the Contract and payment

of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (3) and amount the payment of which is disputed by the Owner. See Article 4.6.

1.1.7 Change Order (CO). A CO is a written instrument prepared by the Architect and signed by the Owner (as authorized by the Owner's Governing Board), the Contractor, and the Architect, stating their agreement upon (1) A description of a change in the Work, (2) The amount of the adjustment in the Contract Sum, if any; and (3) The extent of the adjustment in the Contract Time, if any. See Article 7.2.

1.1.8 Change Order Request (COR). A COR is a written request supported by backup documentation prepared by the Contractor requesting that the Owner and the Architect issue a CO based upon a proposed change, or a change that results in an adjustment in cost, time or both, or arising from an RFP, CCD or ICD. (See Article 7.6)

1.1.9 Close-Out means the process for Final Completion of the Project, but also includes the requirements for the DSA Certification that the Project is Complete (See DSA Certification Guide). See Article 9.9.

1.1.10 Construction Change Document (CCD). A Construction Change Document is a DSA term that is utilized to address changes to the DSA approved Plans and Specifications. There are two types of Construction Change Documents. (1) DSA approved CCD Category A (DSA Form 140) for work affecting Structural, Access or Fire-Life Safety of the Project which will require a DSA approval; and, (2) CCD Category B (DSA Form 141) for work NOT affecting Structural Safety, Access Compliance or Fire and Life Safety that will not require a DSA approval (except to confirm that no Approval is required). See Article 7.3.

1.1.11 Complete means that all Work in the Contract Documents is finished, the requirements of the Contract Documents have been met, the Project has been Closed Out, and all Work has ceased on the Project. This may also be referred to as Final Completion. In most cases, the recording of a Notice of Completion shall represent Completion of the Project. Beneficial Occupancy does not mean the Work is Complete.

1.1.12 Completion Date is the date when all Work for the Project shall be Substantially Complete and is the date assigned at the end of the Contract Time for the Project. See Article 1.1.46.

1.1.13 Construction Manager. The Construction Manager is a consultant to the Owner contracted to assist in Project planning, management and construction of the Project. If there is a Construction Manager, they may assist in various aspects of the Project including, but not limited to Monitoring the progress of the construction, reviewing and monitoring the schedule, progress of work, monitoring pay requests, facilitating communications, advising the Owner and its Board of Education on various aspects of the construction process, monitoring the RFI, COR, CCD, ICD, RFP, Claims, Disputes and other Project related processes.

1.1.14 Contract or Agreement when the terms are used in these General Conditions shall be references to the Contract Documents as defined herein.

1.1.15 Contract Documents (sometimes referred to as Construction Documents) consist of the Agreement between Owner and Contractor (hereinafter the Agreement or Contract),

Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to bid, instructions to bidders, notice to bidders, and the requirements contained in the Bid Documents, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is a written amendment to the Contract signed by parties, a Change Order, a Construction Change Document, or a written order for a minor change in the Work issued by the Architect. The Contract Documents collectively form the Contract. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a written Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between the Architect and Contractor, between the Owner and any Subcontractor or Sub-subcontractor, or between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

1.1.16 Contract Time is the time period specified in the Contract Documents in which the Project shall be completed. This is sometimes referred to a Contract Duration, or "time in which the Contractor has to complete the Project". See Article 8.1.1

1.1.17 Contractor, Owner, and Architect are those mentioned as such in the Agreement. They are treated throughout the Contract Documents as if they are of singular number and neuter gender. Any reference to "Owner" shall mean "CJUSD" or Center Joint Unified School District.

1.1.18 Cure is the act of remedying a material failure to perform under the terms of the Contract Documents during the time provided to correct Contractor's Default. Specific time periods are provided to Cure and Correct a Contractor Default under Article 14 and for a Partial Default under Article 2.2 as well as elsewhere in the Contract Documents.

1.1.19 Days means calendar days unless otherwise specifically stated.

1.1.20 Default is a material breach of Contract. A Termination for Cause under Article 14 is a declaration of Default of the Contract and shall act as a demand upon the Surety to perform under the terms of the Performance Bond. Partial Defaults may also be tendered to the Surety at Owner's discretion. See Article 2.2.

1.1.21 Dispute. A dispute is a disagreement on terms or conditions of the Project where the Contractor's opinion of the Project, Payment, Change Order or Request for Proposal differs from that of the Owner or Architect. A dispute only rises to the level of a claim once the dispute is assembled with back-up documentation and presented for evaluation. See Article 4.6

1.1.22 CJUSD/Owner Representative is the person designated by the Owner to represent the Owner during the Construction for the Project. This Owner representative shall have the delegated authority. This Owner representative may be an employee of the Owner, and may also include Construction Managers who shall have the authorities as set forth in Article 1.1.13. In some cases, the Owner and its Board may be assisted by a Construction Manager. When a

Construction Manager is assisting the Owner, the Contractor, Architect, and Inspector shall have a primary contact with the Owner's Construction Manager who will advise the Owner.

1.1.23 Drawings or Plans are graphic and pictorial portions of the Contract Documents prepared for the Project and approved changes thereto, wherever located and whenever issued, showing the design, location, and scope of the Work, generally including plans, elevations, sections, details, schedules, and diagrams as drawn or approved by the Architect. Sometimes Drawings will also be included in Addenda, Change Orders, and Specifications.

1.1.24 DSA is the Division of State Architect. DSA is the agency that provides design and construction oversight for K-12 Schools, Community Colleges, and State Funded Charter School Projects. DSA is the responsible agency for this Project and Contractor has submitted a bid for the Project since Contractor is familiar with Contractor's responsibilities under the DSA requirements more thoroughly set forth at Title 24 of the California Code of Regulations. Contractor agrees to abide by the jurisdiction of DSA and shall construct the Project to conform with the approved Plans, Specifications, Addenda, and Change Orders (inclusive of approved CCD's and ICD's issued by the Owner pending CCD approval). The DSA website is at <http://www.dgs.ca.gov/dsa>.

1.1.25 Emergency shall be defined as a sudden, unexpected occurrence, involving a clear and imminent threat to the continuation of school classes, a critical path delay that will result in not being able to occupy the school when students arrive to use the facility, danger from the facility or from outside the facility, Act of God, or other action which requires immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services.

1.1.26 [Reserved]

1.1.27 Immediate Change Directive. (ICD) A written order prepared by the Architect and signed by the Owner and the Architect, directing a change in the Work where the Work must proceed immediately and stating a proposed basis for adjustment, if any, in the Contract Sum or Contract Time, or both. See Article 7.3

1.1.28 Inspector of Record (IOR) or Project Inspector (PI) is the individual retained by the Owner in accordance with Title 24 of the California Code of Regulations and who will be assigned to the Project

1.1.29 Notice of Non-Compliance (DSA Form 154) is a document issued by the Inspector if there is a deviation from the DSA approved Plans, Specifications, and Change Orders. See Article 7.1.2.

1.1.30 Payment Application, Pay Application or Certificate of Payment is the Contractor's certified representation of the actual level of Work performed on the Project. Payment Applications are sometimes also called "Certificate of Payment", "Request for Payment", or similar terms, and shall follow the Schedule of Values that are approved by the Architect, Inspector and Owner. See Article 9.3.

1.1.31 The Project is the complete construction of the Work performed in accordance with the Contract Documents.

1.1.32 The Project Manual is the volume assembled for the Work which may include, without limitation, the bidding requirements, sample forms, Conditions of the Contract, Reports and Specifications.

1.1.33 Provide shall include "provide complete in place," that is "furnish and install complete."

1.1.34 Punch List/ Punch Item/ Incomplete Punch Item is a list of minor repair items, prepared after the issuance of a Certificate of Substantial Completion, by the Inspector and Architect of Work required in order to complete the Contract Documents and ensure compliance with the DSA Approved Plans so the Project may be Closed Out. Issuance of the Retention Payment is dependent of the proper completion of the Punch List. See Article 9.9.

1.1.34.1 *Contractor's List of Punch Items* is a list of minor repair items the Contractor submits when the Contractor considers the Work Substantially Complete. Submission of this List of Incomplete Punch Items is the Contractor's representation that the Project is Substantially Complete. See Article 9.9.1

1.1.35 A Request for Information (RFI) is a written request prepared by the Contractor requesting the Architect to provide additional information necessary to clarify or amplify an item which the Contractor believes is not clearly shown or called for in the Drawings or Specifications, or to address problems which have arisen under field conditions. See Article 7.4.

1.1.36 A Request for Proposal (RFP) is a written request prepared by the Architect (and/or CM) requesting the Contractor to submit to an estimate of the effect of a proposed change on the Contract Price and (if applicable) the Contract Time. See Article 7.5.

1.1.37 Safety Orders are those issued by any city, county, state or federal agency having jurisdiction over the Project.

1.1.38 Schedule is the Contractor's view of the practical way in which the Work will be accomplished. See. Article 8 of the General Conditions.

1.1.39 Schedule of Values is a detailed breakdown of the Contract Price for each Project, building, Phase of Work or Site as determined by the Owner. This Schedule of Values shall adequately detail the price for the Work so Progress Payments Applications can be meaningfully reviewed by the Inspector, Architect of Record, Engineer of Record, and Owner. (See Article 9.2)

1.1.40 Separate Contracts are Contracts that the Owner may have with other Contractors, vendors, suppliers, or entities to perform Work on the Project. This may include, but is not limited to Multi-Prime Trade Contractors, furniture installers, testing agencies, clean-up contractors, or network or low voltage contractors. Contractor shall plan for certain other contractors that may also be working on the Project site and address these other contractors in Contractor's Schedule. See Article 6.

1.1.41 Site refers to the grounds of the Project as defined in the Contract Documents and such adjacent lands as may be directly affected by the performance of the Work.

1.1.42 Specifications are that portion of the Contract Documents consisting of the written requirements for material, equipment, construction systems, instructions, quality assurance standards, workmanship, and performance of related services.

1.1.43 Standards, Rules, and Regulations referred to are recognized printed standards and shall be considered as one and a part of these Specifications within limits specified. Federal, state and local regulations are incorporated into the Contract Documents by reference.

1.1.44 Stop Work Order, or an Order to Comply, is issued when either (1) the Work proceeds without DSA approval; (2) the Work proceeds without a DSA Inspector of Record, or (3) where DSA determines that the Work is not being performed in accordance with applicable rules and regulations, and would compromise the structural integrity of the Project or would endanger lives. If a Stop Work Order is issued, the Work in the affected area shall cease until DSA withdraws the Stop Work Order. Pursuant to Education Code Section 17307.5(b) and Education Code Section 81133.5, the Owner shall not be held liable in any action filed against the Owner for any delays caused by compliance with the Stop Work Order.

1.1.45 Subcontractor, as used herein, includes those having direct or indirect contracts with Contractor and ones who furnished labor, material or services for a special design according to Plans, Drawings, and Specifications of this Work.

1.1.46 Substantial Completion is not reached unless and until each of the following three (3) conditions have been met: (1) all contractually required items have been installed with the exception of only minor and Incomplete Punch Items (See Article 9.9.1.1); (2) All Fire/Life Safety Systems have been installed, and are working and signed off on the DSA Form 152 Inspection Card, all building systems including mechanical, electrical and plumbing are all functioning; and (3) the Project is fit for occupancy and its intended use. For the purposes of this Contract, any references to Completion Date means Substantial Completion Date.

1.1.47 Substitution is a change in product, material, equipment, or method of construction from those required by the Construction Documents proposed by the Contractor. For this Project, a Substitution is subject to the filing of a Construction Substitution Request Form prior to the time of bid and meeting the requirements of Article 3.10.

1.1.48 Supplementary Conditions/ Supplementary General Conditions or Special Conditions are terms that are sometimes used interchangeably and refer to any additional requirements or changes to the General Conditions as noted. In this set of General Conditions, the term used shall be Supplementary Conditions. However, Specifications or other documents may reference Special Conditions, which shall mean the same and Supplementary Conditions.

1.1.49 Surety is the person, firm, or corporation that executes as a bid bond, payment bond or performance bond guarantor on the Contractor's Bid, Contractor's Performance on the Contract and Payment of the Contractor's Subcontractors, material suppliers, vendors and labor on the Project. The Surety is bound to the same extent as the Contractor is bound once a Default occurs. A default includes a Termination for Substantial Failure to Perform under Article 14, but

also includes any breach of Contract and is subject to the requirements and responsibilities as set forth in the Performance Bond.

1.1.50 Work shall include all labor, materials, services and equipment necessary for the Contractor to fulfill all of its obligations pursuant to the Contract Documents. It shall include the initial obligation of any Contractor or Subcontractor who performs any portion of the Work, to visit the Site of the proposed Work (a continuing obligation after the commencement of the Work), to fully acquaint and familiarize itself with the conditions as they exist and the character of the operations to be carried out under the Contract Documents, and make such investigation as it may see fit so that it shall fully understand the facilities, physical conditions, and restrictions attending the Work under the Contract Documents. Each such Contractor and its Subcontractor shall also thoroughly examine and become familiar with the Drawings, Specifications, and associated Contract Documents and bid documents before preparing and submitting any bid.

1.1.51 Workers include laborers, workers, and mechanics.

1.2 EXECUTION, CORRELATION AND INTENT

1.2.1 Correlation and Intent

1.2.1.1 *Documents Complementary and Inclusive.* The Contract Documents are complementary and are intended to include all items required for the proper execution and completion of the Work. All Contract Documents form the Contractor's Contract with the Owner. Any item of Work mentioned in the Specifications and not shown on the Drawings, or shown on the Drawings and not mentioned in the Specifications, shall be provided by Contractor as if shown or mentioned in both. The Contractor is bound to provide the Work complete and is under a legal duty to carefully study plans and schedule operations well ahead of time and identify inconsistencies with the Plans and Specifications and call such inconsistencies to the attention of the Architect or Registered Engineer through the Inspector under Article 4-343(b) of Title 24.

1.2.1.2 *Work to be Complete.* Contractor has thoroughly studied the Contract Documents and understands that the Owner contracted with Contractor to provide a complete Project which means complete systems and buildings. Work includes, but is not limited to materials, workmanship, and manufacture of fabrication of components for the Project.

1.2.1.3 *Coverage of the Drawings and Specifications.* The Drawings and Specifications generally describe the Work to be performed by Contractor. Generally, the Specifications describe Work which cannot be readily indicated on the Drawings and indicate types, qualities, and methods of installation of the various materials and equipment required for the Work. It is not intended to mention every item of Work in the Specifications, which can be adequately shown on the Drawings, or to show on the Drawings all items of Work described or required by the Specifications even if they are of such nature that they could have been shown. All materials or labor for Work, which is shown on either the Drawings or the Specifications (or is reasonably inferable therefrom as being necessary to complete the Work), shall be provided by the Contractor.

1.2.1.4 Conflicts. In the event there is a discrepancy between the various Contract Documents, it is intended that the more stringent, higher quality, and greater quantity of Work shall apply.

1.2.1.5 Conformance with Laws. Each and every provision of law 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, even if through mistake or otherwise any such provision is not inserted, or is not correctly inserted.

Before commencing any portion of the Work, Contractor shall check and review the Drawings and Specifications for such portion for conformance and compliance with all laws, ordinances, codes, rules and regulations of all governmental authorities and public and municipal utilities affecting the construction. (See Title 24 Section 4-343)

The Contractor shall bear all expenses of correcting Work done contrary to said laws, ordinances, rules, and regulations if the Contractor performed same (1) without first consulting the Architect for further instructions regarding said Work or (2) disregarded the Architect's instructions regarding said Work.

1.2.1.6 [Reserved]

1.2.1.7 Typical Parts and Sections. Whenever typical parts or sections of the Work are completely detailed on the Drawings, and other parts or sections which are of the same construction are shown in outline only, the complete or more detailed shall apply to the Work which is shown in outline.

1.2.1.8 Dimensions. Dimensions of Work shall not be determined by scale or rule. Figured dimensions shall be followed at all times. If figured dimensions are lacking on Drawings, Architect shall supply them on request. The Architect's decisions on matters relating to aesthetic effect will be final.

1.2.2 Addenda and Deferred Approvals

1.2.2.1 Addenda are the changes in Specifications, Drawings, Contract Documents, and Plans which have been authorized in writing by the Owner or Architect, and which alter, explain, or clarify the Contract Documents. Addenda shall govern over all other Contract Documents. Subsequent addenda issued shall govern over prior addenda unless otherwise specified in the addenda.

1.2.2.2 Deferred Approvals. Deferred Approvals are Submittals that are reviewed by the Architect (or Engineer of Record) and submitted to DSA for approval based on thorough detailing of manufacturer and Project specific design. See Article 3.9.1 and 3.9.3. Contractor is responsible for all Deferred Approval requirements set forth in the Contract Documents. Contractor is responsible to comply with all laws, building codes, Title 24 and regulations necessary to obtain all necessary approvals, including those required from the Division of the State Architect ("DSA") and the State Fire Marshall. Contractor shall not be granted an extension of time for failure to plan, schedule for and obtain necessary approvals. Contractor shall Schedule all deferred approval items in the Baseline Schedule and Schedule Updates under Article 3.9.6

1.2.2.3 [Reserved]

1.2.3 Rules of Document Interpretation

1.2.3.1 If Contractor observes that Drawings and Specifications are in conflict, Contractor shall, prior to commencing work, notify the Architect in writing for the purposes of obtaining an interpretation of the Contract Documents.

1.2.3.2 In the case of conflict or inconsistencies, the order of precedence shall be as follows:

- a. General Conditions take precedence over Drawings and Specifications.
- b. Supplemental Conditions and Special Conditions take precedence over General Conditions.
- c. The Agreement Form shall take precedence over the Supplemental Conditions and Special Conditions.
- d. In the case of disagreement or conflict between or within Specifications, and Drawings, the more stringent, higher quality, and greater quantity of Work shall apply.
- e. Addenda shall take precedence over Drawings and Specifications.
- f. General Conditions shall take precedence over Addenda.
- g. Drawings and Specifications take precedence over the Soils Report.

1.3 OWNERSHIP AND USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

The Drawings, Specifications, and other Contract Documents for the Project are the property of the Owner and/or Architect pursuant Contract requirements between the Owner and Architect. Neither the Contractor nor any Subcontractor, or material or equipment supplier shall own or claim a Copyright in the Drawings, Specifications, and other documents prepared by the Architect and/or Owner.

1.4 INFORMATION AND SERVICES REQUIRED OF THE OWNER

1.4.1 Utilities

1.4.1.1 *Location of Point of Connection.* The locations shown for the point of connection are approximate. It shall be the responsibility of the Contractor to determine the exact location of all service connections.

1.4.1.2 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 Owner, and obtain an inquiry identification number from that notification center. See Government Code Section 4216.3. No excavation shall be commenced and carried out by the Contractor unless such an inquiry identification number has been assigned to the Contractor or any subcontractor of the Contractor and the Owner has been given the identification number by the Contractor. Any damages arising from failure to make appropriate regional notification shall be at the sole risk of Contractor. Contractor shall solely be responsible for any fines, penalties or damages for violation of this Article and Government Code Section 4216.6 or 4216.7. Any delays caused by failure to make appropriate regional notification shall be at the sole risk of Contractor and shall not be considered for extension of time pursuant to Paragraph 8.4.

1.4.1.3 Utilities - Removal and Restoration. The Owner has endeavored to determine the existence of utilities at the Site of the Work from the records of the Owner of known utilities in the vicinity of the Work. The positions of these utilities as derived from such records are shown in the Contract Documents. Thus, the locations of the Main or Trunklines located on the Drawings are approximate locations and not exact.

No excavations were made to verify the locations shown for underground utilities.

Contractor shall coordinate its Work with all utilities, including, but not limited to electricity, water, gas and telephone and meet with said utilities prior to the start of any work. Contractor shall show timing of all utility coordination activities under the Scheduling requirements of Article 8.

ARTICLE 2 OWNER

2.1 [Reserved]

2.2 OWNER'S RIGHT TO CARRY OUT THE WORK DUE TO PARTIAL DEFAULT IN A SPECIFIC SEGREGATED AREA OF WORK (TWO (2) BUSINESS DAY NOTICE TO CURE AND CORRECT)

If the Contractor Defaults or neglects to carry out the Work in accordance with the Contract Documents, the Owner may provide a two (2) business day written notice to cure (a shorter period of time in the case of Emergency or a critical path delay as defined in Article 2.2.1) Contractor's Partial Default in a specific segregated area of work. The Owner's right to issue a Partial Default of the Contractor's Work and take over that segregated area of Work includes, but is not limited to:

1. Failure to supply adequate workers on the entire Project or any part thereof;
2. Failure to supply a sufficient quantity of materials;
3. Failure to perform any provision of this Contract;
4. Failure to comply with safety requirements, or due to Contractor is creation of an unsafe condition;
5. Cases of bona fide emergency;
6. Failure to order materials in a timely manner;
7. Failure to prepare deferred-approval items or Shop Drawings in a timely manner;
8. Failure to comply with Contractor's Baseline or Update Schedule, meet critical Milestones which would result in a Delay to the Critical Path, or Delay the Contract Time;
9. Failure to comply with the Subletting and Subcontracting Fair Practices, Public Contract Code section 4100, et seq.
10. Failure to meet the requirements of the American's with Disabilities Act;
11. Failure to complete Punch List work;
12. Failure to proceed on an Immediate Change Directive; and/or
13. Failure to correct a Notice of Deviation.

If during the two (2) business day period, the Contractor fails to Cure and correct the deficiency noted in the notice of Partial Default with diligence and promptness, the Owner may correct such deficiencies without prejudice to other remedies the Owner may have, including a

Termination for Cause as set forth in Article 14. If there are inadequate funds remaining the Project balance or in the Retention Escrow to address at least 150% of the costs set forth in the Article 2.2 notice, the Owner may copy the Surety on the written notice of Partial Default. If a notice to the Surety is provided, except in the cases of Emergency or Critical Path Delay, the Surety has the option to take over and complete the Work described in the written notice if Surety personally delivers notice to Owner that it intends to perform such work. In the case where written notice has been provided, the Owner shall allow Surety seven (7) days to perform the Work.

2.2.1 Service of Notice of Partial Default with Right to Cure

A written notice of Partial Default and right to Cure under Article 2.2 ("Article 2.2 Notice" or "Notice of Partial Default") shall be served by facsimile (with a copy provided by e-mail to the e-mail address provided on the Bid submitted and copied to the Project Superintendent).

2.2.2 Shortened Time for Partial Default in the Case of Emergencies.

In an Emergency situation, the Owner may correct any of the deficiencies described in Article 2.2 without prejudice to other remedies by providing service of written notice of Emergency requiring a shortened time for Partial Default specifying the time given to Cure, if any.

2.2.3 Shortened Time for Partial Default in the Case of Critical Path Delay

In the case of critical path delay, the Owner may correct any of the deficiencies described in Article 2.2 without prejudice to other remedies providing service of written notice of Critical Path Delay to the Contractor with a specific description of the critical path delay items noting the line item or area of Work that is on the Critical Path and prescribe the length of shortened time to Cure, if any.

2.2.4 Written Notice of Partial Default to be Deducted by Deductive Change Order

The Owner shall have the right to determine the reasonable value of the Article 2.2 Partial Default Work, or if there is an actual value for the Work, shall use that value and issue a Deductive Change Orders under Article 7.7.4.

ARTICLE 3 THE CONTRACTOR

3.1 SUPERVISION AND CONSTRUCTION PROCEDURES

3.1.1 Contractor

The Contractor shall continually supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, procedures; and shall coordinate all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters. The Contractor shall not perform the Work without utilizing the Contract Documents or, where required, approved Submittals, Shop Drawings, or Samples for any such portion of the Work. If any of the Work is performed by contractors retained directly by the Owner, Contractor shall be responsible for the coordination and sequencing of the work of those other contractors so as to avoid any impact on the Project Schedule pursuant to the requirements of Article 6 and Article 8. Specific duties of the Contractor shall include those set out in Section 43 of Title 21 of the California Code of Regulations and Section 4-343 of Title 24 of the California Code of Regulations. These duties include, but are not limited to the following:

1. ***Responsibilities.*** It is the duty of the Contractor to complete the Work covered by his or her Contract in accordance with the approved Plans and Specifications. The Contractor in no way is relieved of any responsibility by the activities of the Architect, Engineer, Inspector or DSA in the performance of their duties.
2. ***Performance of the Work.*** The Contractor shall carefully study the approved Plans and Specifications and shall plan its schedule of operations well ahead of time. If at any time it is discovered that work is being done which is not in accordance with the approved Plans and Specifications, the Contractor shall correct the Work immediately.

3.1.2 Contractor Responsibility to Study the Plans and Specifications

All inconsistencies or timing or sequences which appear to be in error in the Plans and Specifications shall promptly be called to the attention of the Architect or, Engineer, for interpretation or correction. Local conditions which may affect the structure shall be brought to the Architect's attention at once. In no case, shall the instruction of the Architect be construed to cause work to be done which is not in conformity with the approved Plans, Specifications, change orders, construction change documents, and as required by law. (See Title 24 Section 4-343)

3.1.3 All Work Under the Direction of Inspector

Pursuant to Title 24 requirements, the Contractor shall not carry on Work except with the knowledge of the Inspector. (See Title 24 generally)

3.1.4 Contractor to Establish Timing and Protocol with Inspector

Contractor shall establish a protocol for requesting inspection with Inspector so as to not delay the Work and provide adequate time for the Inspector to perform inspection. If such

a protocol is not established ahead of time, Inspector may utilize the time criteria set by Title 24 of 48 hours in advance of submitting form DSA 156 for each new area. The DSA requirements under PR 13-01 specifically give the Special Inspector fourteen (14) days to post to the DSA website. Contractor is responsible for delays and for failure to plan.

For some Projects, there may be a need to incrementally install certain assemblies. It is up to Contractor to identify areas and assemblies that may be constructed incrementally. Contractor must identify and establish incremental areas of construction and establish protocols with Inspector for DSA 152 approvals so they may be presented to DSA. See PR-13 item 1.17 for further discussion.

3.1.5 Verified Reports

The Contractor shall make and submit to the office from time to time, verified reports as required in Title 24 Section 4-366. As part of the Close-Out of the Project (see Article 9.9), Contractor shall be required to execute a Form 6-C as required under Title 24 Sections 4-343.

Contractor shall fully comply with any and all reporting requirements of Education Code Sections 17315, et seq., in the manner prescribed by Title 24, as applicable.

3.1.6 Contractor Responsibility

The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors, material and equipment suppliers, and their agents, employees, invitees, and other persons performing portions of the Work under direct or indirect contract with the Contractor or any of its Subcontractors.

3.1.7 Obligations not Changed by Architect's Actions

The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract or by tests, inspections, or approvals required or performed by persons other than the Contractor.

3.1.8 Acceptance/Approval of Work

The Contractor shall be responsible to determine when any completed portions of the Work already performed under this Contract or provided pursuant to Article 6 are suitable to receive subsequent Work thereon.

3.2 SUPERVISION

3.2.1 Supervision

Unless personally present on the Project site where the Work is being performed, the Contractor shall keep on the Work at all times during its progress a competent, English speaking construction Superintendent satisfactory to the Owner. The Superintendent shall represent the Contractor in its absence and shall be fully authorized to receive and fulfill any

instruction from the Architect, the Inspector, the Owner or any other Owner representative (including CM in the cases where the Owner has a CM representative). All Requests for Information shall be originated by the Superintendent and responses thereto shall be given to the Superintendent. The Superintendent shall have authority to bind Contractor through the Superintendent's acts. The Superintendent shall represent the Contractor, and communications given to the Superintendent shall be binding on the Contractor. Before commencing the Work, Contractor shall give written notice to Owner (and CM representative) and Architect of the name and a Statement of Qualifications of such superintendent. If superintendent proves to be unsatisfactory to Contractor and ceases to be employed by Contractor, Contractor shall notify Owner and Architect in writing. A replacement superintendent must be approved by the Owner prior to performing additional work.

3.2.2 Staff

Notwithstanding other requirements of the Contract Documents, the Contractor and each Subcontractor shall: (1) furnish a competent and adequate staff as necessary for the proper administration, coordination, supervision, and superintendence of its portion of the Work; (2) organize the procurement of all materials and equipment so that the materials and equipment will be available at the time they are needed for the Work; and (3) keep an adequate force of skilled and fit workers on the job to complete the Work in accordance with all requirements of the Contract Documents.

3.2.3 Right to Remove

Owner shall have the right, but not the obligation, to require the removal from the Project of any superintendent, staff member, agent, or employee of any Contractor, Subcontractor, material or equipment supplier.

3.3 LABOR AND MATERIALS

3.3.1 Contractor to Provide

Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, material, equipment, tools, construction equipment and machinery, water, heat, air conditioning, utilities, transportation, and other facilities, services and permits necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

3.3.2 Quality

Unless otherwise specified, all materials and equipment to be permanently installed in the Project shall be new and shall be of the highest quality or as specifically stated in the Contract Documents. The Contractor shall, if requested, furnish satisfactory evidence as to kind and quality of all materials and equipment within ten (10) days of a written request by the Owner, including furnishing the Owner with bona fide copies of invoices for materials or services provided on the Project. All labor shall be performed by workers skilled in their respective trades, and shall be of the same or higher quality as with the standards of other school construction.

3.3.3 Replacement

Any work, materials, or equipment, which do not conform to these requirements or the standards set forth in the Contract Documents, may be disapproved by the Owner, in which case, they shall be removed and replaced by the Contractor at no additional cost or extension of time to the Owner.

3.3.4 Discipline

The Contractor shall enforce strict discipline and good order among the Contractor's and Subcontractor's employees, and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. As used in this subsection, "unfit" includes any person who the Owner concludes is improperly skilled for the task assigned to that person, who fails to comply with the requirements of this article, or who creates safety hazards which jeopardize other persons and/or property.

3.3.5 Fingerprinting (Applicable at the time Project is Occupied and on all Projects where Workers will come in Contact with Pupils, such as Modernization Projects)

If applicable, Contractor shall comply with the applicable provisions of Education Code Section 45125.1 in a method as determined by the Owner. Pursuant to Education Code section 45125.1, Contractor shall either submit names of all employees assigned to the Project site to the Owner who will provide the District's Live Scan form for conducting criminal background checks at no cost to the Owner, and shall certify that no employees who have been convicted of serious or violent felonies, as specified in Education Code Section 45125.1, by utilizing the Contractor's Certification Regarding DOJ Clearance and corresponding Attachment "A" as found in the Contract Documents, or shall be separated by a physical barrier from students.

In performing the services set forth in this Agreement, Contractor shall not utilize any employees who have not been cleared by the Owner through the Live Scan fingerprint and DOJ background check process.

At Owner's sole discretion, Owner may make a finding, as authorized under Education Code section 45125.1, that Contractor's employees will have only "limited contact" with pupils. Contractor's failure to comply with this law shall be considered a material breach of this Agreement upon where this Agreement may be terminated, at Owner's sole discretion, without any further compensation to Contractor.

In the case of new construction Projects where there are no students, if the Project Schedule provides for Beneficial Occupancy or portions of the Project or if the Project should be delayed, then Contractor, at no additional costs, shall meet the requirements of either fingerprinting or providing a physical barrier as required by the Owner.

3.3.6 Noise, Drugs, Tobacco, and Alcohol

Contractor shall take all steps necessary to insure that employees of Contractor or any of its subcontractors' employees do not use, consume, or work under the influence of any

alcohol, tobacco or illegal drugs while on the project. Contractor shall further prevent any of its employees or its subcontractor employees from playing any recorded music devices or radios or wearing any radio headphone devices for entertainment while working on the project. Likewise, Contractor shall prevent its employees or subcontractor's employees from bringing any animal onto the project. Contractors shall not violate any written school policies.

3.3.7 Delivery of Material

Contractor shall place orders for materials or equipment so that the Work may be completed in accordance with the Construction schedule for the Work as set forth in Article 8 of this Agreement. Contractor shall, upon demand from the Architect, furnish to the Architect documentary evidence including, but not limited to purchase orders, invoices, bills of materials, work orders and bills of lading, showing that orders have been placed. Contractor shall have a system to receive materials and to ensure that the proper materials are being delivered, including in the case of critical materials to the Project, checking the delivery against Shop Drawings and ensuring that the materials meet the requirements of not only the Plans and Specifications, but also the approved Shop Drawings and Submittals and in conformance with Contractor's plan for delivery of materials (including but not limited to Contractor's representations in the Schedules for the Project and Contractor's equipment and materials schedule under Article 3.7.2.2). Contractor shall be responsible for all costs of accepting non-conforming materials delivered to the Project given Contractor's responsibilities and system for acceptance of deliveries. Contractor shall notify Inspector and Owner Representative (including CM) as early as possible, in writing, of the delivery of materials for the Project. The deliveries shall include documentation identifying the shipment sufficiently so that the Inspector, Architect or Owner Representative (including CM) may review the materials that are received.

Under no circumstances shall materials be delivered to the Project site that are meant for another Project.

3.3.8 Liens and Other Security Interests of Subcontractors and Material Suppliers

No material, supplies, or equipment for the Work shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by seller or supplier. Contractor warrants good title to all material, supplies, and equipment installed or incorporated in Work and agrees upon completion of all Work to deliver premises, together with all improvements and appurtenances constructed or placed thereon by it, to Owner free from any claims, security interests, liens, or charges. Contractor further agrees that neither it nor any person, firm, or corporation furnishing any materials or labor for any Work covered by this Contract shall have any right to place a lien upon the premises or any improvement or appurtenance thereof, except that Contractor may install metering devices or other equipment of a utility company or political subdivision, title to which is commonly retained by the utility company or political subdivision. In event of installation of any such metering device or equipment, Contractor shall advise Owner as to its owner within five (5) days of such installation in writing, prior to making the installation.

Contractor agrees to indemnify, defend and hold the Owner harmless from any liens, stop notices, or assertion of security interests, including judgments and levies. If after written notice Contractor fails to address the lien, stop notice, or other security interest, the Owner may proceed to address the lien, stop notice or claim and seek reimbursement from Contractor.

3.3.8.1 *Stop Notice Releases.* All Stop Notice Releases shall be notarized and either executed by the same person who filed the Stop Notice or from an officer of the Trade Contractor or manager of Trade Contractor authorized to release Stop Notices.

3.3.9 Title to Materials

The title to new materials or equipment for the Work of this Contract shall remain with Contractor until incorporated in the Work of this Contract until Final Acceptance of the Project; no part of said materials shall be removed from its place of storage, and Contractor shall keep an accurate inventory of all said materials and equipment in a manner satisfactory to the Owner or its authorized representative. Responsibility for materials remains with Contractor and Contractor shall replace materials in case of loss. Owner similarly may pay for materials stored off site, but Contractor shall remain responsible for the materials that are stored off site.

3.3.10 [Reserved]

3.3.11 Noise Control

The Contractor shall be responsible for the installation of noise reducing devices on construction equipment. Contractor shall comply with the requirements of the city and county having jurisdiction with regard to noise ordinances governing construction sites and activities. If school is in session at any point during the progress of the Project, and, in the Owner's reasonable discretion, the noise from such Work disrupts or disturbs the students or faculty or the normal operation of the school, at the Owner's request, the Contractor shall schedule the performance of all such Work around normal school hours or make other arrangements so that the Work does not cause such disruption or disturbance. There are specific periods of testing at operational schools and it is critical that Contractor control noise during periods of testing. In no event shall Contractor have a right to receive additional compensation or an extension to the Contract time as a result of any such rescheduling or the making of such arrangements. These controls shall be implemented during site preparation and construction. All noise related issues, including school operations, and noise during testing should be detailed in the Schedule provided pursuant to Article 8

3.4 WARRANTY

The Contractor warrants to the Owner and Architect that material and equipment furnished under the Contract will be of the highest quality and new unless otherwise required or permitted by the Contract Documents, that the Work will be free from defects not inherent in the quality required or permitted, and that the Work will conform with the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. Contractor's warranty to Owner includes, but is not limited to, the following representations:

1. In addition to any other warranties provided elsewhere, Contractor shall, and hereby does, warrant all Work after the date of Notice of Completion of Work by Owner and shall repair or replace any or all such Work, together with any other Work, which may be displaced in so doing that may prove defective in workmanship or materials within a two (2) year period from date of Final Completion which shall be no later than the final date of Punch List as noted at

Article 9.11) without expense whatsoever to Owner, ordinary wear and tear, unusual abuse or neglect excepted. Owner will give notice of observed defects with reasonable promptness. Contractor shall notify Owner upon completion of repairs.

2. The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.
3. In the event of failure of Contractor to comply with above mentioned conditions within one week after being notified in writing, Owner is hereby authorized to proceed to have defects repaired and made good at expense of Contractor who hereby agrees to pay costs and charges therefore immediately on demand.
4. This Article does not in any way limit the guarantee on any items for which a longer warranty is specified or on any items for which a manufacturer gives a guarantee for a longer period. Contractor shall furnish Owner all appropriate guarantee or warranty certificates upon completion of the project.

3.5 TAXES

Contractor will pay all applicable Federal, State, and local taxes on all materials, labor, or services furnished by it, and all taxes arising out of its operations under the Contract Documents. Owner is exempt from Federal Excise Tax, and a Certificate of Exemption shall be provided upon request.

3.6 PERMITS, FEES AND NOTICES

3.6.1 Payment

The Contractor shall secure and pay for all permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work which are necessary after execution of the Contract and are legally required by any authority having jurisdiction over the Project, except those required by the Division of the State Architect (DSA). Owner shall be responsible for all testing and inspection as required by the DSA on-site or within the distance limitations set forth in Paragraph 13.5.2, unless a different mileage range is specified in the Supplemental Conditions.

3.6.1.1 DSA Fees. DSA policy is to charge CCD review fees for processing and approval of changes in the Plans and Specifications through the Construction Change Document process. Contractor is specifically directed to the current DSA IR A-30 which provides fee structure and charges that will be incurred for proceeding with respect to the CCD process, a process that must be followed for each change in the Plans and Specifications.

3.6.2 Compliance

The Contractor shall comply with and give notices required by any law, ordinance, rule, regulation, and lawful order of public authorities bearing on performance of the Work. Specifically, the Division of State Architect provides State oversight of the Project and enforcement of Title 24 rules and regulations. Contractor is directed to the DSA website at

<http://www/dgs/ca/gov/dsa/home>. There will be local governmental oversight from City, County or both. Finally, Regional Water Quality Control Board, State Fire Marshall, local fire marshal, Department of Industrial Relations, Department of Labor Standards Enforcement, and Air Quality Management Owner (Local and State) are some of the agencies that provide oversight and may require specific permits, fees, or provide oversight over the Project. Contractor represents understanding and specialized knowledge of the rules governing Owners and Contractor shall maintain compliance over the applicable rules and will file all documents required in order to ensure compliance with State, local, and other rules that apply to the Project.

3.7 SUBMITTALS REQUIRED AT THE COMMENCEMENT OF THE PROJECT

3.7.1 Requirements Within Ten (10) Calendar Days

Within ten (10) calendar days after Notice to Proceed, Contractor shall submit the following:

- 3.7.1.1 Detailed Schedule of Values (See Article 9.2)
- 3.7.1.2 Submittal Listing and Schedule for Submittals
- 3.7.1.3 Preliminary Project Schedule (See Article 8)
- 3.7.1.4 Critical Path Product Submittals

3.7.2 Requirements Within Forty-Five (45) Calendar Days

Unless otherwise shortened by the Special Provisions or Contract Documents, within forty-five (45) calendar days after Notice to Proceed, Contractor shall submit the following:

3.7.2.1 Baseline Project Schedule (See Article 8)

3.7.2.2 *All Submittals for the Project* except those specifically agreed upon by Owner and Architect, in writing, and shall be specifically incorporated into the Submittal section of the Schedule so as to not delay the Work. The agreement to allow a later Submittal does not mean that Article 3.3.7 is waived.

3.8 DOCUMENTS, SAMPLES, AND COMPUTER AT THE SITE

The Contractor shall maintain at the Site for the Owner one current copy of the California Building Code, Titles 19 and 24 of the California Code of Regulations, any other document required by DSA, and one record copy of the Drawings, Specifications, Addenda, Change Orders, and other Modifications, in good order and marked currently to record changes and selections made during construction. In addition, the Contractor shall maintain at the Site approved Shop Drawings, Product Data, Samples, and similar required Submittals. These documents shall be available to the Architect and shall be delivered to the Architect for delivery to the Owner upon completion of the Work.

Contractor shall have an operational computer with internet access so Contractor can review and post documents as required for the Project, including but not limited to the filing and posting of DSA required documents for the Project.

Contractor shall be prepared to post and review documents posted to the DSA Project website.

3.9 SUBMITTALS INCLUDING SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

3.9.1 Definitions

3.9.1.1 *Deferred Approvals.* Approval of certain aspects of the construction may be deferred until the construction Contract has been awarded. To facilitate the design process, DSA grants deferred approval to the design and detailing of certain elements of the Project at the request of the Architect or Engineer of Record. Design elements that may be deferred may include, but are not limited to Access floors, Bleachers, Elevator guide rails and related elevator systems, Exterior wall systems - precast concrete, glass fiber reinforced concrete, etc. , Skylights, Window wall systems, storefronts, Stage rigging, and other systems as noted in the Contract Documents. (Also see Article 1.2.2 and 3.9.3)

3.9.1.2 *Shop Drawings.* The term "Shop Drawings" as used herein means drawings, diagrams, equipment or product schedules, and other data, which are prepared by Contractor, Subcontractors, manufacturers, suppliers, or distributors illustrating some portion of the Work, and includes: illustrations; fabrication, erection, layout and setting drawings; manufacturer's standard drawings; schedules; descriptive literature, instructions, catalogs, and brochures; performance and test data including charts; wiring and control diagrams; and all other drawings and descriptive data pertaining to materials, equipment, piping, duct and conduit systems, and methods of construction as may be required to show that the materials, equipment, or systems and their position conform to the requirements of the Contract Documents.

3.9.1.3 *Manufactured* applies to standard units usually mass-produced, and "Fabricated" means items specifically assembled or made out of selected materials to meet individual design requirements. Shop Drawings shall: establish the actual detail of all manufactured or fabricated items, indicate proper relation to adjoining work, amplify design details of mechanical and electrical systems and equipment in proper relation to physical spaces in the structure, and incorporate minor changes of design or construction to suit actual conditions.

3.9.1.4 *Submittals* is a term used interchangeably and sometimes refers to Shop Drawings, Product Data, and Samples since all subcontractor submissions are tracked in a Submittal Log and may include any of the noted items. However, generally, a Submittal is a manufacturer's product information and product data including description, characteristics, size, physical characteristics, and requirements to prepare the jobsite for receiving of the particular manufactured item.

3.9.1.5 *Samples.* The term "samples" as used herein are physical examples furnished by Contractor to illustrate materials, equipment, or quality and includes natural materials, fabricated items, equipment, devices, appliances, or parts thereof as called for in the Specifications, and any other samples as may be required by the Architect to determine whether the kind, quality, construction, finish, color, and other characteristics of the materials, etc.,

proposed by the Contractor conform to the required characteristics of the various parts of the Work. All Work shall be in accordance with the approved samples.

3.9.2 Shop Drawings.

3.9.2.1 *When Shop Drawings Are Required.* Shop Drawings are required for prefabricated components and for installation and coordination of these prefabricated components into the Project. In addition, Shop Drawings, are prepared to address the actual size and installation of components from various subcontractors and provides an opportunity for the Contractor to coordinate and address conflicts between the subcontracting trades.

3.9.2.2 *Shop Drawing Requirements.* The Contractor shall obtain and submit with Shop Drawings all seismic and other calculations and all product data from equipment manufacturers. "Product data" as used herein are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate a material, product, or system for some portion of the Work.

3.9.2.3 *Not a Reproduction of Architectural or Engineering Drawings.* The Shop Drawings are not a reproduction of the architectural or engineering drawings. Instead, they must show more detail than the Construction Documents and details the fabrication and/or installation of the items to the manufacturer's production crew or Contractor's installation crews.

3.9.2.4 *Shop Drawings Engineering Requirements:* Some Shop Drawings require an engineer stamp to be affixed on the Drawings and calculations. In such cases, a current and valid engineering stamp shall be affixed by a California registered engineer. No out of State engineers shall stamp Shop Drawings. (See DSA IR A-18). In most cases, an engineer means California registered mechanical, structural, electrical or plumbing engineer. California Registered Civil Engineers will not be accepted for structural details unless specifically approved by DSA.

3.9.3 Deferred Approvals

Deferred approvals shall be submitted and processed to ensure all DSA and other governmental approvals are secured so as to not delay the Project. There may be additional requirements for deferred approvals at Division 1 of the Specifications. All deferred approvals shall be prepared by Contractor or Contractor's agent early enough so as to not delay the Project. Contractor is aware that Title 24 California Code of Regulations Section 4-317 have specific requirements for deferred approval as to governing agencies and as to the Architect and Engineer for the Project. As a result, any delay associated with the time for approval by applicable agencies or by the Architect or Architect's consultants shall be Contractor's. Contractor is required to comply with inclusion of Deferred Approvals in the Schedule as required under Article 3.9.6

3.9.3.1 *DSA Approvals Required Prior to Work.* No work on a deferred approval item may proceed on the components until DSA approval is received. Contractor has provided DSA approval time and allowed adequate time for any DSA revisions in Contractor's Schedule as required pursuant to Article 8.

3.9.4 Submittals and Samples

3.9.4.1 Information Required With Submittals: Manufacturer, trade name, model or type number and quantities: Information provided must be of sufficient detail to allow Architect and Engineer to compare the submitted item with the specified products and acceptable products listed, in the Specifications and addenda.

3.9.4.2 Finish Characteristics: The Architect reviews the available finishes and selects the appropriate finish, if the finish was not previously specified in the documents. The Contractor should confirm that finish requirements in the Specification are being met by the product.

3.9.4.3 Contractor Responsible for Jobsite Dimensions: Some material is custom-fabricated to job conditions, requiring dimensions from the jobsite. These jobsite dimensions are provided by the Contractor as part of the Contractor's responsibilities for the Project and shall be provided prior to release of the product for manufacture. Contractor shall not rely on Architect or Engineers to provide jobsite dimensions.

3.9.5 Submittal Submission Procedure

3.9.5.1 Transmittal Letter and Other Requirements. All Submittals must be properly identified with the name of the Project and dated, and each lot submitted must be accompanied by a letter of transmittal referring to the name of the Project and to the Specification section number for identification of each item clearly stating in narrative form, as well as "clouding" on the submissions, all qualifications, departures, or deviations from the Contract Documents. Shop Drawings, for each section of the Work shall be numbered consecutively and the numbering system shall be retained throughout all revisions. All Subcontractor submissions shall be made through the Contractor. Each drawing shall have a clear space for the stamps of Architect and Contractor.

3.9.5.2 Copies Required. Each Submittal shall include one (1) legible, reproducible (if electronic is available, electronic copies shall also be provided) and five (5) legible prints of each drawing or schedule, table, cut sheet, etc., including fabrication, erection, layout and setting drawings, and such other drawings as required under the various sections of the Specifications, until final acceptance thereof is obtained. Subcontractor shall submit copies, in an amount as requested by the Contractor, of: (1) manufacturers' descriptive data for materials, equipment, and fixtures, including catalog sheets showing dimensions, performance, characteristics, and capacities; (2) wiring diagrams and controls; (3) schedules; (4) all seismic calculations and other calculations; and (5) other pertinent information as required by the Owner or Architect. See also Division 1.

3.9.5.3 Corrections. The Contractor shall make all corrections required by Architect, Owner or CM and shall resubmit, as required by Architect or CM, corrected copies of Shop Drawings or new samples until approved. Contractor shall direct specific attention in writing or on resubmitted Shop Drawings to revisions other than the corrections required by the Architect on previous submissions. Professional services required for more than one (1) re-review of required Submittals of Shop Drawings, product data, or samples are subject to charge to the Contractor pursuant to Paragraph 4.5.

3.9.5.4 Approval Prior to Commencement of Work. No portion of the Work requiring a Shop Drawing or sample submission or other Submittal shall be commenced until the submission has been reviewed by Contractor and Architect (and CM, if applicable) and approved by Architect (and CM where applicable) unless specifically directed in writing by the Architect. All such portions of the Work shall be in accordance with approved Shop Drawings and samples.

3.9.5.5 Owner's Property. All Submittals, Shop Drawings, computer disks, BIM modeling information, clash checks, schedules, annotated Specifications, samples and other Submittals shall become the Owner's property upon receipt by the Owner or Architect.

3.9.6 Schedule Requirements for Submittals

Contractor shall obtain and shall submit all required Submittals (i.e. Shop Drawings, Deferred Approvals, Samples, etc.), in accordance with Contractor's "Schedule for Submission of Shop Drawings and Samples" as required in the scheduling portion of the General Conditions at Articles 8 and the Specifications with such promptness as to cause no delay in its own Work or in that of any other contractor or subcontractor.

3.9.6.1 Consideration of Schedule. Contractor has considered lead times, DSA or other agency governmental review times, Architect or Engineer review times, manufacturing seasons, and specific long lead procurement concerns for all submittals for the Project.

3.9.7 General Submittal Requirements

3.9.7.1 Contractor Submittal Representations. By submitting Shop Drawings, product data, samples, etc., the Contractor represents that it has determined and verified all materials, field measurements, catalog numbers, related field construction criteria, and other relevant data in connection with each such submission, and that it has checked, verified, and coordinated the information contained within such Submittals with the requirements of the Work and of the Contract Documents, including the construction schedule.

3.9.7.2 [Reserved].

3.9.7.3 No Deviation from Contract Documents. The submission of the Shop Drawings, product data, samples, etc., shall not deviate from the *requirements* of the Contract Documents including detailing and design intent which is specifically outlined in Contract Documents except as specifically authorized by the Architect or through an accepted substitution pursuant to Paragraph 3.10.4. All deviations from the Contract Documents shall be narratively described in a transmittal accompanying the Shop Drawings. However, Shop Drawings shall not be used as a means of requesting a substitution, the procedure for which is defined in Paragraph 3.10.4, "Substitutions."

3.9.7.4 [Reserved]

3.9.7.5 Incomplete Submittals. Any submission, which in Architect's opinion is incomplete, contains errors, or has been checked superficially will be returned unreviewed by the Architect for resubmission by the Contractor.

3.9.7.6 [Reserved]

3.9.7.7 Extent of Review. In reviewing Shop Drawings, the Architect will not verify dimensions and field conditions. The Architect will review and approve Shop Drawings, product data, samples, etc., for aesthetics and for conformance with the design concept of the Work and the information in the Contract Documents. The Architect's review shall neither be construed as a complete check which relieves the Contractor, Subcontractor, manufacturer, fabricator, or supplier from responsibility for any deficiency that may exist or from any departures or deviations from the requirements of the Contract Documents unless the Contractor has, in writing, called the Architect's attention to the deviations at the time of submission. The Architect's review shall not relieve the Contractor or Subcontractors from responsibility for errors of any sort in Shop Drawings or schedules, for proper fitting of the Work, coordination of the differing subcontractor trades and Shop Drawings and Work which is not indicated on the Shop Drawings at the time of submission of Shop Drawings. Contractor and Subcontractors shall be solely responsible for any quantities which may be shown on the Submittals or Contract Documents.

3.10 SUBSTITUTIONS

3.10.1 Definition

A Substitution is a change in product, material, equipment, or method of construction from those required by the Construction Documents proposed by the Contractor. For this Project, a Substitution is subject to the filing of a Construction Substitution Request Form prior to the time of bid and meeting the requirements of this Article.

3.10.2 One Product Specified

Unless the Specifications state that no substitution is permitted, whenever the Contract Documents indicate any specific article, device, equipment, product, material, fixture, patented process, form, method, or type of construction or any specific name, make, trade name, or catalog number, with or without the words "or equal," such specification shall be deemed to be used for the purpose of facilitating description of the material, process, or article desired and shall be deemed to be followed by the words "or equal." Subject to the requirements of properly submitting a Substitution Request for as Addressed in Special Conditions, the Contractor may, unless otherwise stated, offer any material, process, article, etc., which shall be materially equal or better in every respect to that so indicated or specified ("Specified Item") and will completely accomplish the purpose of the Contract Documents.

3.10.3 Products Specified Which Are Commercially Unavailable

If the Contractor fails to make a request for substitutions for products, prior to the submission of its bid, and such products subsequently become commercially unavailable, the Contractor may request a substitution for such commercially unavailable item. The decision to grant this request is solely at the Owner's discretion. The written approval of the Owner, consistent with the procedure for Change Orders, shall be required for the use of a proposed substitute material. The Owner may condition its approval of the substitution upon the delivery to Owner of an extended warranty or other assurances of adequate performance of the substitution as well as an equitable deduction in the Contract price should the substituted item cost less than the Specified Item. All risks of delay due the approval of a requested substitution by the DSA, or any other governmental agency having jurisdiction, shall be on the requesting party. All additional costs, DSA review costs, all procurement and construction delays, and all costs for review by the

Architect or its consultants shall be the responsibility of the Contractor and will be deducted from Contractor's pay request.

3.11 INTEGRATION OF WORK

3.11.1 Scope

The Contractor shall be responsible for cutting, fitting, or patching to complete the Work and to make all parts fit together properly. Contractor shall be responsible for ensuring that all trades are coordinated and scheduled so as to ensure the timely and proper execution of the work. When modifying existing work or installing new Work adjacent to existing work, Contractor shall match, as closely as conditions of Site and materials will allow, the finishes, textures, and colors of the original work, refinishing existing work at no additional cost to Owner. All cost caused by defective or ill-timed work shall be borne by Contractor. Contractor shall be solely responsible for protecting existing work on adjacent properties and shall obtain all required permits for shoring and excavations near property lines.

3.12 CLEANING UP

3.12.1 Contractor's Responsibility to Clean Up

Contractor at all times shall keep premises free from debris such as waste, dust, excess water, storm water runoffs, rubbish, and excess materials and equipment. Contractor shall not leave debris under, in, or about the premises, but shall promptly remove same from the premises and dispose of it in a lawful manner. Disposal receipts or dump tickets shall be furnished to the Architect within five (5) days of request.

Contractor shall remove rubbish and debris resulting from the Work on a daily basis. Contractor shall maintain the structures and Site in a clean and orderly condition at all times until acceptance of the project by the Owner. Contractor shall keep its access driveways and adjacent streets, sidewalks, gutters and drains free of rubbish, debris and excess water by cleaning and removal each day. All concrete, sidewalks, and paths of travel shall be broom cleaned daily.

3.12.2 General Final Clean-Up

Upon completion of Work, Contractor shall employ experience workers or professional cleaners for final cleaning. Clean each surface to the condition expected in a normal, commercial, building cleaning and maintenance program.

- a. Clean interior and exterior of buildings, including fixtures, equipment, walls, floors, ceilings, roofs, window sills and ledges, horizontal projections, and any areas where debris has collected, so surfaces are free from foreign material or discoloration;
- b. Clean the Project site. The grounds should be cleared of any Contractor equipment, raked clean of debris and trash removed. Sweep paved areas broom clean;

- c. Repair or replace any damaged materials. Replace any chipped or broken glass;
- d. Remove any and all stains;
- e. Remove labels that aren't permanent labels;
- f. Clean and polish all glass, plumbing fixtures, equipment, finish hardware and similar finish surfaces. Remove any glazing compounds;
- g. Remove temporary utilities, fencing, barricades, planking, sanitary facilities and similar temporary facilities from Site;
- h. Remove temporary film that remains on any hardware, doors or other surfaces and
- i. Seal the bottom and tops of all doors.

3.12.3 Special Clean-Up.

In addition to the general cleaning, the following special cleaning shall be done at the completion of the Work in accordance with the Specifications including, but not limited to:

- a. Remove putty stains from glazing, then wash and polish glazing;
- b. Remove marks, stains, fingerprints and other soil or dirt from painted, stained or decorated work;
- c. Remove temporary protection and clean and polish floors and waxed surfaces;
- d. Clean and polish hardware and plumbing trim; remove stains, dust, dirt, plaster and paint;
- e. Wipe surfaces of mechanical and electrical equipment;
- f. Remove spots, soil, plaster and paint from tile work, and wash tile;
- g. Clean all fixtures and equipment, remove excess lubrication, clean light fixtures and lamps, polish metal surfaces;
- h. Vacuum-clean carpeted surfaces; and
- i. Remove debris from roofs, down spout and drainage system.

3.12.4 Failure to Cleanup

If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so, and the cost thereof shall be the responsibility of the Contractor pursuant to Article 2.2 and seek a Deductive Change Order.

3.13 ACCESS TO WORK

The Contractor shall provide the Owner, the Architect, Engineers and the Inspector of Record, access to the Work in preparation and progress wherever located. Contractor shall provide safe and proper facilities for such access so that Owner's representatives may perform their functions.

3.14 ROYALTIES AND PATENTS

3.14.1 Payment and Indemnity for Infringement

Contractor shall hold and save the Owner and its officers, agents, and employees, the Construction Manager, the Architect, and the Architect's consultants harmless from liability of any nature or kind, including cost and expense, for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract, including its use by the Owner, unless otherwise specifically provided in the Contract Documents, and unless such liability arises from the sole negligence, or active negligence, or willful misconduct of the Owner, the Architect, or the Architect's consultants.

3.15 [Reserved]

3.16 [Reserved]

3.17 AS-BUILT DRAWINGS AND ANNOTATED SPECIFICATIONS

Throughout the duration of the Project, Contractor shall maintain on a current basis an accurate and complete set of As-Built Drawings (and Annotated Specifications) clearly showing all changes, revisions to Specifications and substitutions during construction, including, without limitation, field changes and the final location of all electrical and mechanical equipment, utility lines, ducts, outlets, structural members, walls, partitions, and other significant features. In case a Specification allows Contractor to elect one of several brands, makes, or types of material or equipment, the annotations shall show which of the allowable items the Contractor has furnished. The Contractor will update the As-Built Drawings and Annotated Specifications as often as necessary to keep them current, but no less often than weekly.

Contractor shall update As-Built Drawings with complete information on an area of Work at or near the time when the Work is being performed and prior to any DSA 152 sign off and prior to any Work being covered.

The As Built Drawings and Annotated Specifications shall be kept at the Site and available for review and inspection by the Owner and the Architect. Failure to maintain and update the As Built Drawings is a basis to withhold Progress Payments pursuant to Article 9.6.

3.17.1 Upon Beneficial Occupancy

Contractor shall obtain and pay for reproducible Plans upon Beneficial Occupancy. Contractor shall deliver Plans to Owner Representative (Construction Manager if one is hired for the Project).

3.17.2 As-Builts at Completion of Work

On completion of the Work and prior to and as a condition precedent to Application for Retention Payment, the Contractor will provide one neatly prepared and complete set of As-Built Drawings and Annotated Specifications to the Owner. Contractor shall certify the As-Builts as a complete and accurate reflection of the actual construction conditions of the Work by affixing a Stamp indicating the Drawings are As-Builts and Certifying Accuracy on the final set of As-Builts. Failure to deliver a complete Record Set of Drawings may result in significant withholdings to ensure Work is properly documented. See Article 9.9.1.

3.18 EQUIPMENT MANUALS

Contractor shall obtain and furnish three (3) complete sets of manuals containing the manufacturers' instructions for maintenance and operation of each item of equipment and apparatus furnished under the Contract Documents and any additional data specifically requested under the various sections of the Specifications for each division of the Work. The manuals shall be arranged in logical, sequential order, labeled, indexed, and placed in three-ring binders. At the completion of its Work, the Contractor shall certify, by endorsement thereon, that each of the manuals is complete, accurate, and covers all of its Work.

Prior to submittal of Contractor's Application for Retention Payment, and as a further condition to its approval by the Architect, each Subcontractor shall deliver the manuals, arranged in logical, sequential order, labeled, indexed, endorsed, and placed in three-ring binders, to the Contractor, who shall assemble these manuals for all divisions of the Work, review them for completeness, and submit them to the Owner through the Architect.

3.19 DIR REGISTRATION

Strict compliance with all DIR registration requirements in accordance with Labor Code sections 1725.5 and 1771.1 is a material obligation of the Contractor 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 Contractor and all of its subcontractors of any tier. The failure of the Contractor 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 and subject to termination for cause.

An affirmative and ongoing obligation of the Contractor 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 Contractor shall not permit or allow any subcontractor of any tier to perform any Work without the Contractor'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. Contractor 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.

ARTICLE 4 ADMINISTRATION OF THE CONTRACT AND CLAIMS

4.1 ARCHITECT

4.1.1 Replacement of Architect

In the case of the termination of the Architect, the Owner may appoint an Architect or another construction professional or may perform such functions with its own licensed professional personnel. The status of the replacement Architect under the Contract Documents shall be the same as that of the former Architect.

4.2 ARCHITECT'S ADMINISTRATION OF THE CONTRACT

4.2.1 Status

Pursuant to Titles 2 of the California Code of Regulations and as required pursuant to the Field Act, Education Code 17280 et. seq., the Architect will provide administration of the Contract Documents and the Work, and will be the Owner's representative during construction, as well as during the one (1) year period following the commencement of any warranties. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

4.2.2 Site Visits

The Architect will visit the Site at intervals necessary in the judgment of the Architect to become generally familiar with the progress and quality of the Work and to determine in general if the Work is being performed in accordance with the Contract Documents and as otherwise required by DSA.

4.2.3 Limitations of Construction Responsibility

The Architect, Owner and CM shall not have control over, charge of, or be responsible for construction means, methods, techniques, schedules, sequences or procedures, fabrication, procurement, shipment, delivery, receipt, installation, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract Documents. The Architect, Owner and CM shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, their agents or employees, or any other persons or entities performing or supplying portions of the Work. The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect, Owner or CM in the Architect, Owner or CM's administration of the Contract Documents, or by tests, inspections, or approvals required or performed by persons other than the Contractor.

4.2.4 Communications Facilitating Contract Administration

Except where a CM is on the Project, or as otherwise provided in the Contract Documents or when direct communications are warranted by special circumstances, the Owner and the Contractor shall communicate through the Architect. In the cases where a CM is hired

for the Project, all communication shall be through the CM (unless otherwise directed) with copies to the Owner, Architect and Inspector. Where direct communication is necessary between the Owner and the Contractor, the Owner's communication shall be through the Owner's authorized designated person. Contractor shall not rely upon any communications from the Owner that is not from the Owner's authorized designee. Communications by and with the Architect's consultants shall be through the Architect. Copies of all communication shall be sent to the Architect, Owner Representative and Inspector.

4.2.5 Payment Applications

The Architect will review and make recommendations to the Owner regarding the amounts due the Contractor on the Certificates for Payment pursuant to Article 9.3.4 and subject to the Inspector's review, (CM review, if applicable) and Architect's observation. This review of Payment Applications is sometimes called a "Pencil Draft." Return of a Pencil Draft shall constitute the Owner's dispute of the Pay Application that has been submitted. Contractor shall promptly respond to Pencil Drafts or Contractor's Pay Applications may be delayed. Contractor's failure to promptly respond to a Pencil Draft shall qualify as a delay in the Prompt Payment of a Request for Payment or Request for Retention.

4.2.6 Rejection of Work

In addition to the rights, duties, and obligations of the Inspector under this Article, the Architect may recommend to the Owner that the Owner reject Work which does not conform to the Contract Documents. Contractor shall, without charge, replace or correct Work found by the Owner to not be in conformance to Contract requirements. Contractor shall promptly segregate and remove rejected materials from the Project site.

This section does not address a Notice of Non-Compliance and the remedies associated with a Notice of Non-Compliance which are addressed at Article 7.1.2.

4.3 PROJECT INSPECTOR

4.3.1 General

One or more project inspectors employed by the Owner and approved by the Division of the State Architect will be assigned to the Work in accordance with the requirements of Title 24 of the California Code of Regulations. The Inspector(s) duties are as specifically defined in Title 24 Section 4-333 and 4-342 and in DSA IR A-8.

4.3.2 Inspector's Duties and DSA Noted Timelines for Inspection

All Work shall be under the observation of the Inspector. The Inspector shall have free access to any or all parts of the Work at any time. The Contractor shall furnish the Inspector such information as may be necessary to keep the Inspector fully informed regarding progress and manner of Work and character of materials. Such observations shall not, in any way, relieve the Contractor from responsibility for full compliance with all terms and conditions of the Contract, or be construed to lessen to any degree the Contractor's responsibility for providing efficient and capable superintendence. The Inspector is not authorized to make changes in the Drawings or Specifications nor shall the Inspector's approval of the Work and methods relieve the Contractor

of responsibility for the correction of subsequently discovered defects, or from its obligation to comply with the Contract Documents.

Inspector shall electronically post DSA required documents on the DSA electronic posting website. It is the Contractor's responsibility to determine the status of posting and determine if all the criteria for sign off of a category of Work on the Project Inspection Card (Form DSA 152) as defined more thoroughly in the most current version of the DSA 152 manual posted on the DSA website.

Inspector may collaborate with Contractor about approval of areas that may be constructed and approved incrementally under the DSA 152 card pursuant to the guidelines of PR-13 at Article 1.17. Inspector shall work with Contractor to present incremental approval proposals to DSA.

4.3.3 Inspector's Authority to Reject or Stop Work

The Inspector shall have the authority to reject Work whenever provisions of the Contract Documents are not being complied with, and Contractor shall instruct its Subcontractors and employees accordingly. In addition, the Inspector may stop any Work that poses a probable risk of harm to persons or property. The Contractor shall instruct its employees, Subcontractors, material and equipment suppliers, etc., accordingly. The absence of any Stop Work Order or rejection of any portion of the Work shall not relieve the Contractor from any of its obligations pursuant to the Contract Documents.

4.3.4 [Reserved]

4.3.5 Testing Times

The Owner will provide inspection and testing at its cost during the normal eight (8) hour day Monday through Friday (except holidays). Work by the Contractor outside of the normal eight (8) hour day shall constitute an authorization from the Contractor to the Owner to provide inspection and testing as required outside of the normal eight (8) hour day. Contractor shall provide adequate time for inspections so as to not delay the Work. .

4.3.6 Special Inspection Out of State, Out of Country or Remote from Project

If Contractor has a subcontractor or supplier that requires in plant or special inspections or tests that are out of the Country, out of State or a Distance of more than 200 miles from the Project site, the Owner shall provide the Special Inspector or individual performing tests time for inspection and testing during normal work hours. Contractor, however, is responsible for the cost of travel, housing, food, out of area premiums that may be in the Inspector/Testing Agreement with Owner, or other expenses necessary to ensure proper inspection or testing is provided by a DSA Certified Inspector, Special Inspector, or individual performing tests. In some cases all three (DSA Inspector, Special Inspector, and Testing) may be required. In addition, if the DSA Certified Inspector, Special Inspector, or individual performing test has contractual travel clauses or special rates for out of town inspection, Contractor is responsible for all costs associated with the contractual travel costs in addition to all other costs. Arrangements for inspection and/or testing shall be made far enough in advance so as to not delay the Work.

4.4 STOP WORK ORDER

DSA may issue a Stop Work Order, or an Order to Comply, when either (1) the Work proceeds without DSA approval; (2) the Work proceeds without a DSA Inspector of Record, or (3) where DSA determines that the Work is not being performed in accordance with applicable rules and regulations, and would compromise the structural integrity of the Project or would endanger lives. If a Stop Work Order is issued, the Work in the affected area shall cease until DSA withdraws the Stop Work Order. See Education Code Section 17307.5(b) and Education Code Section 81133.5.

4.5 RESPONSIBILITY FOR ADDITIONAL CHARGES INCURRED BY THE OWNER FOR PROFESSIONAL SERVICES

If at any time prior to the completion of the requirements under the Contract Documents, the Owner is required to provide or secure additional professional services (including CM, Inspection, Architect, Engineering and Special Consultant Services) for any reason by any act of the Contractor, the Owner may seek a Deductive Change Order for any costs incurred for any such additional services, which costs shall be deducted from the next progress payment. A Deductive Change Order shall be independent from any other Owner remedies and shall not be considered a waiver of any Owner rights or remedies. If payments then or thereafter due to the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. Additional services shall include, but shall not be limited to, the following:

- a. Services made necessary by the default of the Contractor (Article 14 or Article 2.2).
- b. Services made necessary due to the defects or deficiencies in the Work of the Contractor (Article 2.2 and Article 9.6).
- c. Spurious or frivolous RFI's issued that do not conform to the requirements of Article 7.4. Issuance of the same RFI after receiving an answer from the Architect or Engineer.
- d. Review of Schedules that are provided by Contractor that do not Conform with the Requirements of Article 8.
- e. Preparation of a CCD or ICD to correct a Contractor Deficiency, or Contractor Caused Notice of Non-Compliance (Article 7.3).
- f. Review of Incomplete Shop Drawings or Submittals, including the submission of Piecemeal Shop Drawings or Submittals unless piecemeal Submittals are specifically agreed upon by Owner (Article 3.9).
- g. Services required by failure of the Contractor to perform according to any provision of the Contract Documents.
- h. Services in connection with evaluating substitutions of products, materials, equipment, Subcontractors' proposed by the Contractor, and making subsequent

revisions to Drawings, Specifications, obtaining DSA approvals, DSA costs for review of CCD's, other governmental agency review costs, and providing other documentation required (except for the situation where the specified item is no longer manufactured or available) (Article 3.10).

- i. Services for evaluating and processing Claims or Disputes submitted by the Contractor in connection with the Work outside the established Change Order process.
- j. Services required by the failure of the Contractor to prosecute the Work in a timely manner in compliance within the specified time of completion.
- k. Services in conjunction with the testing, adjusting, balancing and start-up of equipment other than the normal amount customarily associated for the type of Work involved.
- l. Services in conjunction with more than one (1) re-review of Submittals of Shop Drawings, product data, samples, RFI's etc.

4.6 DISPUTES AND CLAIMS

4.6.1 Decision of Architect

Disputes between Owner and Contractor involving money or time, including those alleging an error or omission by the Architect shall be referred initially to the Architect for action within ten (10) days after Contractor's Article 7 request for Change is denied. A decision by the Architect, as provided in Paragraph 4.6.5, shall be required as a condition precedent to proceeding with remedies set forth in Paragraph 4.6.9 as to all such matters arising prior to the date Retention Payment Application is due, regardless of whether such matters relate to execution and progress of the Work, or the extent to which the Work has reached Final Completion.

The condition precedent of an Architect decision shall be waived if: (1) the position of Architect is vacant; (2) the Architect has not received evidence or has failed to render a decision within agreed time limit; (3) the Architect has failed to take action required under Paragraph 4.6.5 within thirty (30) days after the Claim is made, forty-five (45) days have passed after the Claim has been referred to the Architect; or (4) the Claim relates to a Stop Notice Claim not arising from any extra change order or Immediate Change Directive for which approval has not been provided.

4.6.2 [Reserved]

4.6.3 [Reserved]

4.6.4 [Reserved]

4.6.5 Architect's Written Decision

If a Dispute has not been resolved after consideration of the foregoing and of other evidence presented by the parties or requested by the Architect, the Architect (or Architect

through CM) shall provide a written decision twenty (20) days after the Architect's preliminary decision rendered in accordance with Paragraph 4.6.1. Upon expiration of such time period, the Architect (or Architect through CM) will render to the parties its written decision relative to the Dispute, including any change in the Contract Sum or Contract Time or both.

The Architect may also request reasonable additional time to complete Architect's written decision.

If the resolution of the Dispute by the Architect is not satisfactory to the Contractor and copies of all back-up documentation of costs and the basis for the Dispute is fully articulated in a package of material that is complete, the Contractor may then submit a Claim to the Owner under Article 4.6.9

4.6.6 Continuing Contract Performance

Pending final resolution of a Dispute or Claim, including, negotiation, mediation, arbitration, or litigation, the Contractor shall proceed diligently with performance of the Contract, and the Owner shall continue to make any undisputed payments in accordance with the Contract (less any withholdings or offsets). If the Dispute or Claim is not resolved, Contractor agrees it will neither rescind the Contract nor stop the progress of the work, but Contractor's sole remedy shall be to submit such controversy to determination by a court of competent jurisdiction in the county where the project is located, after the project has been completed, and not before.

4.6.6.1 Owner's Option to Submit Individual Disputes to Arbitration during Claims and Disputes Process. At the Owner's sole option, in order to more efficiently resolve claims during the Project and prior to the completion of the Claims Process, pursuant to Government Code Section 9201, the Owner may submit individual Disputes or Claims for binding arbitration and Contractor agrees to the resolution of for each individual Dispute or Claim by an Arbitrator, including resolution of time and delays. If binding arbitration is utilized for individual disputes, such resolution is full and final as to that particular Dispute or Claim. **THIS INDIVIDUAL DISPUTE ARBITRATION PROCESS IS NOT AN ARBITRATION CLAUSE AND SHALL NOT BE CONSTRUED AS AN AGREEMENT TO ARBITRATE. THIS INDIVIDUAL DISPUTES ARBITRATION PROCESS IS FOR THE SOLE PURPOSE OF STREAMLINING AND RESOLVING CLAIMS DURING CONSTRUCTION AND SHALL BE REQUESTED ON SPECIFIC INDIVIDUAL ITEMS BY THE OWNER PRIOR TO RETENTION PAYMENT (EVEN IF THERE ARE DEDUCTIONS MADE FROM RETENTION PAYMENT) WHICH REPRESENTS THE FINAL COMPLETION OF THE PROJECT.**

- a. If there is no Retention remaining on the Project, Individual Disputes initiated prior to Project Final Completion shall continue until a final disposition of the Arbitration or resolution of the individual Claim or Dispute.
- b. **No Tolling.** The Arbitration process shall not toll the Disputes, Claims, or Appeals process under Article 4.6 or the requirement to submit claims to Court under Article 4.6.9.4.

4.6.7 [Reserved]

4.6.8 Dispute Concerning Extension of Time.

If Contractor and Owner cannot agree upon an extension of time, whether compensable or not, then Contractor must have first completed the procedures set forth in Paragraph 8.4. Upon completion of the procedures set forth under Paragraph 8.4, Contractor must then comply with the requirements in this Article including those set forth under Paragraph 4.6.9.

4.6.9 Claims Procedures

Pursuant to the remedies under Public Contract Code Section 9201 and Government Code Section 930.2, Contractor, through execution of this Agreement, also agrees to comply with the Claims requirements of Article 4.6 to quickly and efficiently resolve disputes. Further, to provide a level of accuracy to the records submitted, the Owner shall have the right to audit books and records pursuant to Article 13.11 based on the actual costs incurred and to reduce the uncertainty in resolving disputes with limited information.

4.6.9.1 *Procedure Applicable to All Claims*

- a. Definition of Claim: A "Claim" is where a Dispute between the parties rises to the level where backup documentation is assembled and provided to the Owner as a separate demand by the Contractor for (1) time extension, (2) payment of money or damages arising from Work done by or on behalf of the Contractor pursuant to the CONTRACT and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (3) and amount the payment of which is disputed by the Owner.
- b. Filing Claim Is Not Basis to Discontinue Work: The Contractor shall promptly comply with Work under the Contract or Work requested by the Owner even though a written claim has been filed. The Contractor and the Owner shall make good faith efforts to resolve any and all claims that may arise during the performance of the Work covered by this Contract.
- c. Claim Notification: The Contractor shall within seven (7) calendar days after the Written Decision of the Architect, or if the time period for Architect's Decision has passed under Article 4.6.1, submit a notification, in writing, with the Owner (and the Owner's CM) stating clearly the basis for the claim. If the notification is not submitted within seven (7) days after the Written Decision of the Architect or the passage of time under Article 4.6.1, the Contractor shall be deemed to have waived all right to assert the claim, and the claim shall be denied. Claims submitted after the Retention Payment date shall also be considered null and void by the Owner. All claims shall be reviewed pursuant to Article 4.6.1 through 4.6.5.

The Formal Notification of Claim must be presented as follows:

- (1) All documentation submitted pursuant to Article 4.6 to the Architect shall be submitted with the "claim."
 - (2) Any additional or supporting documentation that Contractor believes is relevant should be submitted at this time.
- d. Formal Claim Appeal Submission: If the Contractor does not concur with the Owner's decision regarding the Claim Notification, the Contractor will issue a formal Claim Appeal within fourteen (14) days of receipt of the Owner's decision and all detailed information in support of the Claim Appeal within thirty (30) days. All appeals shall be submitted before Retention Payment. If the Claim Appeal is not submitted within fourteen (14) calendar days and detailed information within thirty (30) days, the Contractor shall be deemed to have waived its right to assert the Claim and the Claim shall be denied. Contractor's failure to submit any detailed information which is in the possession of Contractor shall render such information inadmissible by Contractor at trial or arbitration.
- e. Appeal Claim Format: The Contractor shall provide all written detailed documentation which supports the claim, including but not limited to: arguments, justifications, cost, estimates, Schedule analysis and detailed documentation. The format of the Claim Appeal shall be as follows:
1. Cover letter.
 2. Summary of factual basis of Claim and amount of claim.
 3. Summary of the basis of the Claim, including the specific clause and section under the Contract under which the claim is made.
 4. Documents relating to the Claim, including:
 - a. Specifications sections in question.
 - b. Relevant portions of the Drawings
 - c. Applicable Clarifications (RFI's)
 - d. Other relevant information, including responses that were received.
 - e. Break down of all costs associated with the Claim.
 - f. Applicable Daily reports and logs.
 - g. For Claims involving overhead, cost escalation, acceleration, disruption or increased costs, a full version of job costs reports organized by category of work or Schedule of Values with budget information

tracked against actual costs. Any and all supporting back-up data, including the original bid (and associated original unaltered metadata).
Certification: The Contractor (and subcontractors, if applicable) shall submit with the claim a certification under penalty of perjury:

1. That the Contractor has reviewed the claim and that such claim is made in good faith;
 2. Supporting data are accurate and complete to the best of the Contractor's knowledge and belief;
 3. The amount requested accurately reflects the amount of compensation for which the Contractor believes the Owner is liable; and
 4. That the Contractor is familiar with Government Code Sections 12650 et seq. and Penal Code Section 72 and that false claims can lead to substantial fines and/or imprisonment.
- f. Signature of Certification: If the Contractor is not an individual, the certification shall be executed by an officer or general partner of the Contractor having overall responsibility for the conduct of the Contractor's affairs.
- g. Mandatory Claim Appeal Procedure: The Contractor's Claim Appeal shall be denied if it fails to follow the requirements of this Article.

4.6.9.2 Owner (through CM or Owner's Agent or Attorney) May Request Additional Information: Within thirty (30) days of receipt of the Claim Appeal and the information under this Article, the Owner may request in writing any additional documentation supporting the claim or documentation relating to defenses to the claim which the Owner may assert. Nothing in the claims procedures set forth in this Article 4 of the General Conditions shall act to waive or relieve the Contractor from meeting the requirements set forth in Government Code section 900 et seq.

4.6.9.3 Binding Arbitration of Individual Claim Issues. To expedite resolution of Claims pursuant to Public Contract Code Section 9201, at the Owner's sole option, the Owner may submit individual Claims to Arbitration prior to Retention Payment consistent with the requirements of Article 4.6.6.1.

4.6.9.4 Resolution of Claims in Court of Competent Jurisdiction. If Claims are not resolved under the procedure set forth and pursuant to Article 4.6.9, such claim or controversy shall be submitted to a court in the County of the location of the Project after the Project has been completed, and not before.

ARTICLE 5 SUBCONTRACTORS

5.1 DEFINITIONS

5.1.1 Subcontractual Relations Bound to Same Contract Terms at General Contractor

By appropriate agreement, written where legally required for validity, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the same obligations and responsibilities, assumed by Contractor pursuant to the Contract Documents.

5.1.2 Subcontractor Licenses

All Subcontractors shall be properly licensed by the California State Licensing Board. All Subcontractors (of any tier) performing any portion of the Work must comply with the Labor Code sections 1725.5 and 1771.1 and must be properly and currently registered with the California Department of Industrial Relations and qualified to perform public works pursuant to Labor Code section 1725.5 throughout the duration of the Project. No portion of the Work is permitted to be performed by a subcontractor of any tier unless the Subcontractor is properly registered with DIR. Any Subcontractors of any tier not properly registered with DIR shall be substituted in accordance with Labor Code section 1771.1.

5.1.3 Substitution of Subcontractor

Substitution of Subcontractors shall be permitted only as authorized under Public Contract Code §§ 4107 et. seq. Any substitutions of Subcontractors shall not result in any increase in the Contract Price or result in the granting of any extension of time for the completion of the Project.

5.1.4 Contingent Assignment of Subcontracts and Other Contracts

Each subcontract, purchase order, vendor contract or agreement for any portion of the Work is hereby assigned by the Contractor to the Owner provided that:

- a. Such assignment is effective only after Termination of this Contract with the Contractor by the Owner as provided under Article 14 and only for those subcontracts and other contracts and agreements that the Owner accepts by notifying the Subcontractor or Materialman (as may be applicable) in writing; and
- b. Such assignment is subject to the prior rights of the Surety(ies) obligated under the Payment Bond and Performance Bond.
- c. The Contractor shall include adequate provisions for this contingent assignment of subcontracts and other contracts and agreements in each such document.

ARTICLE 6
CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

6.1.1 Separate Contracts.

6.1.1.1 Owner reserves the right to let other contracts in connection with this Work. Contractor shall afford other contractors reasonable opportunity for (1) introduction and storage of their materials; (2) access to the Work; and (3) execution of their work. Contractor shall properly connect and coordinate its work with that of other Contractors.

6.1.1.2 Contractor shall ascertain to its own satisfaction the scope of the Project and nature of any other contracts that have been or may be awarded by Owner in prosecution of the Project and the potential impact of such Work on the Baseline Schedule or Schedule updates.

6.1.1.3 Nothing herein contained shall be interpreted as granting to Contractor the exclusive occupancy at the site of Project. Contractor shall not cause any unnecessary hindrance or delay to any other contractor working on the Project Site. If execution of any contract by the Owner is likely to cause interference with Contractor's performance of this Contract, once Contractor provides Owner timely written notice and identifies the Schedule Conflict, Owner shall decide which contractor shall cease work temporarily and which contractor shall continue, or whether Work can be coordinated so that contractors may proceed simultaneously.

6.1.1.4 Owner shall not be responsible for any damages suffered or extra costs incurred by Contractor resulting directly or indirectly from award or performance or attempted performance of any other contract or contracts at the Project necessary for the performance of the Project (examples include Electrical Utility Contractor, separate offsite contractor, a separate grading contractor, furniture installation etc.).

6.2 [Reserved]

6.3 OWNER'S RIGHT TO CLEAN UP

If a dispute arises among the Contractor, separate contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish as described in Paragraph 3.12, the Owner may clean up and allocate the cost among those it deems responsible.

ARTICLE 7 CHANGES IN THE WORK

7.1 CHANGES

7.1.1 No Changes Without Authorization

There shall be no change whatsoever in the Drawings, Specifications, or in the Work without an executed Change Order, Change Order Request, Immediate Change Directive, or order by the Architect for a minor change in the Work as herein provided. Owner shall not be liable for the cost of any extra work or any substitutions, changes, additions, omissions, or deviations from the Drawings and Specifications unless the Owner's Governing Board or designated representative with delegated authority (subject to Board ratification) has authorized the same and the cost thereof approved in writing by Change Order or executed Construction Change Document. No extension of time for performance of the Work shall be allowed hereunder unless claim for such extension is made at the time changes in the Work are ordered, and such time duly adjusted in writing in the Change Order.

7.1.2 Notices of Non-Compliance

Contractor deviation or changes from approved Plans and Specifications may result in the issuance of a Notice of Non-Compliance (See DSA Form 154). Contractor is specifically notified that deviations from the Plans and Specifications, whether major or minor, may result in the requirement to obtain a DSA Construction Change Document to correct the Notice of Non-Compliance. (See Article 7.3.1 for Definition of CCD). In some cases, the lack of a DSA approved CCD AND verification from the Inspector that a Notice of Non-Compliance has been corrected may result in a critical path delay to the next stage of Work on the Project. Specifically, a deviation from approved Plans and Specifications may prevent approval of the category of Work listed in the DSA 152 Project Inspection Card. Any delays that are caused by the Contractor's deviation from approved Plans and Specifications shall be the Contractor's responsibility.

7.1.3 Architect Authority

The Architect will have authority to order minor changes in the Work that do not involve DSA Approval not involving any adjustment in the Contract Sum, or an extension of the Contract Time.

7.2 CHANGE ORDERS ("CO")

A CO is a written instrument prepared by the Architect and signed by the Owner (as authorized by the Owner's Governing Board), the Contractor, and the Architect stating their agreement upon all of the following:

- a. A description of a change in the Work;
- b. The amount of the adjustment in the Contract Sum, if any; and
- c. The extent of the adjustment in the Contract Time, if any.

A CO may be comprised of ICD's, Response to RFP's and COR's

7.3 CONSTRUCTION CHANGE DOCUMENT (CCD Category A, and CCD Category B) and IMMEDIATE CHANGE DIRECTIVE (ICD)

7.3.1 Definitions

7.3.1.1 Construction Change Document (CCD). A Construction Change Document is a DSA term that is utilized to address changes to the DSA approved Plans and Specifications. There are two types of Construction Change Documents. (1) DSA approved CCD Category A (DSA Form 140) for Work affecting Structural, Access or Fire-Life Safety of the Project which will require a DSA approval; and, (2) CCD Category B (DSA Form 141) for work NOT affecting Structural Safety, Access Compliance or Fire and Life Safety that will not require a DSA approval (except to confirm that no Approval is required);

7.3.1.2 Immediate Change Directive (ICD). An Immediate Change Directive is a written order to the Contractor prepared by the Architect and signed by the Owner (and CM if there is a CM on the Project) and the Architect, directing a change in the Work and stating a proposed basis for adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by ICD, without invalidating the Contract, direct immediate changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions within. If applicable, the Contract Sum and Contract Time will be adjusted accordingly.

In the case of an Immediate Change Directive being issued, Contractor must commence Work immediately or delays from failure to perform the ICD shall be the responsibility of Contractor and the failure to move forward with Work immediately shall also be grounds for Termination under Article 14.

An ICD does not automatically trigger an Article 7.6 Dispute or Claim. Contractor must timely follow the procedures outlined at Article 7.6 and 4.6 where applicable.

Refer to Division 1 for a copy of the proposed Immediate Change Directive form.

7.3.2 Use to Direct Change

An ICD shall be used to move work forward immediately and to avoid delay. In some cases, an ICD shall be issued in the absence of agreement on the terms of a CO, COR, or RFP. A copy of an ICD form is provided in Division 1. The anticipated not to exceed price for the Work will be inserted into the ICD. In the case of an ICD issued to correct Contractor Deficiencies or to correct a Contractor caused Notice of Non-Compliance, the ICD may be issued with \$0 and 0 time. Contractor may prepare a COR associated with the ICD pursuant to Article 7. However, Contractor shall proceed with all Work required under an Approved ICD immediately upon issuance. Failure to proceed with the Work under an ICD shall be grounds for Termination for Cause under Article 14 or take over the Work under Article 2.2.

If adequate time exists, an ICD may be subject of an RFP for pricing and determination if any time that may be required. However, if an RFP is not completed, Contractor shall immediately commence Work when an ICD is issued. If the RFP is incomplete, it may still

be completed to be submitted for Pricing Purposes as long as the PR is submitted within the timeline provided by the PR, or within 10 days following issuance of the ICD.

7.3.3 ICD Issued Over a Notice of Non-Compliance or to Cover Work Subject to a DSA 152 Sign Off

In some cases, an ICD shall be for the purpose of proceeding with Work to keep the Project on Schedule and as an acknowledgement by the Owner that Contractor is proceeding with Work contrary to a Notice of Non-Compliance, prior to issuance of a DSA approved CCD Category A, or to direct the covering of Work which has not yet received a DSA 152 Inspection Approval to move forward.

7.3.3.1 Contractor Compliance with all Aspects of an ICD. Contractor is to undertake the ICD and comply with all aspects of the Work outlined in the ICD. Inspector is to inspect the Work pursuant to the ICD. Failure to follow the ICD may result in deduction of the ICD Work under Article 2.2 or Termination of the Contractor pursuant to Article 14. .

7.3.3.2 Exception in the Case of DSA Issued Stop Work Order. Contractor must proceed with an ICD even if a CCD has not been approved by DSA except in the case of a DSA issued Stop Work Order. If a DSA Stop Work Order is issued, Contractor must stop work and wait further direction from the Owner.

7.3.3.3 ICD Due to Contractor Deficiency or Contractor Caused Notice of Non-Compliance. If an ICD is issued to correct a Contractor Deficiency or a Contractor caused notice of Non-Compliance, Contractor specifically acknowledges responsibility for all consequential damages associated with the Contractor Deficiency or Contractor Caused Notice of Non-Compliance and all consequential damages and costs incurred to correct the deficiency under Article 4.5

7.4 REQUEST FOR INFORMATION ("RFI")

7.4.1 Definition

An RFI is a written request prepared by the Contractor requesting the Architect to provide additional information necessary to clarify or amplify an item which the Contractor believes is not clearly shown or called for in the Drawings or Specifications, or to address problems which have arisen under field conditions.

7.4.1.1 An RFI shall not be used as a vehicle to generate time extensions.

7.4.1.2 Resubmission of the same or similar RFI is not acceptable. RFI's that are similar should be addressed in Project meetings where the requestor (Contractor, subcontractor or vendor) is able to address the particular issue with the Architect or Engineer and a resolution addressed in the minutes.

7.4.1.3 An RFI response applicable to a specific area cannot be extended to other situations unless specifically addressed in writing within the RFI or in a separate RFI.

7.4.1.4 RFI's should provide a proposed solution and should adequately describe the problem that has arisen.

7.4.2 Scope

The RFI shall reference all the applicable Contract Documents including Specification section, detail, page numbers, drawing numbers, and sheet numbers, etc. The Contractor shall make suggestions and interpretations of the issue raised by the RFI. An RFI cannot modify the Contract Cost, Contract Time, or the Contract Documents.

7.4.3 Response Time

The Architect must respond to a RFI within a reasonable time after receiving such request. If the Architect's response results in a change in the Work, then such change shall be effected by a written CO, COR RFP or ICD, if appropriate. If the Architect cannot respond to the RFI within a reasonable time, the Architect shall notify the Contractor, with a copy to the Inspector and the Owner, of the amount of time that will be required to respond.

7.4.4 Costs Incurred

The Contractor shall be responsible for any costs incurred for professional services as more fully set forth in Article 4.5, which shall be subject to a Deductive Change Order, if an RFI requests an interpretation or decision of a matter where the information sought is equally available to the party making such request. Owner, at its sole discretion, shall issue a Deductive Change Order to Contractor for all such professional services arising from this Article.

7.5 REQUEST FOR PROPOSAL ("RFP")

7.5.1 Definition

An RFP is a written request prepared by the Architect (and/or CM) requesting the Contractor to submit to the Owner and the Architect an estimate of the effect of a proposed change on the Contract Price and (if applicable) the Contract Time. If Architect issues a Bulletin, the Changed items in the Bulletin shall be addressed as an RFP and all responses shall be prepared to a Bulletin as addressed in this Article 7.5. A form RFP is included in the Division 1 documents.

7.5.2 Scope

An RFP shall contain adequate information, including any necessary Drawings and Specifications, to enable Contractor to provide the cost breakdowns required by Paragraph 7.7. The Contractor shall not be entitled to any Additional Compensation for preparing a response to an RFP, whether ultimately accepted or not.

7.5.3 Response Time

Contractor shall respond to an RFP within ten (10) days or the time period otherwise set forth in the RFP.

7.6 CHANGE ORDER REQUEST ("COR")

7.6.1 Definition

A COR is a written request prepared by the Contractor supported by backup documentation requesting that the Owner and the Architect issue a CO based upon a proposed change, cost, time, or cost and time that may be incurred on the Project or arising from an RFP, ICD, or CCD.

7.6.2 Changes in Price

A COR shall include breakdowns per Paragraph 7.7 to validate any change in Contract Price due to proposed change or claim.

7.6.3 Changes in Time

A COR shall also include any additional time required to complete the Project only if the delay is a critical path delay. Any additional time requested shall not be the number of days to make the proposed change, but must be based upon the impact to the Project Schedule as defined in Article 8 of the General Contract. A schedule fragment showing the time delay must be submitted with the COR. Any changes in time will be granted only if there is an impact to the critical path. If Contractor fails to request a time extension in a COR, then the Contractor is thereafter precluded from requesting or claiming a delay.

7.6.4 Notice of Change

Contractor shall submit a written Notice of Change to the Owner and the Architect if any instruction, request, drawing, specification, action, condition, omission, default, deduction, deletion, or other circumstance occurs that impacts the Contract Sum as defined in Article 9.1, the critical path, or the Contract Time as defined in Article 8.1.1. Such Notice of Change shall be provided prior to the commencement of performance of the Work affected and no later than five (5) Days after the discovery date of such circumstance by Contractor. Once a timely Notice of Change has been submitted to the Owner and Architect, Contractor shall thereafter submit a fully complete COR as required by Article 7.6 and Article 7.7. FAILURE BY THE CONTRACTOR TO PROVIDE A COMPLETE AND TIMELY NOTICE OF CHANGE AND/OR COR WHERE A NOTICE OF CHANGE AND/OR COR IS REQUIRED BY THIS ARTICLE 7.6 AND ARTICLE 7.7 SHALL CONSTITUTE A WAIVER BY CONTRACTOR OF THE RIGHT TO A CONTRACT ADJUSTMENT ON ACCOUNT OF SUCH CIRCUMSTANCES AND A WAIVER OF ANY RIGHT TO FURTHER RECOURSE OR RECOVERY BY REASON OF OR RELATED TO SUCH CHANGE BY MEANS OF THE DISPUTES AND CLAIMS PROCESS (SEE ARTICLE 4.6) OR BY ANY OTHER LEGAL PROCESS OTHERWISE PROVIDED FOR UNDER APPLICABLE LAWS.

7.7 COST OF CHANGE ORDERS

7.7.1 Scope

At the time a request is made for a change that impacts the Contract Sum as defined in Paragraph 9.1, the critical path, or the Contract Time as defined in Paragraph 8.1.1, the Contractor shall provide the Owner and the Architect, with a written estimate of the effect of

the proposed CO upon the Contract Sum and the actual or estimated cost of construction, which shall include a complete itemized cost breakdown of all labor and material showing actual quantities, hours, unit prices, and wage rates required for the change, and the effect upon the Contract Time of such CO. Changes may be made by Owner by an appropriate written CO, or, at the Owner's option, such changes shall be implemented immediately upon the Contractor's receipt of an appropriate written Construction Change Document.

Owner may, as provided by law and without affecting the validity of this Agreement, order changes, modification, deletions and extra work by issuance of written CO or Construction Change Documents from time to time during the progress of the Project, Contract sum being adjusted accordingly.

7.7.1.1 Time and Material Charges. If the Owner orders Work on a "time and material" basis, timesheets shall be signed daily by the Inspector or Owner Designee at or near the time the Work is actually undertaken and shall show the hours worked, and the Work actually completed. No time sheets shall be signed the next day. A copy shall be provided to the Person signing the document at the time the document is signed, but not before 10 am the following day.

7.7.2 Determination of Cost

The amount of the increase or decrease in the Contract Price from a CO or COR, if any, shall be determined in one or more of the following ways as applicable to a specific situation:

- a. **Mutual acceptance** of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation. If an agreement cannot be reached within fifteen (15) days after submission and negotiation of Contractor's proposal, Contractor may submit pursuant to Paragraph 7.7.3. Submission of sums which have no basis in fact are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code Section 12650 et. seq.);
 1. If the Owner objects to 7.7.2(a) as a method for submission due to inaccuracies in the submitted amount, overstatement of manpower or time required to perform the CO, or unreliability of the data provided, the Owner may either have the Architect or a professional estimator determine the cost for the CO, and the applicable time extension, or the Contractor shall utilize Paragraph 7.7.2(d) or 7.7.3.
 2. Once the Owner provides a written objection to use of Article 7.7.2(a) due to unreliability of the estimated price, the Contractor shall no longer utilize mutual acceptance of a lump sum as a method for submission of CO's and shall provide a breakdown of estimated or actual costs pursuant to Article 7.7.2(d) or 7.7.3.
- b. By unit prices contained in Contractor's original bid and incorporated in the Project documents or fixed by subsequent agreement between Owner and Contractor;

- c. Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee. However, in the case of disagreement, Contractor must utilize the procedure under section 7.7.3; or
- d. By cost of material and labor and percentage of overhead and profit. If the value is determined by this method the following requirements shall apply:

5. *Basis for Establishing Costs*

- i. Labor will be the cost for wages prevailing locally for each craft or type of workers at the time the extra Work is done, plus employer payments of payroll taxes and workers compensation insurance (exclude insurance costs as part of the Overhead and Profit mark-up), health and welfare, pension, vacation, apprenticeship funds, and other direct costs resulting from Federal, State, or local laws, as well as assessments or benefits required by lawful collective bargaining agreements. In no case shall the total labor costs exceed the applicable prevailing wage rate for that particular classification. The use of a labor classification which would increase the extra Work cost will not be permitted unless the Contractor establishes the necessity for such additional costs. Labor costs for equipment operators and helpers shall be reported only when such costs are not included in the invoice for equipment rental.
- ii. Materials shall be at invoice or lowest current price at which such materials are locally available and delivered to the Site in the quantities involved, plus sales tax, freight, and delivery. The Owner reserves the right to approve materials and sources of supply or to supply materials to the Contractor if necessary for the progress of the Work. No markup shall be applied to any material provided by the Owner.
- iii. Tool and Equipment Rental. No payment will be made for the use of tools which have a replacement value of \$250 or less.

Regardless of ownership, the rates to be used in determining equipment rental costs shall not exceed listed rates prevailing locally at equipment rental agencies or distributors at the time the Work is performed. Rates applied shall be appropriate based on actual equipment need and usage. Monthly, weekly or other extended use rates that results in the lowest cost shall be applied if equipment is used on site for extended periods.

The rental rates paid shall include all associated costs, including the cost of fuel, oil, lubrication, supplies, small tools, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, and all incidentals.

If tool and equipment charges are part of a Dispute, Claim, or Appeal, the Owner reserves the right to utilize actual costs for tools and equipment or a depreciation rate for equipment based on audit finding under Article 13.11 and deduct any rental charges that exceed actual or depreciated costs.

- e. Other Items. The Owner may authorize other items which may be required on the extra work. Such items include labor, services, material, and equipment which are different in their nature from those required by the Work, and which are of a type not ordinarily available from the Contractor or any of the Subcontractors. Invoices covering all such items in detail shall be submitted with the request for payment.
- f. Invoices. Vendors' invoices for material, equipment rentals, and other expenditures shall be submitted with the COR. If the request for payment is not substantiated by invoices or other documentation, the Owner may establish the cost of the item involved at the lowest price which was current at the time of the Daily Report.
- g. Overhead. Overhead, including direct and indirect costs, shall be submitted with the COR and include: field overhead, home office overhead, off-site supervision, CO preparation/negotiation/research, time delays, project interference and disruption, additional guaranty and warranty durations, on-site supervision, additional temporary protection, additional temporary utilities, additional material handling costs, liability and property damage insurance, and additional safety equipment costs.

7.7.3 Format for COR or CO's

The following format shall be used as applicable by the Owner and the Contractor to communicate proposed additions to the Contract. All costs submitted shall be actual costs and labor shall be unburdened labor. Refer to Division 1 for a copy of the Construction Change Order form.

	<u>EXTRA</u>	<u>CREDIT</u>
(a) Material (attach itemized quantity and unit cost plus sales tax)	_____	_____
(b) Labor Not to Exceed Applicable Prevailing Wage Rates (attach itemized hours and rates)	_____	_____

		<u>EXTRA</u>	<u>CREDIT</u>
(c)	Equipment (attach invoices)		
(d)	Subtotal		
(e)	If Subcontractor performed work, add Subcontractor's overhead and profit to portions performed by Subcontractor, not to exceed 10% of item (d).		
(f)	Subtotal		
(g)	Contractor's Overhead and Profit: Not to exceed 10% of Item (d) if Contractor performed the work. No more than 5% of Item (d) if Subcontractor performed the work. If work was performed by Contractor and Subcontractors, portions performed by Contractor shall not exceed 10% of Item (d), and portions performed by Subcontractor shall not exceed 10% of Item (d).		
(h)	Subtotal		
(i)	Bond not to exceed one percent (1%) of Item (h)		

The undersigned Contractor approves the foregoing Change Order or Immediate Change Directive as to the changes, if any, and the Contract price specified for each item and as to the extension of time allowed, if any, for completion of the entire Work on account of said Change Order or Immediate Change Directive, and agrees to furnish all labor, materials and service and perform all Work necessary to complete any additional Work specified therein, for the consideration stated herein. It is understood that said Change Order or Immediate Change Directive shall be effective when approved by the Governing Board of the Owner.

It is expressly understood that the value of such extra Work or changes, as determined by any of the aforementioned methods, expressly includes any and all of the Contractor's costs and expenses, both direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages or time extensions not included are deemed waived.

The Contractor expressly acknowledges and agrees that any change in the Work performed shall not be deemed to constitute a delay or other basis for claiming additional compensation based on theories including, but not limited to, acceleration, suspension or disruption to the Project.

7.7.3.1 *Adjustment for Time and Compensable Delay.* A CO shall also include any additional time required to complete the Project. Any additional time requested shall not be the number of days to make the proposed change, but must be based upon the impact to the Project Schedule as defined in Article 8 of the General Contract. A schedule fragment showing the time delay must be submitted with the CO. Any changes in time will be granted only if there is an impact to the critical path. If Contractor fails to request a time extension in a CO, then the Contractor is thereafter precluded from requesting or claiming a delay.

7.7.4 Deductive Change Orders

All Deductive Change Order(s) must be prepared utilizing the form under Paragraph 7.7.3 (a)-(d) only setting forth the actual costs incurred. Except in the case of an Article 2.2 or 9.6 Deductive Change Order where no mark-up shall be allowed, Contractor will be allowed a maximum of 5% total profit and overhead. Unilateral Deductive Change Orders

For Unilateral Deductive Change Orders, or where credits are due from Contractor for Allowances, Deductive Items, Inspection, Damage, DSA CCD review costs, Architect or Inspector costs for after hours or corrective services, Work removed from the Agreement under Article 2.2 or Article 9.6, there shall be no mark-up.

Owner may, any time after a Deductive Change Order is presented to Contractor by Owner for items under Article 2.2 or Article 9.6 or if there is disagreement as to the Deductive Change Order, issue a unilateral Deductive Change Order on the Project and deduct the Deductive Change Order from a Progress Payment, Final Payment, or Retention.

7.7.5 [Reserved]

7.7.6 Notice Required

If the Contractor desires to initiate a Dispute for an increase in the Contract Price, or any extension in the Contract Time for completion, Contractor shall notify the applicable party responsible for addressing the Dispute or Claim pursuant to Article 4.6.

7.7.7 Alteration to Change Order Language

Contractor shall not alter or reserve time in COR's, CO's or ICD's. Contractor shall execute finalized CO's and proceed under Paragraph 7.7.7 and Paragraph 4.6 with proper notice. If Contractor intends to reserve time without an approved CPM schedule prepared pursuant to Article 8 or without submitting a schedule fragment showing delay to critical path, then Contractor may be prosecuted pursuant to the False Claim Act.

ARTICLE 8 TIME AND SCHEDULE

8.1 DEFINITIONS

8.1.1 Contract Time

Contractor shall perform and reach Substantial Completion (See Article 1.1.46) within the time specified in the Agreement Form..

8.1.2 [Reserved]

8.1.3 Computation of Time

The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

8.1.4 [Reserved]

8.2 HOURS OF WORK

8.2.1 Sufficient Forces

Contractors and Subcontractors shall continuously furnish sufficient forces to ensure the prosecution of the Work in accordance with the Construction Schedule.

8.2.2 Performance During Working Hours

Work shall be performed during regular working hours as set forth in the Special Conditions and as permitted by the appropriate governmental agency except that in the event of an emergency, or when required to complete the Work in accordance with job progress, Work may be performed outside of regular working hours with the advance written consent of the Owner and approval of any required governmental agencies.

8.2.3 Costs for After Hours Inspections

If the Contractor elects to perform Work outside the Inspector's regular working hours, costs of any inspections required outside regular working hours shall be invoiced to the Contractor by the Owner and a Deductive Change Order from the next Progress Payment as a Deductive Change Order.

8.3 PROGRESS AND COMPLETION

8.3.1 Time of the Essence

Time limits stated in the Contract Documents are of the essence to the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

8.3.2 Project Schedule Requirements

8.3.2.1 *Timing.* Within ten (10) calendar days after Notice to Proceed, Contractor shall submit a Preliminary Project Schedule showing the order in which the Contractor proposes to perform the Work, and the dates on which the Contractor contemplates starting and completing the salient categories of the Work. This first schedule which outlines the Contractor's view of the practical way in which the Work will be accomplished is the Baseline Project Schedule. The Baseline Project Schedule showing all critical path items must be submitted within forty-five (45) calendar days after Notice to Proceed. If the Contractor Fails to submit either schedule within the proscribed time, then Owner may withhold processing and approval of progress payments pursuant to Article 9.4 and 9.6.

8.3.2.2 *[Reserved].*

8.3.2.3 *Schedule Must Be Within the Given Contract Time.* The schedule shall not exceed time limits set forth in the Contract Documents and shall comply with all of the scheduling requirements as set forth in the Specifications.

8.3.2.4 *Submittals Must Be Incorporated (See Article 3.7.2 and 3.9.6):* Contractor shall include Submittals as line items in the Baseline Schedule as required under Article 3.7.2 and 3.9.6. Submittals shall not delay the Work, Milestones, or the Completion Date. Failure to include Submittals in the Baseline Schedule shall be deemed a material breach by the Contractor.

8.3.2.5 *[Reserved]*

8.3.2.6 *No Early Completion.* Contractor shall not submit a schedule showing early completion without indicating float time through the date set for Project completion by Owner. Contractor's schedule shall account for all days past early completion as float which belongs to the Project. Usage of float shall not entitle Contractor to any delay claim or damages due to delay.

8.3.2.7 *Use of Schedule Provided in Bid Documents.* In some cases, the Bid will include a preliminary schedule indicating milestones and construction sequences for the Project along with general timing for the Project. The preliminary schedule is not intended to serve as the Baseline Schedule utilized for construction. It is up to the Contractor to study and develop a Baseline Schedule to address the actual durations and sequences of Work that is anticipated while maintaining the Milestones provided by the Owner. Contractor shall obtain information from Contractor's subcontractors and vendors on the planning, progress, delivery of equipment, coordination, and timing of availability of subcontractors so a practical plan of Work is fully developed and represented in the Baseline Schedule.

8.3.2.8 *Incorrect Logic, Durations, Sequences, or Critical Path.* The Owner may reject or indicate durations, sequences, critical path or logic are not acceptable and request changes. The electronic copy of the schedule shall have adequate information so logic ties, duration, sequences and critical path may be reviewed electronically. Contractor is to diligently rebuild and resubmit the schedule to represent the Contractor's plan to complete the Work and maintain milestones at the next Progress meeting, or before the next progress meeting. If

Contractor is not able to build a schedule that is acceptable to the Owner or Architect, the Owner reserves the right to utilize the unapproved originally submitted Baseline (See Article 8.3.2.12) and the comments submitted to hold Contractor accountable for timely delivery of Work and maintenance of Milestones. Furthermore, Contractor's representations in Baseline, if unacceptable, may also be used as a basis for termination of the Contract under Article 14 if Contractor fails to adequately maintain the schedule and falls significantly behind without undertaking the efforts to either submit and follow a recovery schedule or fail to submit a recovery schedule and make no effort toward recovery on the Project.

8.3.2.9 Contractor Responsibility Even if Schedule Issues Are Not Discovered. Failure on the Part of the Owner to discover errors or omissions in schedules submitted shall not be construed to be an approval of the error or omission and a flawed schedule is not grounds for a time extension.

8.3.2.9.1 [Reserved]

8.3.2.10 [Reserved].

8.3.2.11 Failure to Meet Requirements. Failure of the Contractor to provide proper schedules as required by this Article and Article 9 is a material breach of the Contract and grounds for Termination pursuant to Article 14. The Owner, at its sole discretion, may choose, instead, to withhold, in whole or in part, any Progress Payments or Retention amounts otherwise payable to the Contractor.

8.3.2.12 Use of an Unapproved Baseline Schedule. If Schedule Submitted is unacceptable to the Owner (i.e. failing to meet the requirements of Article 8.3.2) and Contractor does not incorporate or address the written comments to the schedule and a Baseline Schedule is not approved, but due to extreme necessity, the Owner moves forward without an approved Baseline Schedule, Contractor shall diligently revise and meet Schedule update requirements of Article 8 and incorporate all Article 8.3.2 comments in all updates). However, for purposes of Termination pursuant to Article 14, the Schedule initially submitted shall be treated as a Baseline Schedule with durations shortened to accommodate all Float and other mandatory Schedule Requirements under Article 8.3.2.1 as well as incorporate all 8.3.2 revisions from Owner or Architect that are noted.

8.3.3 Update Schedules

8.3.3.1 Updates Shall Be Based on Approved Baseline Schedule. Except in the case where there has not been agreement as to a Baseline Schedule as addressed in Article 8.3.2.4, after there has been agreement as to the Baseline Schedule, the Baseline Schedule shall be used to build future schedule updates. Schedule Updates shall be a CPM based schedule consistent with the Baseline Schedule requirements of 8.3.2

In the case of utilization of Article 8.3.2.4 and no Baseline has been approved, Schedule updates shall be provided monthly and each update shall incorporate all comments and revisions noted as not complying with the requirements of Article 8.3.2. Contractor shall be held to the Article 8.3.2.4 Unapproved Baseline Schedule, inclusive of all Milestones, adjusted for comments and all required Baseline Schedule Inclusions under Article 8.3.2.1.

8.3.3.2 *Schedule Updates.* Contractor shall update the schedule each month to address actual start dates and durations, the percent complete on activities, actual completion dates, estimated remaining duration for the Work in progress, estimated start dates for Work scheduled to start at future times and changes in duration of Work items

8.3.3.3 *[Reserved]*

8.3.3.4 *Recovery Schedule.* In addition to providing a schedule update every thirty (30) days, the Contractor, if requested by the Architect or Owner, shall take the steps necessary to improve Contractor's progress and demonstrate to the Owner and Architect that the Contractor has seriously considered how the lost time, the Completion Date, or the milestones that are required to be met within the terms of the Contract. Contractor shall immediately provide a Recovery Schedule showing how the Completion Date will be met. In no case, shall a Recovery Schedule be provided later than ten (10) days following the request for a Recovery Schedule from the Architect or Owner.

8.4 EXTENSIONS OF TIME - LIQUIDATED DAMAGES

8.4.1 Liquidated Damages

CONTRACTOR AND OWNER HEREBY AGREE THAT THE EXACT AMOUNT OF DAMAGES FOR FAILURE TO COMPLETE THE WORK WITHIN THE TIME SPECIFIED IS EXTREMELY DIFFICULT OR IMPOSSIBLE TO DETERMINE. IF THE WORK IS NOT SUBSTANTIALLY COMPLETED IN THE TIME SET FORTH IN THE AGREEMENT, IT IS UNDERSTOOD THAT THE OWNER WILL SUFFER DAMAGES. IT BEING IMPRACTICAL AND UNFEASIBLE TO DETERMINE THE AMOUNT OF ACTUAL DAMAGE, IT IS AGREED THE CONTRACTOR SHALL PAY TO THE OWNER THE AMOUNT LIQUIDATED DAMAGES SET FORTH IN THE AGREEMENT, FOR EACH CALENDAR DAY OF DELAY IN REACHING SUBSTANTIAL COMPLETION (SEE ART 1.1.46). CONTRACTOR AND ITS SURETY SHALL BE LIABLE FOR THE AMOUNT THEREOF PURSUANT TO GOVERNMENT CODE SECTION 53069.85.

8.4.2 Delay

Except and only to the extent provided under Article 7 and Article 8, by signing the Agreement, Contractor agrees to (a) bear the risk of delays to completion of the Work; and (b) that Contractor's bid for the Contract was made with full knowledge of this risk.

8.4.3 [Reserved]

8.4.4 Notice by Contractor Required

The Contractor shall within five (5) calendar days of beginning of any such delay notify the Owner in writing of causes of delay with justification and supporting documentation. Claims relating to time extensions shall be made in accordance with applicable provisions of Article 7.

8.4.4.1 *[Reserved]*

ARTICLE 9 PAYMENTS AND COMPLETION

9.1 CONTRACT SUM

The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

9.2 COST BREAKDOWN

9.2.1 [Reserved]

9.2.2 Information and Preparation of Schedule of Values

9.2.2.1 *Break Down of Schedule of Values.* Schedule of Values shall be broken down by Project, site, building, milestone, or other meaningful method to measure the level of Project Completion as determined by the Owner.

9.2.2.2 *Based on Contractor Bid Costs.* The Schedule of Values shall be based on the costs from Contractor's bid to the Owner. However, the submission of the Schedule of Values shall not be front loaded so the Contractor is paid a greater value than the value of the Work actually performed and shall not shift funds from parts of the Project that are later to Work that is performed earlier.

9.2.2.3 *Largest Dollar Value for Each Line Item.* Identify subcontractors and materials suppliers proposed to provide portions of Work equal to or greater than ten thousand dollars (\$10,000) or one-half (1/2) of one percent (1%) of their Contract Price, whichever is less.

9.2.2.4 *Allowances.* Any Allowances provided for in the Contract shall be a line item in the Schedule of Values.

9.2.2.5 *Labor and Materials Shall Be Separate.* Labor and Materials shall be broken into two separate line items unless specifically agreed in writing by the Owner.

9.2.2.6 *Cost of Contract Closeout.* The cost of contract closeout shall be shown as individual line items:

- a. Punch List – 3% of the total contract price
- b. Closeout Documentation – 2% of the total contract price

9.2.3 Owner Approval Required

The Owner shall review all submissions received pursuant to Paragraph 9.2 in a timely manner. All submissions must be approved by the Owner before becoming the basis of any payment.

9.3 PROGRESS PAYMENTS

9.3.1 Payments to Contractor

Unless there is a resolution indicating that the Work for the Project is sufficiently complex, within thirty (30) days after approval of the Request for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed (as certified by Architect and Inspector and verified by Contractor) up to the last day of the previous month, less the aggregate of previous payments. The value of the Work completed shall be the Contractor's best estimate. Work completed as estimated shall be an approximation or estimate only and no mistake, inaccuracy, error or falsification in said any approved estimate shall operate to release the Contractor, or any surety upon any bond, from damages arising from such Work, or from the Owner's enforcement of each and every provision of this Contract including but not limited to the Performance Bond and Payment Bond. The Owner shall have the right to subsequently to correct any mistake, inaccuracy, error or falsification made or otherwise set forth in any approved Request for Payment and such correction may occur in any future Payment Application or in the Retention Payment to the Contractor.

9.3.2 Purchase of Materials and Equipment and Cost Fluctuations

The Contractor is required to order, obtain, and store materials and equipment sufficiently in advance of its Work at no additional cost or advance payment from Owner to assure that there will be no delays or cost fluctuations due to market fluctuations or procurement difficulties. Contractor further understands and incorporates into Contractor's bid cost any wage rate increases during the Project for the Contractor's labor force as well as all other subcontractor and vendor labor forces.

9.3.3 No Waiver

No payment by Owner hereunder shall be interpreted so as to imply that Owner has inspected, approved, or accepted any part of the Work. Contractor specifically understands that Title 24 Section 4-343 that:

"It is the duty of the contractor to complete the work covered by his or her contract in accordance with the approved Plans and Specifications therefore. The contractor in no way is relieved of any responsibility by the activities of the Architect, Engineer, Inspector or DSA in the performance of such duties...In no case, however, shall the instruction of the Architect or registered Engineer be construed to cause work to be done with is not in conformity with the approved Plans, Specifications, and change orders..."

9.3.4 Issuance of Certificate of Payment

The Architect shall, within seven (7) days after receipt of the Contractor's Application for Payment, either approve such payment or notify the Contractor in writing of the Architect's reasons for withholding approval in whole or in part as provided in Paragraph 9.6. The review of the Contractor's Application for Payment by the Architect is based on the Architect's observations at the Site and the data comprising the Application for Payment that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information, and belief, the quality of the Work is in accordance with the Contract Documents. In some cases,

the Architect may act upon or rely on the evaluation of the Work by the Inspector. This review of Payment Applications is sometimes called a "Pencil Draft." Owner's return of a Pencil Draft shall constitute the Owner's dispute of the Pay Application that has been submitted. Contractor shall promptly respond to Pencil Drafts or Contractor's Pay Applications may be delayed. Contractor's failure to promptly respond to a Pencil Draft shall qualify as a delay in the Prompt Payment of a Request for Payment or Request for Retention.

9.3.5 [Reserved]

9.4 APPLICATIONS FOR PROGRESS PAYMENTS

9.4.1 Procedure

9.4.1.1 *Application for Progress.* On or before the fifth (5th) day of each calendar month during the progress of the Work, Contractor shall submit to the Architect an itemized Application for Progress Payment for operations completed. Such application shall be notarized, if required, and supported by the following or such portion thereof as Architect requires:

5. The amount paid to the date of the Application to the Contractor, to all its Subcontractors, and all others furnishing labor, material, or equipment for its Contract;
6. The amount being requested under the Application for Payment by the Contractor on its own behalf and separately stating the amount requested on behalf of each of the Subcontractors and all others furnishing labor, material, and equipment under the Contract;
7. The balance that will be due to each of such entities after said payment is made;
8. A certification that the As-Built Drawings and Annotated Specifications are current;
9. Itemized breakdown of Work done for the purpose of requesting partial payment;
10. An updated construction schedule in conformance with Paragraph 8;
11. The additions to and subtractions from the Contract Price and Contract Time;
12. A summary of the Retention held;
13. Material invoices, evidence of equipment purchases, rentals, and other support and details of cost as the Owner may require from time to time;
14. The percentage of completion of the Contractor's Work by line item;

15. An updated Schedule of Values from the preceding Application for Payment; and
16. Prerequisites for Progress Payments.

9.4.1.2 *[Reserved]*:

9.4.1.3 *[Reserved]*.

9.4.1.4 **All Payment Requests.** No payment requests will be processed unless Contractor has submitted copies of the Certified Payroll records for the Work which correlates to the payment request and a proper CPM schedule pursuant to Article 8 is submitted. Contractor must also submit all required OCIP information and documents as set forth in the OCIP Manual and Information, if applicable.

9.4.1.5 **Final Pay Application (90% or 95%).** See Article 9.11.1

9.4.1.6 **Final Pay Application (100%).** See Article 9.11.3

9.5 STOP NOTICE CLAIMS AND WARRANTY OF TITLE

The Contractor warrants title to all Work. The Contractor further warrants that all Work is free and clear of liens, claims, security interests, stop notices, or encumbrances in favor of the Contractor, Subcontractors, material and equipment suppliers, or other persons or entities making a claim by reason of having provided labor, materials, and equipment relating to the Work. Failure to keep work free of liens, stop notices, claims, security interests or encumbrances is grounds to make a claim against Contractor's payment and performance bond to immediately remedy and defend.

If a lien or stop notice of any nature should at any time be filed against the Work or any Owner property, by any entity which has supplied material or services at the request of the Contractor, Contractor and Contractor's surety shall promptly, on demand by Owner and at Contractor's and surety's own expense, take any and all action necessary to cause any such lien or stop notice to be released or discharged immediately therefrom.

If the Contractor fails to furnish to the Owner within ten (10) calendar days after written demand by the Owner, satisfactory evidence that a lien or stop notice has been so released, discharged, or secured, then Owner may discharge such indebtedness and deduct the amount required therefor, together with any and all losses, costs, damages, and attorney's fees and expense incurred or suffered by Owner from any sum payable to Contractor under the Contract. In addition, any liens, stop notices, claims, security interests or encumbrances shall trigger the indemnification requirements under Article 3.15 and shall act as a trigger under Civil Code Section 2778 and 2779 requiring reimbursement for any and all costs following the Owner's written demand has been made.

9.6 DECISIONS TO WITHHOLD PAYMENT

9.6.1 Reasons to Withhold Payment

The Owner may withhold payment in whole, or in part, to the extent reasonably necessary to protect the Owner if, in the Owner's opinion, the representations to the Owner required by Paragraph 9.4 cannot be made. The Owner may withhold payment, in whole, or in part, to such extent as may be necessary to protect the Owner from loss because of, but not limited to:

- a. Defective Work not remedied;
- b. Stop Notices served upon the Owner;
- c. Liquidated damages assessed against the Contractor;
- d. The cost of completion of the Contract if there exists reasonable doubt that the Work can be completed for the unpaid balance of any Contract Price or by the completion date;
- e. Damage to the Owner or other contractor;
- f. Unsatisfactory prosecution of the Work by the Contractor;
- g. Failure to store and properly secure materials;
- h. Failure of the Contractor to submit on a timely basis, proper and sufficient documentation required by the Contract Documents, including, without limitation, acceptable monthly progress schedules, Shop Drawings, Submittal schedules, schedule of values, product data and samples, proposed product lists, executed Change Order, Construction Change Documents, and verified reports;
- i. Failure of the Contractor to maintain As Built Drawings;
- j. Erroneous estimates by the Contractor of the value of the Work performed, or other false statements in an Application for Payment;
- k. Unauthorized deviations from the Contract Documents (including but not limited to Unresolved Notices of Deviations (DSA Form 154));
- l. Failure of the Contractor to prosecute the Work in a timely manner in compliance with established progress schedules and completion dates.
- m. Failure to properly pay prevailing wages as defined in Labor Code section 1720, et seq.;
- n. Failure to properly maintain or clean up the Site;

- o. Payments to indemnify, defend, or hold harmless the Owner;
- p. Any payments due to the Owner including but not limited to payments for failed tests, or utilities changes or permits;
- q. Failure to submit an acceptable schedule in accordance with Paragraph 3.8;
- r. Failure to pay Subcontractor or suppliers as required by Paragraph 9.8.1;
- s. Failure to secure warranties, including the cost to pay for warranties;
- t. Failure to provide release from material suppliers or subcontractors when requested to do so;
- u. Items deducted pursuant to Article 2.2;
- v. Incomplete Punch List items under Article 9.9.1.2 which have gone through the Article 2.2 process; or
- w. Allowances that have not been used.

9.6.2 Reallocation of Withheld Amounts

Owner may, in its discretion, apply any withheld amount to payment of outstanding claims or obligations as defined in Paragraphs 9.6.1 and 9.5. In so doing, Owner shall make such payments on behalf of Contractor. If any payment is so made by Owner, then such amount shall be considered as a payment made under Contract by Owner to Contractor and Owner shall not be liable to Contractor for such payments made in good faith. Such payments may be made without prior judicial determination of claim or obligation. Owner will render Contractor an accounting of such funds disbursed on behalf of Contractor.

If Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents or fails to perform any provision thereof, Owner may, after ten (10) calendar days written notice to the Contractor and without prejudice to any other remedy make good such deficiencies. The Owner shall adjust the total Contract price by reducing the amount thereof by the cost of making good such deficiencies. If Owner deems it inexpedient to correct Work which is damaged, defective, or not done in accordance with Contract provisions, an equitable reduction in the Contract price (of at least 150% of the estimated reasonable value of the nonconforming Work) shall be made therefor.

9.6.3 Payment After Cure

When the grounds for declining approval are removed, payment shall be made for amounts withheld because of them. No interest shall be paid on any retainage or amounts withheld due to the failure of the Contractor to perform in accordance with the terms and conditions of the Contract Documents.

9.7 NONCONFORMING WORK

Contractor shall promptly remove from premises all Work identified by Owner as failing to conform to the Contract whether incorporated or not. Contractor shall promptly replace and re-execute its own Work to comply with the Contract without additional expense to Owner and shall bear the expense of making good all Work of other contractors destroyed or damaged by such removal or replacement.

If Contractor does not remove such Work which has been identified by Owner as failing to conform to the Contract Documents within a reasonable time, fixed by written notice, Owner may remove it and may store the material at Contractor's expense. If Contractor does not pay expenses of such removal within ten (10) calendar days' time thereafter, Owner may sell such materials at auction or at private sale and shall account for net proceeds thereof, after deducting all costs and expenses that should have been borne by Contractor.

9.8 [Reserved]

9.9 COMPLETION OF THE WORK

9.9.1 Close-Out Procedures

9.9.1.1 [Reserved]

9.9.1.2 Punch List Is Prepared Only After the Project Is Substantially Complete.

If any of the conditions noted in Article 1.1.46 as defining Substantial Completion are not met, the Inspector, Architect or Owner may reject Contractor's Incomplete Punch Items as premature. If the Architect and Inspector commence review of Incomplete Punch Items, all rights are reserved until the Project actually meets the definition of Substantially Complete. Liquidated Damages, warranties, and other contractual rights are not affected by Incomplete Punch Items unless otherwise addressed in these General Conditions.

Once the Inspector and the Architect determine the Project is Substantially Complete, a Certificate of Substantial Completion shall be issued. The Inspector and Architect shall prepare a Punch List of items which is an inspection report of the Work, if any, required in order to complete the Contract Documents and ensure compliance with the DSA Approved Plans so the Project may be Completed by the Contractor and a final DSA Close-Out is approved. When all Work for the Project is Complete, including Punch Lists and all Work complies with the approved Contract Documents and Change Orders, the Project has reached Final Completion.

9.9.1.3 Time for Completion of Punch List. Contractor shall only be given a period of no more than thirty (30) days to complete the Punch List on Project. During the Punch List period Contractor Superintendent and Project Manager shall remain engaged in the Project and shall not be removed or replaced. If the Punch List is not completed at the end of the Punch List time then Contractor shall issue a valued Punch List within 5 days after the date the Punch List time ends. If Contractor does not issue such a list, the Owner or Architect may issue a valued Punch List to the Contractor and withhold up to 150% of the value of the Punch List Work pursuant to Article 2.2 of this Agreement.

9.9.1.4 [Reserved]

9.9.1.5 *[Reserved]*

9.9.2 Close-Out Requirements for Final Completion of the Project

- a. Utility Connections. Buildings shall be connected to water, gas, sewer, and electric services, complete and ready for use. Service connections shall be made and existing services reconnected
- b. As-Built Up to Date and Complete. The intent of this procedure is to obtain an exact "As-Built" record of the Work upon completion of the project. The following information shall be carefully and correctly drawn on the prints and all items shall be accurately located and dimensioned from finished surfaces of building walls on all As Built Drawings
 5. The exact location and elevations of all covered utilities, including valves, cleanouts, etc. must be shown on As-Built
 6. Contractor is liable and responsible for inaccuracies in As-Built Drawings, even though they become evident at some future date.
 7. Upon completion of the Work and as a condition precedent to approval of Retention Payment, Contractor shall obtain the Inspector's approval of the "As-Built" information. When completed, Contractor shall deliver corrected sepias and/or a Diskette with an electronic file in a format acceptable to the Owner.
 8. Owner may withhold the cost to hire a draftsman and potholing and testing service to complete Record As-Built Drawings at substantial cost if the Contractor does not deliver a complete set of Record As-Built Drawings. This shall result in withholding of between \$10,000 to \$20,000 per building that does not have a corresponding Record As Built Drawing.
- c. Any Work not installed as originally indicated on Drawings
- d. All DSA Close-Out requirements (See DSA Certification Guide) Contractor is also specifically directed to Item 3.2 in the DSA Certification Guide and the applicable certificates for the DSA-311 form.
- e. Submission of Form 6-C. Contractor shall be required to execute a Form 6-C as required under Title 24 Sections 4-343. The Contractor understands that the filing with DSA of a Form 6-C is a requirement to obtain final DSA Approval of the Construction by Contractor and utilized to verify under penalty of perjury that the Work performed by Contractor complies with the DSA approved Contract Documents. The failure to file a DSA Form 6C has two consequences. First, the Construction of the Project will not comply with the Design Immunity Provisions of Government Code Section 830.6 and exposes the Owner and the individual Board members to Personal Liability for injuries that occur on the Project.

Secondly , under DSA IR A-20, since the Project cannot be Certified by DSA, no future or further Projects will be authorized so Contractor will have essentially condemned the campus from any future modernization or addition of new classrooms through their failure to file the DSA Form 6C.

5. ***Execution of the DSA Form 6-C is mandatory.*** Refusal to Execute the Form 6-C, which is a Final DSA Verified Report that all Work performed complies with the DSA approved Contract Documents is a violation of Education Code Section 17312 and shall be referred to the Attorney General for Prosecution.
 6. ***Referral to the Owner Attorney for Extortion.*** If the Contractor's refusal to execute the DSA Form 6C is to leverage a Dispute, Claim or Litigation, then the matter shall also be referred to the Owner Attorney for prosecution for Extortion.
 7. ***Contractor shall be Responsible for All Costs to Certify the Project.*** The Owner may Certify the Project complies with Approved Plans and Specifications by utilizing the procedures under the Project Certification Guide (Located at the DSA website at http://www.documents.dgs.ca.gov/dsa/plan_review_process/project_certification_guide_updated_03-15-13.pdf). All costs for professionals, inspection, and testing required for an alternate Project Certification shall be the Contractor's responsibility and the Owner reserves its right to institute legal action against the Contractor and Contractor's Surety for all costs to Certify the Project and all costs to correct Non-Compliant Work that is discovered during the Alternate Certification Process.
- f. **ADA Work that must be corrected** to receive DSA certification. See Article 12.2.
- g. **Maintenance Manuals.** At least thirty (30) days prior to final inspection, three (3) copies of complete operations and maintenance manuals, repair parts lists, service instructions for all electrical and mechanical equipment, and equipment warranties shall be submitted. All installation, operating, and maintenance information and drawings shall be bound in 8½" x 11" binders. Provide a table of contents in front and all items shall be indexed with tabs. Each manual shall also contain a list of subcontractors, with their addresses and the names of persons to contact in cases of emergency. Identifying labels shall provide names of manufactures, their addresses, ratings, and capacities of equipment and machinery.
5. Maintenance manuals shall also be delivered in electronic media for the Project. Any demonstration videos shall also be provided on electronic media.
- h. **Inspection Requirements.** Before calling for final inspection, Contractor shall determine that the following Work has been performed:

5. The Work has been completed.
6. All life safety items are completed and in working order.
7. Mechanical and electrical Work complete, fixtures in place, connected and tested.
8. Electrical circuits scheduled in panels and disconnect switches labeled.
9. Painting and special finishes complete.
10. Doors complete with hardware, cleaned of protective film relieved of sticking or binding and in working order.
11. Tops and bottoms of doors sealed.
12. Floors waxed and polished as specified.
13. Broken glass replaced and glass cleaned.
14. Grounds cleared of Contractor's equipment, raked clean of debris, and trash removed from Site.
15. Work cleaned, free of stains, scratches, and other foreign matter, replacement of damaged and broken material.
16. Finished and decorative work shall have marks, dirt and superfluous labels removed.
17. Final cleanup, as in Paragraph 3.12.
18. All Work pursuant to Article 9.11.
19. Furnish a letter to Owner stating that the Owner's Representative or other designated person or persons have been instructed in working characteristics of mechanical and electrical equipment.

9.9.3 Costs of Multiple Inspections

More than two (2) requests of the Owner to make inspections required under Paragraph 9.9.1 shall be considered an additional service of Architect, Inspector, Engineer or other consultants shall be the Contractor's responsibility pursuant to Article 4.5 and all subsequent costs will be prepared as a Deductive Change Order.

9.10 PARTIAL OCCUPANCY OR USE

9.10.1 Owner's Rights

The Owner may occupy or use any completed or partially completed portion of the Work at any stage. The Owner and the Contractor shall agree in writing to the responsibilities assigned to each of them for payments, security, maintenance, heat, utilities, damage to the Work, insurance, the period for correction of the Work, and the commencement of warranties required by the Contract Documents. If Owner and Contractor cannot agree as to responsibilities such disagreement shall be resolved pursuant to Paragraph 4.6. When the Contractor considers a portion complete, the Contractor shall prepare and submit a Punch List to the Owner as provided under Paragraph 9.9.1.

9.10.2 Inspection Prior to Occupancy or Use

Immediately prior to such partial occupancy or use, the Owner, the Contractor, and the Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

9.10.3 No Waiver

Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

9.11 COMPLETION AND FINAL PAYMENT

9.11.1 Final Payment (90% Billing if Substantially Complex Finding and 95% Billing if No Finding Is Made)

The following items must be completed before the Final Pay Application will be accepted for processing at Substantial Completion of the Project:

- a. Inspector Sign off of each item in the DSA 152 Project Inspection Card;
- b. The Project has reached the Punch List items under Article 9.9.1.2 and the Project has been determined to be Substantially Complete under Article 1.1.28;
- c. Removal of temporary facilities and services;
- d. Testing, adjusting and balance records are complete;
- e. Removal of surplus materials, rubbish, and similar elements;
- f. Change Over of Door locks;
- g. Deductive items pursuant to Article 9.6 and Article 2.2; and

- h. Completion and submission of all final Change Orders for the Project.

9.11.2 Final Inspection (Punch List Completion)

Contractor shall comply with Punch List procedures under Article 9.9.1.1, and maintain the presence of Project Superintendent and Project Manager (not replacement project superintendent or project manager) until the Punch List is complete to ensure proper and timely completion of the Punch List. Under no circumstances shall Contractor demobilize its forces prior to completion of the Punch List.

Upon completion of the Work under Article 9.9.1, the Contractor shall notify the CJUSD and Architect, who shall again inspect such Work. If the Architect and the CJUSD find the Work contained in the Punch List acceptable under the Contract Documents, the Work shall have reached Final Completion. Architect shall notify Contractor, who shall then submit to the Architect its Application for Retention Payment. This Application for Retention Payment shall contain any deductions under Article 9.6, including but not limited to incomplete Punch List items under Article 9.9.1.

Upon receipt and approval of Application for Retention Payment, the Architect shall issue a Form 6 stating that to the best of its knowledge, information, and belief, and on the basis of its observations, inspections, and all other data accumulated or received by the Architect in connection with the Work, such Work has been completed in accordance with the Contract Documents. The Owner shall thereupon inspect such Work and either accept the Work as complete or notify the Architect and the Contractor in writing of reasons why the Work is not complete. Upon acceptance of the Work of the Contractor as fully complete (which, absent unusual circumstances, will occur when the Punch List items have been satisfactorily completed), the Owner shall record a Notice of Completion with the County Recorder, and the Contractor shall, upon receipt of payment from the Owner, pay the amounts due Subcontractors.

If the Architect and the Owner find that the Work Contained in the Punch List is unacceptable, then Contractor shall issue a valued Punch List within 5 days after the date the Punch List time ends. If Contractor does not issue such a list, the Owner or Architect may issue a valued Punch List to the Contractor and withhold up to 150% of the value of the Punch List Work pursuant to Article 2.2 of this Agreement.

9.11.3 Retainage (100% Billing for the Entire Project)

The retainage, less any amounts disputed by the Owner or which the Owner has the right to withhold Pursuant to Paragraph 9.6 (including but not limited to incomplete Punch List items under Article 9.9.1), shall be paid after approval by the Owner of the Application for Retention Payment, after the satisfaction of the conditions set forth in Article 9, the Final Inspection under Article 9.11.2 is completed, and after thirty-five (35) days after the acceptance of the Work and recording of the Notice of Completion by Owner. No interest shall be paid on any retainage, or on any amounts withheld due to a failure of the Contractor to perform, in accordance with the terms and conditions of the Contract Documents, except as provided to the contrary in any Escrow Agreement between the Owner and the Contractor.

- a. **Procedures for Application for Retention Payment.** The following conditions must be fulfilled prior to release of Retention Payment:

- i. A full and final waiver or release of all Stop Notices in connection with the Work shall be submitted by Contractor, including a release of Stop Notice in recordable form, together with (to the extent permitted by law) a copy of the full and final release of all Stop Notice rights.
- ii. The Contractor shall have made all corrections, including all Punch List Items, to the Work which are required to remedy any defects therein, to obtain compliance with the Contract Documents or any requirements of applicable codes and ordinances, or to fulfill any of the orders or directions of Owner required under the Contract Documents.
- iii. Each Subcontractor shall have delivered to the Contractor all written guarantees, warranties, applications, releases from the Surety and warranty bonds (if applicable) required by the Contract Documents for its portion of the Work.
- iv. Contractor must have completed all requirements set forth in Article 9.9.
- v. Contractor must have issued a Form 6C for the Project.
- vi. The Contractor shall have delivered to the Owner all manuals and materials required by the Contract Documents.
- vii. The Contractor shall have completed final clean up as required by Paragraph 3.12.
- viii. Contractor shall have all deductive items under Article 9.6 and Article 2.2 submitted as part of the Retention Payment.

9.11.4 Recording of a Notice of Completion After Punch List Period and Final Inspection.

When the Work, or designated portion thereof, is complete or the Owner has completed the Article 9.6 and/or the Article 2.2 process, whichever occurs first, the Owner will file either a Notice of Completion or a Notice of Completion noting Valued Punch List items. Valued Punch List items will be deducted from the Retention Payment.

During the time when Work is being performed on the Punch List, the Project does not meet the definition of "Complete" under Public Contract Code Section 7107(c)(1) even if there is "beneficial occupancy" of the Project since that has been no "cessation of labor" on the Project. Completion of Punch List under this Article is not "testing, startup, or commissioning by the public entity or its agent." In other words, the continuing Punch List Work is Contractor labor on the Project until each and every item of Punch List Work is complete or the time periods under Article 9.9.1 have expired.

9.11.5 Warranties

Warranties required by the Contract Documents shall commence on the date of Completion of the entire Work. Warranty periods DO NOT commence at Substantial Completion or when a particular subcontractor work is complete. No additional charges, extras, Change Orders, or Claims may be sought for warranties commencing from the Notice of Completion.

Owner shall have the right to utilize equipment, test, and operate as necessary for acclimation, or testing without voiding or starting warranties. Taking beneficial occupancy shall not start warranties except in the case where the Owner agrees, in writing, that warranties shall commence running or where the Owner is taking phased occupancy of specific buildings or areas and completes separate Punch Lists as further addressed in Article 4.2.7.

9.11.6 Time for Submission of Application for Final Payment and Retention Payment (Unilateral Processing of Final and Retention Pay Application).

If Contractor submits a Final Pay Application which fails to include deductive items under Article 9.6, the Owner or Architect shall note this defective request for Final Pay Application. The Contractor shall be notified that specific deductive items shall be included in the Final Pay Application. If Contractor either continues to submit the Final Pay Application without deductive items under Article 9.6, or a period of 14 calendar days passes after Contractor is provided written notice of deductive items for inclusion in Final Pay Application, then Owner may either alter the Final Pay Application and recalculate the math on the Final Pay Application to address the Article 9.6 deductive items or process a Unilateral Final Pay Application.

9.11.7 Unilateral Release of Retention

After the recordation of the Notice of Completion, or within sixty (60) days following the completion of the Punch List or the expiration of the time for completion of Punch List under Article 9.9.1, if Contractor does not make an Application for Release of Retention, the CJUSD may unilaterally release retention less any deducts under Article 9.6 and/or Article 2.2, withholds due to stop notices, or withholdings due to other defective Work on the Project. CJUSD may also choose to unilaterally release Retention after deduction of 150% of any disputed items, which may also include items under Article 9.6 and 2.2. If a deduction pursuant to Article 9.6 is made from Retention, a letter deducting specific valued items shall be considered a notice of Default under the terms of the Escrow Agreement.

9.12 SUBSTITUTION OF SECURITIES

The Owner will permit the substitution of securities in accordance with the provisions of Public Contract Code section 22300.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

10.1 SAFETY PRECAUTIONS AND PROGRAMS

10.1.1 Contractor Responsibility

The Contractor shall be responsible for all damages to persons or property that occur as a result of its fault or negligence in connection with the prosecution of this Contract and shall take all necessary measures and be responsible for the proper care and protection of all materials delivered and Work performed until completion and final acceptance by the Owner. All Work shall be solely at the Contractor's risk, with the exception of damage to the Work caused by "acts of God" as defined in Public Contract Code Section 7105(b)(2).

Contractor shall take, and require subcontractor to take, all necessary precautions for safety of workers on the Work and shall comply with all applicable federal, state, local and other safety laws, standards, orders, rules, regulations, and building codes to prevent accidents or injury to persons on, about, or adjacent to premises where Work is being performed and to provide a safe and healthful place of employment. In addition to meeting all requirements of OSHA, Cal-OSHA, state, and local codes, Contractor shall furnish, erect and properly maintain at all times, as directed by Owner or Architect or required by conditions and progress of Work, all necessary safety devices, safeguards, construction canopies, signs, audible devices for protection of the blind, safety rails, belts and nets, barriers, lights, and watchmen for protection of workers and the public, and shall post danger signs warning against hazards created by such features in the course of construction. Contractor shall designate a responsible member of its organization on the Work, whose duty shall be to post information regarding protection and obligations of workers and other notices required under occupational safety and health laws, to comply with reporting and other occupational safety requirements, and to protect the life, safety and health of workers. The name and position of person so designated shall be reported to Owner by Contractor. Contractor shall correct any violations of safety laws, rules, orders, standards, or regulations. Upon the issuance of a citation or notice of violation by the Division of Occupational Safety and Health, such violation shall be corrected promptly.

10.1.2 Subcontractor Responsibility

Contractor shall require that Subcontractors participate in, and enforce, the safety and loss prevention programs established by the Contractor for the Project, which will cover all Work performed by the Contractor and its Subcontractors. Each Subcontractor shall designate a responsible member of its organization whose duties shall include loss and accident prevention, and who shall have the responsibility and full authority to enforce the program. This person shall attend meetings with the representatives of the various Subcontractors employed to ensure that all employees understand and comply with the programs.

10.1.3 Cooperation

All Subcontractors and material or equipment suppliers shall cooperate fully with Contractor, the Owner, and all insurance carriers and loss prevention engineers.

10.1.4 Accident Reports

Subcontractors shall immediately, within two (2) days, report in writing to the Contractor all accidents whatsoever arising out of, or in connection with, the performance of the Work, whether on or off the Site, which caused death, personal injury, or property damage, giving full details and statements of witnesses. In addition, if death or serious injuries or serious damages are caused, the accident shall be reported within four (4) days by telephone or messenger. Contractor shall thereafter immediately, within two (2) days, report the facts in writing to the Owner and the Architect giving full details of the accident.

10.1.5 First-Aid Supplies at Site

The Contractor will provide and maintain at the Site first-aid supplies which complies with the current Occupational Safety and Health Regulations.

10.1.6 Material Safety Data Sheets and Compliance with Proposition 65

Contractor is required to have material safety data sheets available in a readily accessible place at the job site for any material requiring a material safety data sheet per the Federal "hazard communication" standard, or employees' "right-to-know law." The Contractor is also required to properly label any substance brought into the job site, and require that any person working with the material, or within the general area of the material, is informed of the hazards of the substance and follows proper handling and protection procedures.

Contractor is required to comply with the provisions of California Health and Safety Code section 25249, et seq., which requires the posting and giving of notice to persons who may be exposed to any chemical known to the State of California to cause cancer. The Contractor agrees to familiarize itself with the provisions of this section, and to comply fully with its requirements.

10.1.7 Non-Utilization of Asbestos Material

NO ASBESTOS OR ASBESTOS-CONTAINING PRODUCTS SHALL BE USED IN THIS CONSTRUCTION OR IN ANY TOOLS, DEVICES, CLOTHING, OR EQUIPMENT USED TO EFFECT THIS CONSTRUCTION.

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

The asbestos removal contractor shall be an EPA accredited contractor 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.

Interface of Work under this Contract with Work containing asbestos shall be executed by the Contractor at his risk and at his discretion, with full knowledge of the currently accepted standards, hazards, risks, and liabilities associated with asbestos work and asbestos-containing products. By execution of this Contract, the Contractor acknowledges the above and

agrees to hold harmless Owner and its assigns for all asbestos liability which may be associated with this work and agrees to instruct his employees with respect to the above-mentioned standards, hazards, risks, and liabilities.

10.2 SAFETY OF PERSONS AND PROPERTY

10.2.1 The Contractor

The Contractor shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury, or loss to:

- a. Employees on the Work and other persons who may be affected thereby;
- b. The Work, material, and equipment to be incorporated therein, whether in storage on or off the Site, under the care, custody, or control of the Contractor or the Contractor's Subcontractors or Sub-subcontractors; and
- c. Other property at the Site or adjacent thereto such as trees, shrubs, lawns, walks, pavement, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

Contractor is constructive owner of Project site as more fully discussed in Paragraph 6.2.

10.2.2 Contractor Notices

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

10.2.3 Safety Barriers and Safeguards

The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations, and notifying owners and users of adjacent sites and utilities.

10.2.4 Use or Storage of Hazardous Material

When use or storage of explosives, other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. The Contractor shall notify the Owner any time that explosives or hazardous materials are expected to be stored on Site. Location of storage shall be coordinated with the Owner and local fire authorities.

10.2.5 Protection of Work

The Contractor and Subcontractors shall continuously protect the Work, the Owner's property, and the property of others, from damage, injury, or loss arising in connection with operations under the Contract Documents. The Contractor and Subcontractors, at their own expense, shall make good any such damage, injury, or loss, except such as may be solely due to, or caused by, agents or employees of the Owner.

The Contractor, at Contractor's expense, will remove all mud, water, or other elements as may be required for the proper protection and prosecution of its Work.

Contractor shall take adequate precautions to protect existing roads, sidewalks, curbs, pavements, utilities, adjoining property and structures (including, without limitation, protection from settlement or loss of lateral support), and to avoid damage thereto, and repair any damage thereto caused by construction operations. All permits, licenses, or inspection fees required for such repair Work shall be obtained and paid for by Contractor.

10.2.6 Requirements for Existing Sites

Contractor shall (unless waived by the Owner in writing):

- a. When performing construction on existing sites, become informed and take into specific account the maturity of the students on the Site; and perform Work which may interfere with school routine before or after school hours, enclose working area with a substantial barricade, and arrange Work to cause a minimum amount of inconvenience and danger to students and faculty in their regular school activities. The Contractor shall comply with Specifications and directives of the Owner regarding the timing of certain construction activities in order to avoid unnecessary interference with school functioning.
- b. Avoid performing any Work that will disturb students during testing.
- c. Provide substantial barricades around any shrubs or trees indicated to be preserved.
- d. Deliver materials to building area over route designated by Architect.
- e. Take preventive measures to eliminate objectionable dust, noise, or other disturbances.
- f. Confine apparatus, the storage of materials, and the operations of workers to limits indicated by law, ordinances, permits or directions of Architect; and not interfere with the Work or unreasonably encumber premises or overload any structure with materials; and enforce all instructions of Owner and Architect regarding signs, advertising, fires, and smoking and require that all workers comply with all regulations while on the Project site.

- g. Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by an approved land surveyor or civil engineer and all maps and records required therefrom shall be filed with county and local authorities, at no cost to the Owner. All filing and plan check fees shall be paid by Contractor.
- h. Provide Owner on request with Contractor's written safety program and safety plan for each site.

10.2.7 Shoring and Structural Loading

The Contractor shall not impose structural loading upon any part of the Work under construction or upon existing construction on or adjacent to the Site in excess of safe limits, or loading such as to result in damage to the structural, architectural, mechanical, electrical, or other components of the Work. The design of all temporary construction equipment and appliances used in construction of the Work and not a permanent part thereof, including, without limitation, hoisting equipment, cribbing, shoring, and temporary bracing of structural steel, is the sole responsibility of the Contractor. All such items shall conform with the requirements of governing codes and all laws, ordinances, rules, regulations, and orders of all authorities having jurisdiction. The Contractor shall take special precautions, such as shoring of masonry walls and temporary tie bracing of structural steel Work, to prevent possible wind damage during construction of the Work. The installation of such bracing or shoring shall not damage the Work in place or the Work installed by others. Any damage which does occur shall be promptly repaired by the Contractor at no cost to the Owner.

10.2.8 Conformance within Established Limits

The Contractor and Subcontractors shall confine their construction equipment, the storage of materials, and the operations of workers to the limits indicated by laws, ordinances, permits, and the limits established by the Owner or the Contractor, and shall not unreasonably encumber the premises with construction equipment or materials.

10.2.9 Subcontractor Enforcement of Rules

Subcontractors shall enforce the Owner's and the Contractor's instructions, laws, and regulations regarding signs, advertisements, fires, smoking, the presence of liquor, and the presence of firearms by any person at the Site.

10.2.10 Site Access

The Contractor and the Subcontractors shall use only those ingress and egress routes designated by the Owner, observe the boundaries of the Site designated by the Owner, park only in those areas designated by the Owner, which areas may be on or off the Site, and comply with any parking control program established by the Owner, such as furnishing license plate information and placing identifying stickers on vehicles.

10.2.11 Security Services.

The Contractor shall be responsible for providing security services for the Site as needed for the protection of the Site and as determined in the Owner's sole discretion.

10.3 EMERGENCIES

10.3.1 Emergency Action

In an emergency affecting the safety of persons or property, the Contractor shall take any action necessary, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 7.

10.3.2 Accident Reports

The Contractor shall promptly report in writing to the Owner all accidents arising out of or in connection with the Work, which caused death, personal injury, or property damage, giving full details and statements of any witnesses in conformance with Article 10.1.4. In addition, if death, serious personal injuries, or serious property damages are caused, the accident shall be reported in accordance with Paragraph 10.1.4, immediately by telephone or messenger to the Owner.

10.4 HAZARDOUS MATERIALS

10.4.1 Discovery of Hazardous Materials

In the event the Contractor encounters or suspects the presence on the job site of material reasonably believed to be asbestos, polychlorinated biphenyl (PCB), or any other material defined as being hazardous by § 25249.5 of the California Health and Safety Code, which has not been rendered harmless, the Contractor shall immediately stop Work in the area affected and report the condition to the Owner and the Architect in writing, whether or not such material was generated by the Contractor or the Owner. The Work in the affected area shall not thereafter be resumed, except by written agreement of the Owner and the Contractor, if in fact the material is asbestos, polychlorinated biphenyl (PCB), or other hazardous material, and has not been rendered harmless. The Work in the affected area shall be resumed only in the absence of asbestos, polychlorinated biphenyl (PCB), or other hazardous material, or when it has been rendered harmless by written agreement of the Owner and the Contractor.

10.4.2 Hazardous Material Work Limitations

In the event that the presence of hazardous materials is suspected or discovered on the Site (except in cases where asbestos and other hazardous material Work in the Contractor's responsibility), the Owner shall retain an independent testing laboratory to determine the nature of the material encountered and whether corrective measures or remedial action is required. The Contractor shall not be required pursuant to Article 7 to perform without consent any Work in the affected area of the Site relating to asbestos, polychlorinated biphenyl (PCB), or other hazardous material, until any known or suspected hazardous material has been removed,

or rendered harmless, or determined to be harmless by Owner, as certified by an independent testing laboratory and approved by the appropriate government agency.

10.4.3 Indemnification by Contractor for Hazardous Material Caused by Contractor

In the event the hazardous materials on the Project Site is caused by the Contractor, the Contractor shall pay for all costs of testing and remediation, if any, and shall compensate the Owner for any additional costs incurred as a result of Contractor's generation of hazardous material on the Project Site. In addition, the Contractor shall defend, indemnify and hold harmless Owner and its agents, officers, and employees from and against any and all claims, damages, losses, costs and expenses incurred in connection with, arising out of, or relating to, the presence of hazardous material on the Project Site.

10.4.4 Terms of Hazardous Material Provision

The terms of this Hazardous Material provision shall survive the completion of the Work and/or any termination of this Contract.

ARTICLE 11 INSURANCE AND BONDS

11.1 CONTRACTOR'S LIABILITY INSURANCE

11.1.1 Insurance Requirements

Before the commencement of the Work, the Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in California with a financial rating of at least an A-VIII status as rated in the most recent edition of Best's Insurance Reports or as amended by the Supplementary General Conditions, such insurance as will protect the Owner from claims set forth below, which may arise out of or result from the Contractor's Work under the Contract and for which the Contractor may be legally liable, whether such Work are by the Contractor, by a Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Any required insurance shall not contain any exclusion that applies to the type of work performed by the Contractor under the Contract Documents.

- a. Claims for damages because of bodily injury, sickness, disease, or death of any person Owner would require indemnification and coverage for employee claim;
- b. Claims for damages insured by usual personal injury liability coverage, which are sustained by a person as a result of an offense directly or indirectly related to employment of such person by the Contractor or by another person;
- c. Claims for damages because of injury or destruction of tangible property, including loss of use resulting therefrom, arising from operations under the Contract Documents;
- d. Claims for damages because of bodily injury, death of a person, or property damage arising out of the ownership, maintenance, or use of a motor vehicle, all mobile equipment, and vehicles moving under their own power and engaged in the Work;
- e. Claims involving contractual liability applicable to the Contractor's obligations under the Contract Documents, including liability assumed by and the indemnity and defense obligations of the Contractor and the Subcontractors; and
- f. Claims involving Completed Operations, Independent Contractors' coverage, and Broad Form property damage, without any exclusions for collapse, explosion, demolition, underground coverage, and excavating. (XCU)

- g. Claims involving sudden or accidental discharge of contaminants or pollutants.

11.1.2 Specific Insurance Requirements

Contractor shall take out and maintain and shall require all Subcontractors, if any, whether primary or secondary, to take out and maintain:

Comprehensive 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:

(a)	Per occurrence (combined single limit)	\$2,000,000.00
(b)	Project Specific Aggregate (for this Project only)	\$2,000,000.00
(c)	Products and Completed Operations (aggregate)	\$2,000,000.00
(d)	Personal and Advertising Injury Limit	\$1,000,000.00

Insurance Covering Special Hazards

The following Special hazards shall be covered by riders or riders to above mentioned public liability insurance or property damage insurance policy or policies of insurance, in amounts as follows:

(a)	Automotive and truck where operated in amounts	\$1,000,000.00
(b)	Material Hoist where used in amount	\$1,000,000.00
(c)	Explosion, Collapse and Underground (XCU coverage)	\$1,000,000.00
(d)	Hazardous Materials	\$1,000,000.00

In addition, provide Excess Liability Insurance coverage in the amount of Four Million Dollars (\$4,000,000.00).

11.1.3 Subcontractor Insurance Requirements

The Contractor shall require its Subcontractors to take out and maintain public liability insurance and property damage insurance required under Article 11.1 in like amounts. A "claims made" or modified "occurrence" policy shall not satisfy the requirements of Article 11.1 without prior written approval of the Owner.

11.1.4 Additional Insured Endorsement Requirements

The Contractor shall name, on any policy of insurance required under Article 11.1, the Owner, CM, Architect, Inspector, the State of California, their officers, employees, agents, volunteers and independent contractors as additional insureds. Subcontractors shall name the Contractor, the Owner, Architect, Inspector, the State of California, their officers, employees, agents, volunteers and independent contractors as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the Owner in its sole discretion, and must state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor pursuant to 11.1 must be designated in the policy as primary to any insurance obtained by the Owner. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

11.2 WORKERS' COMPENSATION INSURANCE

During the term of this Contract, the Contractor shall provide workers' compensation and employer's liability insurance for all of the Contractor's employees engaged in Work under this Contract on or at the Site of the Project and, in case any of the Contractor's Work is subcontracted, the Contractor shall require the Subcontractor to provide workers' compensation insurance for all the Subcontractor's employees engaged in Work under the subcontract. Any class of employee or employees not covered by a Subcontractor's insurance shall be covered by the Contractor's insurance. In case any class of employees engaged in Work under this Contract on or at the Site of the Project is not protected under the Workers' Compensation laws, the Contractor shall provide or cause a Subcontractor to provide insurance coverage for the protection of those employees not otherwise protected. The Contractor shall file with the Owner certificates of insurance as required under Article 11.6 and in compliance with Labor Code § 3700.

Workers' compensation limits as required by the Labor Code, but not less than \$1,000,000 and employers' liability limits of \$1,000,000 per accident for bodily injury or disease.

11.3 BUILDER'S RISK/ "ALL RISK" INSURANCE

11.3.1 Course-of-Construction Insurance Requirements

The Contractor, during the progress of the Work and until final acceptance of the Work by Owner upon completion of the entire Contract, shall maintain Builder's Risk, Course of Construction or similar first party property coverage issued on a replacement cost value basis consistent with the total replacement cost of all insurable Work and the Project included within the Contract Documents. Coverage is to insure against all risks of accidental direct physical loss, and must include, by the basic grant of coverage or by endorsement, the perils of vandalism, malicious mischief (both without any limitation regarding vacancy or occupancy), fire, sprinkler leakage, civil authority, sonic boom, earthquake, flood, collapse, wind, lightning, smoke and riot. The coverage must include debris removal, demolition, increased costs due to enforcement of building ordinance and law in the repair and replacement of damage and undamaged portions of the property, and reasonable costs for the Architect's and engineering services and expenses required as a result of any insured loss upon the Work and Project which is the subject of the

Contract Documents, including completed Work and Work in progress, to the full insurable value thereof. Such insurance shall include the Owner and the Architect as additional named insureds, and any other person with an insurable interest as designated by the Owner.

The Contractor shall submit to the Owner for its approval all items deemed to be uninsurable. The risk of the damage to the Work due to the perils covered by the "Builder's Risk/All Risk" Insurance, as well as any other hazard which might result in damage to the Work, is that of the Contractor and the surety, and no claims for such loss or damage shall be recognized by the Owner nor will such loss or damage excuse the complete and satisfactory performance of the Contract by the Contractor.

11.4 FIRE INSURANCE

Before the commencement of the Work, the Contractor shall procure, maintain, and cause to be maintained at the Contractor's expense, fire insurance on all Work subject to loss or damage by fire. The amount of fire insurance shall be sufficient to protect the Project against loss or damage in full until the Work is accepted by the Owner. This requirement may be waived upon confirmation by the Owner that such coverage is provided under the Builder's Risk Insurance being provided.

11.5 AUTOMOBILE LIABILITY

11.5.1 The Owner, Architect and Construction Manager, Inspectors, their directors, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Contractor or for which the Contractor is responsible. Such insurance coverage shall be primary and non-contributory insurance as respects the Owner, Architect, Construction Manager, Project Inspector, their directors, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the Owner, Architect, Construction Manager, Project Inspector, their directors, officers, employees, agents and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it. The insurer shall agree to waive all rights of subrogation against the Owner, Architect, Construction Manager, Project Inspector, their directors, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy that arise from Work performed by the Contractor.

11.5.2 Insurance Services Office Business Auto Coverage Form Number CA 0001, Code 1 (any auto) is required. Comprehensive Automobile Liability insurance to include all autos, owned, non-owned, and hired, with limits of \$1,000,000 per accident for bodily injury and property damage

11.6 OTHER INSURANCE

The Contractor shall provide all other insurance required to be maintained under applicable laws, ordinances, rules, and regulations.

11.7 PROOF OF INSURANCE

The Contractor shall not commence Work nor shall it allow any Subcontractor to commence Work under this Contract until all required insurance and certificates have been obtained and delivered in duplicate to the Owner for approval subject to the following requirements:

- a. Certificates and insurance policies shall include the following clause:

"This policy and any coverage shall not be suspended, voided, non-renewed, canceled, or reduced in required limits of liability or amounts of insurance or coverage until notice has been mailed via certified mail to the Owner. Date of cancellation or reduction may not be less than thirty (30) days after the date of mailing notice."

- b. Certificates of insurance shall state in particular those insured, the extent of insurance, location and operation to which the insurance applies, the expiration date, and cancellation and reduction notices.
- c. Certificates of insurance shall clearly state that the Owner and the Architect are named as additional insureds under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by Owner.
- d. The Contractor and its Subcontractors shall produce a certified copy of any insurance policy required under this Section upon written request of the Owner.

11.8 COMPLIANCE

In the event of the failure of Contractor to furnish and maintain any insurance required by this Article 11, the Contractor shall be in default under the Contract. Compliance by Contractor with the requirement to carry insurance and furnish certificates or policies evidencing the same shall not relieve the Contractor from liability assumed under any provision of the Contract Documents, including, without limitation, the obligation to defend and indemnify the Owner and the Architect.

11.9 WAIVER OF SUBROGATION

Contractor waives (to the extent permitted by law) any right to recover against the Owner for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) by insurance actually carried by the Owner.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each,

any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The Owner and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies thereunder of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

11.10 PERFORMANCE AND PAYMENT BONDS

11.10.1 Bond Requirements

Unless otherwise specified in the Supplemental Conditions, prior to commencing any portion of the Work, the Contractor shall furnish separate payment and performance bonds for its portion of the Work which shall cover 100% faithful performance of and payment of all obligations arising under the Contract Documents and/or guaranteeing the payment in full of all claims for labor performed and materials supplied for the Work. All bonds shall be provided by a corporate surety authorized and admitted to transact business in California as sureties.

To the extent, if any, that the Contract Price is increased in accordance with the Contract Documents, the Contractor shall, upon request of the Owner, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the Owner. To the extent available, the bonds shall further provide that no change or alteration of the Contract Documents (including, without limitation, an increase in the Contract Price, as referred to above), extensions of time, or modifications of the time, terms, or conditions of payment to the Contractor will release the surety. If the Contractor fails to furnish the required bonds, the Owner may terminate the Contract for cause.

11.10.2 Surety Qualification

Only bonds executed by admitted Surety insurers as defined in Code of Civil Procedure § 995.120 shall be accepted. Surety must be a California-admitted surety and listed by the U.S. Treasury with a bonding capacity in excess of the Project cost.

11.10.3 Alternate Surety Qualifications

If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with § 995.660 of the California Code of Civil Procedure and proof of such is provided to the Owner.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

12.1 COMPLIANCE WITH TITLE 24 INSTALLATION REQUIREMENTS

Contractor is aware of the requirements governing Contractor's Work under title 24 Section 4-343 Issuance of Notices of Non-Compliance

The Inspector may issue a Notice of Non-Compliance on the Project indicating deviation from Plans and Specifications. It is Contractor's responsibility to correct all deviations from the approved Plans and Specifications unless the Owner has issued an Immediate Change Directive. In such case, the Contractor shall proceed with the Work with the understandings of the Owner as set forth in the ICD and as specifically noted in Article 7.3.

12.2 SPECIAL NOTICE OF AMERICAN'S WITH DISABILITIES ACT

Some of the requirements in the Plans and Specifications are meant to comply with the Americans with Disabilities Act ("ADA"). The requirements of the ADA are technical in nature and may appear to be minor in nature (i.e. whether a walkway or ramp has a 2% cross-slope). Contractor is warned that even the slightest deviation from the specific requirements from the ADA is considered a Civil Rights Violation and subjects the Owner to fines of three times actual damages sustained by a handicap individual or up to \$4,000 per violation and attorney's fees required to enforce the ADA violation. As a result of the significant liability and exposure associated with ADA aspects of the Contract, Contractor shall take special care to meet all ADA requirements detailed in the Plans and Specifications. Failure to comply with ADA rules that results in a Notice of Non-Compliance shall be repaired to meet ADA requirements promptly. In addition, any ADA violations that are not identified by Inspector or Architect that are later identified shall be repaired and charged back to the Contractor through a Deductive Change Order.

12.2.1 Indemnification of ADA Claims

Contractor shall indemnify, hold harmless and defend the CJUSD from ADA claims arising from the failure to comply with the Plans and Specifications. Further, any withholdings for ADA violations under Article 9.6 shall include potential redesign costs and an accelerated repair costs due to the potential for ADA claims arising from DSA posting of ADA violations on the Project.

12.3 UNCOVERING OF WORK

12.3.1 Uncovering Work for Required Inspections

Work shall not be covered without the Inspector's review and the Architect's knowledge that the Work conforms with the requirements of the approved Plans and Specifications (except in the case of an ICD under Article 7.3). Inspector must be timely notified of inspections and of new areas so Work can be inspected at least 48 hours before opening a new area (For example, see DSA Form 156 for Commencement/Completion of Work Notification which requires "at least 48 hour" advance notification of a new area). An Inspector must comply with DSA protocols for signing each category or phase of Work under DSA Form 152 (in compliance with the Form 152 Manual) or a Notice of Deviation (DSA Form 154) will be issued

requiring the Work that was not inspected be uncovered for inspection. Thus, if a portion of the Work is covered without Inspection or Architect approval, is subject to a Notice of Non-Compliance for being undertaken without Inspection, or otherwise not in compliance with the Contract Documents, after issuance of a Written Notice of Non-Compliance (Form 154) or a written notice to uncover Work, Contractor shall promptly uncover all Work (which includes furnishing all necessary facilities, labor, and material) for the Inspector's or the Architect's observation and such Work be replaced at the Contractor's expense without change in the Contract Sum or Time.

12.3.2 Costs for Inspections Not Required

If a portion of the Work has been covered is believed to be Non-Conforming to the Plans and Specifications, even if the Form 152 for the category of Work has been signed by the Inspector, the Inspector or the Architect may request to see such Work, and it shall be promptly uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncover and replacement shall, by appropriate Change Order and shall, be charged to the Owner. If such Work is not in accordance with Contract Documents, the Contractor shall be responsible for all costs to uncover the Work, delays incurred to uncover the Work, and Contractor shall pay all costs to correct the Non-Confirming construction condition unless the condition was caused by the Owner or a separate contractor, in which event the Owner shall be responsible for payment of such costs to the Contractor.

12.4 CORRECTION OF WORK

12.4.1 Correction of Rejected Work

The Contractor shall promptly correct the Work rejected by the Inspector or the Owner upon recommendation of the Architect as failing to conform to the requirements of the Contract Documents, whether observed before or after Completion and whether or not fabricated, installed, or completed. The Contractor shall bear costs of correcting the rejected Work, including cost for delays that may be incurred by Contractor or subcontractors, the cost for additional testing, inspections, and compensation for the Inspector's or the Architect's services and expenses made necessary thereby (including costs for preparing a CCD, DSA CCD review fess, and additional inspection and special inspection costs).

12.4.2 One-Year Warranty Corrections

If, within one (1) year after the date of Completion of the Work or a designated portion thereof, or after the date for commencement of warranties established under Paragraph 9.9.1, or by the terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. This period of one (1) years shall be extended with respect to portions of the Work first performed after Completion by the period of time between Completion and the actual performance of the Work. This obligation under this Paragraph 12.4.2 shall survive acceptance of the Work under the Contract and termination of the Contract. The Owner shall give such notice promptly after discovery of the condition.

12.4.3 Owner's Rights if Contractor Fails to Correct

If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct the Work and seek a Deductive Change Order, pursuant to Article 9.6 or Article 2.2.

ARTICLE 13 MISCELLANEOUS PROVISIONS

13.1 GOVERNING LAW

The Contract shall be governed by the law of the place where the Project is located.

13.2 SUCCESSORS AND ASSIGNS

The Owner and the Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to the other party hereto and to partners, successors, assigns, and legal representatives of such other party in respect to covenants, agreements, and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

13.3 WRITTEN NOTICE

In the absence of specific notice requirements in the Contract Documents, written notice shall be deemed to have been duly served if delivered in person to the individual, member of the firm or entity, or to an officer of the corporation for which it was intended, or if delivered at or sent by registered or certified mail to the last business address known to the party giving notice.

13.4 RIGHTS AND REMEDIES

13.4.1 Duties and Obligations Cumulative

Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

13.4.2 No Waiver

No action or failure to act by the Inspector, the Owner, or the Architect shall constitute a waiver of a right or duty afforded them under the Contract Documents, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

13.5 TESTS AND INSPECTIONS

13.5.1 Compliance

Tests, inspections, and approvals of portions of the Work required by the Contract Documents will comply with Division 1, Title 24, and with all other laws, ordinances, rules, regulations, or orders of public authorities having jurisdiction.

13.5.2 Independent Testing Laboratory

The Owner will select and pay an independent testing laboratory to conduct all tests and inspections. Selection of the materials required to be tested shall be made by the laboratory or the Owner's representative and not by the Contractor. Any costs or expenses of inspection or testing incurred outside of a fifty (50) mile radius from the Project Site or not located in a contiguous county to the Site, whichever distance is greater, shall be paid for by the Owner, invoiced by the Owner to the Contractor, and deducted from the next Progress Payment.

13.5.3 Advance Notice to Inspector

The Contractor shall notify the Inspector a sufficient time in advance of its readiness for required observation or inspection so that the Inspector may arrange for same. The Contractor shall notify the Inspector a sufficient time in advance of the manufacture of material to be supplied under the Contract Documents which must, by terms of the Contract Documents, be tested in order that the Inspector may arrange for the testing of the material at the source of supply.

13.5.4 Testing Off-Site

Any material shipped by the Contractor from the source of supply, prior to having satisfactorily passed such testing and inspection or prior to the receipt of notice from said Inspector that such testing and inspection will not be required, shall not be incorporated in the Work.

13.5.5 Additional Testing or Inspection

If the Inspector, the Architect, the Owner, or public authority having jurisdiction determines that portions of the Work require additional testing, inspection, or approval not included under Paragraph 13.5.1, the Inspector will, upon written authorization from the Owner, make arrangements for such additional testing, inspection, or approval. The Owner shall bear such costs except as provided in Paragraph 13.5.7.

13.5.6 Costs for Retesting

If such procedures for testing, inspection, or approval under Paragraphs 13.5.1 and 13.5.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, the Contractor shall bear all costs arising from such failure, including those of re-testing, re-inspection, or re-approval, including, but not limited to, compensation for the Architect's services and expenses. Any such costs shall be paid by the Owner, invoiced to the Contractor, and deducted from the next Progress Payment.

13.5.7 Costs for Premature Test

In the event the Contractor requests any test or inspection for the Project and is not completely ready for the inspection, the Contractor shall be invoiced by the Owner for all costs and expenses resulting from that testing or inspection, including, but not limited to, the Inspector's

and Architect's fees and expenses, and the amount of the invoice shall be deducted from the next Progress Payment.

13.6 TRENCH EXCAVATION

13.6.1 Trenches Greater Than Five Feet

Pursuant to Labor Code Section 6705, if the Contract Price exceeds \$25,000 and involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall, in advance of excavation, submit to the Owner or a Registered Civil or Structural Engineer employed by the Owner or Architect, a detailed plan showing the design of shoring for protection from the hazard of caving ground during the excavation of such trench or trenches.

13.6.2 Excavation Safety

If such plan varies from the Shoring System Standards established by the Construction Safety Orders, the plan shall be prepared by a Registered Civil or Structural Engineer, but in no case shall such plan be less effective than that required by the Construction Safety Orders. No excavation of such trench or trenches shall be commenced until said plan has been accepted by the Owner or by the person to whom authority to accept has been delegated by the Owner.

13.6.3 No Tort Liability of Owner

Pursuant to Labor Code § 6705, nothing in this Article shall impose tort liability upon the Owner or any of its employees.

13.6.4 No Excavation without Permits

The Contractor shall not commence any excavation Work until it has secured all necessary permits including the required CAL OSHA excavation/shoring permit. Any permits shall be prominently displayed on the Site prior to the commencement of any excavation.

13.7 WAGE RATES, TRAVEL, AND SUBSISTENCE

13.7.1 Wage Rates

Pursuant to the provisions of Article 2 (commencing at § 1720), Chapter 1, Part 7, Division 2, of the Labor Code, the Owner has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this public works project is to be performed for each craft, classification, or type of worker needed for this Project from the Director of the Department of Industrial Relations ("Director"). These rates are on file at the administrative office of the Owner and are also available from the Director of the Department of Industrial Relations. Copies will be made available to any interested party on request. The Contractor shall post a copy of such wage rates at appropriate, conspicuous, weatherproof points at the Site.

Any worker employed to perform Work on the Project, but such Work is not covered by any classification listed in the published general prevailing wage rate determinations or per diem wages determined by the Director of the Department of Industrial Relations, shall be paid not less than the minimum rate of wages specified therein for the classification which most nearly corresponds to the employment of such person in such classification.

13.7.2 Holiday and Overtime Pay

Holiday and overtime work, when permitted by law, shall be paid for at the rate set forth in the prevailing wage rate determinations issued by the Director of the Department of Industrial Relations or at least one and one-half (1½) times the specified basic rate of per diem wages, plus employer payments, unless otherwise specified in the Contract Documents or authorized by law.

13.7.3 Wage Rates Not Affected by Subcontracts

The Contractor shall pay and shall cause to be paid each worker engaged in the execution of the Work on the Project not less than the general prevailing rate of per diem wages determined by the Director, regardless of any contractual relationship which may be alleged to exist between the Contractor or any Subcontractor and such workers.

13.7.4 Per Diem Wages

The Contractor shall pay and shall cause to be paid to each worker needed to execute the Work on the Project per diem wages including, but not limited to, employer payments for health and welfare, pensions, vacation, travel time and subsistence pay as provided for in Labor Code §1773.1.

13.7.5 Forfeiture and Payments

Pursuant to Labor Code §1775, the Contractor shall forfeit to the Owner, not more than Two Hundred Dollars (\$200.00) for each calendar day, or portion thereof, for each worker paid less than the prevailing wages rates as determined by the Director of the Department of Industrial Relations, for the work or craft in which the worker is employed for any Work done under the Agreement by the Contractor or by any Subcontractor under it. The amount of the penalty shall be determined by the Labor Commissioner and shall be based on consideration of: (1) whether the Contractor or Subcontractor's failure to pay the correct rate of per diem wages was a good faith mistake and, if so, the error was promptly and voluntarily correct upon being brought to the attention of the Contractor or Subcontractor; and (2) whether the Contractor or Subcontractor has a prior record of failing to meet its prevailing wage obligations.

13.7.6 Monitoring and Enforcement by Labor Commissioner

Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE). The Contractor and all Subcontractors shall be required to furnish, at least monthly, certified payroll records directly to the Labor Commissioner in accordance with Labor Code section 1771.4. All payroll records shall be furnished in a format required by the Labor

Commissioner. The Contractor and all Subcontractors must sign up for, and utilize, the Labor Commissioner's electronic certified payroll records submission system. The CJUSD will have direct and immediate access to all CPRs for the Project that are submitted through the Labor Commissioner's system. The CJUSD can use this information for any appropriate purpose, including monitoring compliance, identifying suspected violations, and responding to Public Records Act requests.

The Labor Commissioner/ 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.

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 CJUSD by the Contractor. Contractor and all Subcontractors shall cooperate and comply with any lawful requests by the Labor Commissioner/ DLSE. The failure of the Labor Commissioner, DLSE, or any other entity related to 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.

Prior to commencing any Work on the Project, the Contractor shall post the required 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.

13.8 RECORDS OF WAGES PAID

13.8.1 Payroll Records

- a. Pursuant to §1776 of the Labor Code, the Contractor and each Subcontractor shall keep an accurate payroll record showing the name, address, social security number, work classification and 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 Project.
- b. All payroll records as specified in Labor Code §1776 of the Contractor and all Subcontractors shall be certified and furnished directly to the Labor Commissioner in accordance with Labor Code §1771.4(a)(3) on a monthly basis (or more frequently if required by the CJUSD or the Labor

Commissioner) and in a format prescribed by the Labor Commissioner. Payroll records as specified in Labor Code §1776 shall be certified and submitted to the CJUSD with each application for payment. All payroll records shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

5. A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.
 6. A certified copy of all payroll records shall be made available for inspection or furnished upon request to a representative of Owner, the Division of Labor Standards Enforcement or the Division of Apprenticeship Standards of the Department of Industrial Relations.
 7. A certified copy of all payroll records shall be made available upon request by the public for inspection or for copies thereof. However, a request by the public shall be made through the Owner, 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) above, the requesting party shall, prior to being provided the records, reimburse the costs, according to law for the preparation by the Contractor, Subcontractor(s), and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Contractor.
- c. The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the Division of Labor Standards Enforcement.
 - d. The Contractor or Subcontractor(s) shall file a certified copy of all payroll records with the entity that requested such records within 10 calendar days after receipt of a written request.
 - e. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the Owner, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement shall be marked or obliterated to prevent disclosure of an individual's name, address and social security number. The name and address of the Contractor awarded the Contract or the Subcontractor(s) performing the Contract shall not be marked or obliterated. Any copy of records made available for inspection by, or furnished to, a joint labor-management committee established pursuant to the federal Labor Management Cooperation Act of 1978 (Section 175a of Title 29 of the United States Code) shall be marked or obliterated only to prevent disclosure of an individual's name and social security number. Notwithstanding any other provision of law, agencies that are included in

the Joint Enforcement Strike Force on the Underground Economy established pursuant to Section 329 of the Unemployment Insurance Code and other law enforcement agencies investigating violations of law shall, upon request, be provided non-redacted copies of certified payroll records.

- f. The Contractor shall inform the Owner of the location of all payroll records, including the street address, city and county, and shall, within five working days, provide a notice of a change of location and address.
- g. The Contractor or Subcontractor(s) shall have 10 calendar days in which to comply subsequent to receipt of a written notice requesting payroll records. In the event that the Contractor or Subcontractor(s) fails to comply within the 10-day period, the Contractor or Subcontractor(s) shall, as a penalty to the Owner, forfeit One Hundred Dollars (\$100.00) 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, these penalties shall be withheld from progress payments then due.

Responsibility for compliance with this Article shall rest upon the Contractor.

13.8.2 Withholding of Contract Payments & Penalties

The Owner may withhold or delay contract payments to the Contractor and/or any Subcontractor if:

- a. The required prevailing rate of per diem wages determined by the Director of the Department of Industrial Relations is not paid to all workers employed on the Project; or
- b. The Contractor or Subcontractor(s) fail to submit all required certified payroll records with each application for payment, but not less than once per month; or
- c. The Contractor or Subcontractor(s) submit incomplete or inadequate payroll records; or
- d. The Contractor or Subcontractor(s) fail to comply with the Labor Code requirements concerning apprentices; or
- e. The Contractor or Subcontractor(s) fail to comply with any applicable state laws governing workers on public works projects.

13.9 APPRENTICES

13.9.1 Apprentice Wages and Definitions

All apprentices employed by the Contractor to perform services under the Contract shall be paid the standard wage paid to apprentices under the regulations of the craft or trade for which he or she is employed, and as determined by the Director of the Department of Industrial Relations, and shall be employed only at the craft or trade to which he or she is registered. Only apprentices, as defined in §3077 of the Labor Code, who are in training under apprenticeship standards that have been approved by the Chief of the Division of Apprenticeship Standards and who are parties to written apprenticeship agreements under Chapter 4 (commencing with §3070) of Division 3, are eligible to be employed under this Contract. The employment and training of each apprentice shall be in accordance with the apprenticeship standards and apprentice agreements under which he or she is training, or in accordance with the rules and regulations of the California Apprenticeship Council.

13.9.2 Employment of Apprentices

Contractor agrees to comply with the requirements of Labor Code §1777.5. The Contractor awarded the Project, or any Subcontractor under him or her, when performing any of the Work under the Contract or subcontract, employs workers in any apprenticeable craft or trade, the Contractor and Subcontractor shall employ apprentices in the ratio set forth in Labor Code §1777.5. The Contractor or any Subcontractor must apply to any apprenticeship program in the craft or trade that can provide apprentices to the Project site for a certificate approving the contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected. However, the decision of the apprenticeship program to approve or deny a certificate shall be subject to review by the Administrator of Apprenticeship. The apprenticeship program or programs, upon approving the Contractor or Subcontractor, shall arrange for the dispatch of apprentices to the Contractor or Subcontractor upon the Contractor's or Subcontractor's request. "Apprenticeable craft or trade" as used in this Article means a craft or trade determined as an apprenticeable occupation in accordance with the rules and regulations prescribed by the California Apprenticeship Council. The ratio of work performed by apprentices to journeyman employed in a particular craft or trade on the Project shall be in accordance with Labor Code §1777.5.

13.9.3 Submission of Contract Information

Prior to commencing Work on the Project, the Contractor and Subcontractors shall submit contract award information to the applicable apprenticeship program(s) that can supply apprentices to the Project and make the request for the dispatch of apprentices in accordance with the Labor Code. The information submitted shall include an estimate of journeyman hours to be performed under the Contract, the number of apprentices proposed to be employed, and the approximate dates the apprentices would be employed. A copy of this information shall also be submitted to the Owner if requested. Within 60 days after concluding Work on the Project, the Contractor and Subcontractors shall submit to the Owner, if requested, and to the apprenticeship program a verified statement of the journeyman and apprentice hours performed on the Project.

13.9.4 Apprentice Fund

The Contractor or any Subcontractor under him or her, who, in performing any of the Work under the Contract, employs journeymen or apprentices in any apprenticeable craft or trade shall contribute to the California Apprenticeship Council the same amount that the Director determines is the prevailing amount of apprenticeship training contributions in the area of the Project. The Contractor and Subcontractors may take as a credit for payments to the California Apprenticeship Council any amounts paid by the Contractor or Subcontractor to an approved apprenticeship program that can supply apprentices to the Project. The Contractor and Subcontractors may add the amount of the contributions in computing his or her bid for the Contract.

13.9.5 Prime Contractor Compliance

The responsibility of compliance with Article 13 and §1777.5 of the Labor Code for all apprenticeable occupations is with the Prime Contractor. Any Contractor or Subcontractor that knowingly violates the provisions of this Article or Labor Code §1777.5 shall be subject to the penalties set forth in Labor Code §1777.7.

13.10 ASSIGNMENT OF ANTITRUST CLAIMS

13.10.1 Application

Pursuant to Government Code § 4551, in entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or Subcontractor offers and agrees to assign to the Owner all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act, (15 U.S.C. § 15) or under the Cartwright Act (Chapter 2 [commencing with § 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from the purchase of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders Retention Payment to the Contractor, without further acknowledgment by the parties. If the Owner receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under Chapter 11 (commencing with § 4550) of Division 5 of Title 1 of the Government Code, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the Owner any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the Owner as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

13.10.2 Assignment of Claim

Upon demand in writing by the assignor, the Owner shall, within one (1) year from such demand, reassign the cause of action assigned pursuant to this Article if the assignor has been or may have been injured by the violation of law for which the cause of action arose and the Owner has not been injured thereby or the Owner declines to file a court action for the cause of action.

13.11 STATE AND OWNER CONDUCTED AUDITS

Pursuant to and in accordance with the provisions of Government Code § 10532, or any amendments thereto, all books, records, and files of the Owner, the Contractor, or any Subcontractor connected with the performance of this Contract involving the expenditure of state funds in excess of Ten Thousand Dollars (\$10,000.00), including, but not limited to, the administration thereof, shall be subject to the examination and audit of the Office of the Auditor General of the State of California for a period of five (5) years after Retention Payment is made or a Notice of Completion is Recorded, whichever occurs first. Contractor shall preserve and cause to be preserved such books, records, hard drives, electronic media, and files for the audit period.

Pursuant to the remedies under Public Contract Code Section 9201 and Government Code Section 930.2, Contractor, through execution of this Agreement, also agrees the Owner shall have the right to review and audit, upon reasonable notice, the books and records of the Contractor concerning any monies associated with the Project. The purpose of this Audit is to quickly and efficiently resolve disputes based on the actual costs incurred and to reduce the uncertainty in resolving disputes with limited information. The Owner shall perform any audits at its own cost and any such audit shall be performed by an independent auditor, having no direct or indirect relationship with the functions or activities being audited or with the business conducted by the Contractor or Owner. In the even the independent auditor determines that Change Orders, Response to Request for Proposals, Claims, Appeal of Claims, or other requests for payment the Auditor shall report the results of the Audit findings to the Owner and provide a copy to the Contractor after giving the Owner Board the opportunity for at least 10 days review. If the Contractor disputes the findings of the independent auditor, such dispute shall be handled in the manner set forth under Article 4.6.2 entitled Disputes.

If Contractor having agreed to the terms of this Contract fails to produce books or records requested by Auditor, such failure to produce books or records that were required to be preserved for audit, it shall be presumed that the information contained in the withheld books or records were unfavorable to the Contractor and the Auditor shall note this refusal in the results of the Audit findings for further evaluation by the Owner and the Owner's Board. The refusal to release records that are concerning monies associated with the Project may be used as a grounds to debar the Contractor for failure to preserve records under Article 13.11 and the failure to produce required audit records may also be used as a grounds for a negative finding against the Contractor depending on the significance of the records that are withheld by Contractor. Failure to produce Job Cost Data tied to Job cost categories and budgets shall be presumed an intentional failure to produce key audit records. Similarly, failure to produce daily time records (prepared at or near the time of the Work actually took place (See Article 3.16) shall be presumed an intentional failure to produce key audited records.

If Contractor is seeking costs for inefficiency, home office overhead, or unanticipated increased costs due to delays or acceleration, Contractor shall also produce copies of the original bid tabulation utilized in submitting Contractors bid for the Project. This document shall be considered confidential and shall not be subject to disclosure through a Public Records Act and shall not be distributed to anyone other than the Owner and the Owner's counsel. This bid tabulation shall only be used in litigation, arbitration, evaluation of Claims or Disputes, Audit, and trial. If the records for the bid tabulation are kept on a computer, the Contractor shall also

produce all metadata (in native format) that accompanies the bid tabulation for inspection to prove the authenticity of the underlying bid tabulation. Failure to produce the bid tabulation for review of inefficiency, home office overhead, or unanticipated increased costs due to delays or accelerations shall be considered material evidence that the bid tabulation was not favorable to the Contractor. This evidence shall be entered as a jury instruction for trial that the bid tabulation was not produced and the bid tabulation information was unfavorable to the Contractor. The evidence may also be used in Debarment Proceedings, and noted as an exception to an Audit Findings.

Upon notification of Contractor concerning the results of the audit and a reasonable time has passed for Contractor to respond to Audit Findings and if either there is no Dispute of the Audit findings under Article 4.6.2 or if the result after utilizing the Disputes Clause confirms the Audit findings, the Owner may seek reimbursement for overstated Claims, Change Orders, or Appeal of Claims and may also undertake debarment proceedings.

13.12 STORM WATER POLLUTION PREVENTION

13.12.1 Application

This Section addresses the preparation, implementation and monitoring of a Storm Water Pollution Prevention Plan (SWPPP) for the purpose of preventing the discharge of pollutants from the construction site. This includes the elimination of pollution discharges such as improper dumping, spills or leakage from storage tanks or transfer areas. The Owner has retained a firm to prepare a SWPPP and obtain approval of the Permit Registration Documents ("PRDs") that include a Notice of Intent, Construction Risk Calculation, Site Map, SWPPP, Annual Fee and any additional required documents from all applicable Local Governing Agencies including the Regional Water Quality Control Board. The Contractor shall secure a certification that the Project has met all of the conditions of the General Construction Activity Storm Water Permit (GCASP) and comply with all applicable local, state and federal regulations governing storm water pollution prevention.

13.12.2 References and Materials

- California Stormwater Quality Association New Development and Redevelopment Best Management Practice Handbook
- 2009 California Stormwater Quality Association Construction BMP Handbook .
- State Water Resources Control Board (2009). Order 2009-0009-DWQ, NPDES General Permit No. CAS000002: Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbing Activities. Available on-line at:

- http://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml.- Use materials of a class, grade and type needed to meet the performance described in the BMP Handbook.

13.12.3 Preparation and Approval

13.12.4 Not used. Implementation

The Contractor shall implement the Storm Water Pollution Prevention Plan by doing the following:

- a. Obtain a Waste Discharger Identification (WDID) number from the SWRCB before beginning construction. This number will be issued once the PRDs are administratively accepted and fee is received.
 - b. Keep the SWPPP, REAPs, monitoring data on the construction site.
 - c. Employ a Qualified SWPPP Practitioner (QSP) to implement the SWPPP during construction and develop Rain Event Action Plans ("REAPs").
 - d. Install, inspect, maintain and monitor BMPs required by the General Permit.
 - e. Install perimeter controls prior to starting other construction work at the site.
 - f. Contain on-site storm water at the jobsite. Do not drain on-site water directly into the storm drain.
 - g. Implement the SWPPP.
 - h. Provide SWPPP and BMP implementation training for those responsible for implementing the SWPPP.
 - i. Designate trained personnel for the proper implementation of the SWPPP.
 - j. Conduct monitoring, as required, and assess compliance with the Numeric Action Levels (NALs) or Numeric Effluent Limitations (NELs) appropriate to your project.
 - k. Report monitoring data.
5. Maintain a paper or electronic copy of all required records for three years from the date generated or date submitted, whichever is last. These records must be available at the construction site until construction is completed.
 6. Have a QSD revise the SWPPP as needed to reflect the phases of construction and to suit changing site conditions and instances when properly installed systems are ineffective.
 7. Assist the Owner with entering any necessary data or information into the Stormwater Multi-Application and Reporting System ("SMARTS") system.

I. **At the end of Construction Contract:**

5. **Submit Notice of Termination (NOT) into the SMARTS when construction is complete and conditions of termination listed in the NOT have been satisfied. A copy of the NOT can be found at: http://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml.**
6. **Leave in place storm water pollution prevention controls needed for post-construction storm water management and remove those that are not needed as determined by the Owner. Thereafter, left-in-place controls will be maintained by the Owner.**
7. **Provide Site Monitoring Reports, SWPPP revisions, Compliance Certifications and related documents to the Owner. Post-construction storm water operation and management plan as mentioned in the compliance certifications are considered to be in place at the end of the Construction Contract.**

13.12.5 Monitoring

The Contractor shall conduct examination of storm water pollution prevention controls as required by the State Water Resources Control Board (2009). Order 2009-0009-DWQ, NPDES General Permit No. CAS000002: Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbing Activities. This includes properly qualified personnel performing all required monitoring, testing, inspections and monitoring. The Contractor shall also conduct examination of storm water pollution prevention controls, as well as before and after each storm event in compliance with the State Water Resources Control Board Order No. 2009-0009-DWQ, National Pollutant Discharge Elimination System General Permit No. CAS000002, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbance Activities (General Permit) (SWRCB, 2009).and at least once each 24-hour period during extended storm events to identify BMP effectiveness and implement repairs or BMP changes as soon as feasible. All maintenance related to a storm event should be completed within 48 hours of the storm event. The Contractor shall also prepare and maintain, at the jobsite, a log of each inspection using Site Monitoring Report forms.

13.12.6 Liabilities and Penalties

- a. **Review of the SWPPP and inspection logs by the Owner shall not relieve the Contractor from liabilities arising from non-compliance with storm water pollution regulations.**
- b. **Payment of penalties for non-compliance by the Contractor shall be the sole responsibility of the Contractor and will not be reimbursed by the Owner.**

- c. Compliance with the Clean Water Act pertaining to construction activity is the sole responsibility of the Contractor. For any fine(s) levied against the Owner due to non-compliance by the Contractor, the Owner will deduct from the final payment due the Contractor the total amount of the fine(s) levied on the Owner, plus legal and associated costs.
- d. The Contractor shall submit to the Owner a completed NOI for change of information (Construction Site Information and Material Handling/Management Practices).

ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

14.1 TERMINATION BY THE CONTRACTOR FOR CAUSE

14.1.1 Grounds for Termination

The Contractor may terminate the Contract if the Work is stopped for a period of thirty (30) consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, for only the following reasons:

- a. Issuance of an order of a court or other public authority having jurisdiction;
or
- b. An act of the United State or California government, such as a declaration of national emergency.

14.1.2 Notice of Termination

If one of the above reasons exists, the Contractor may, upon written notice of seven (7) additional days to the Owner, terminate the Contract and recover from the Owner payment for Work executed and for reasonable costs verified by the Architect with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages.

14.2 TERMINATION BY THE OWNER FOR CAUSE

14.2.1 Grounds for Termination

The Owner may terminate the Contractor and/or this Contract for the following reasons:

- a. Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- b. Persistently or repeatedly is absent, without excuse, from the job site;
- c. Fails to make payment to Subcontractors, suppliers, materialmen, etc.;
- d. Persistently disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction;
- e. Fails to provide a schedule or fails or refuses to update schedules required under the Contract;
- f. Falls behind on the Project and refuses or fails to undertake a recovery schedule;

- g. If the Contractor has been debarred from performing Work;
- h. Becomes bankrupt or insolvent, including the filing of a general assignment for the benefit of creditors; or
- i. Otherwise is in substantial breach of a provision of the Contract Documents.

14.2.2 Notification of Termination

When any of the above reasons exist, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety written notice of seven (7) days, terminate the Contractor and/or this Contract and may, subject to any prior rights of the surety:

- a. Take possession of the Project and of all material, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- b. Accept assignment of Subcontracts. Contractor acknowledges and agrees that if the Owner (in its sole and absolute discretion) decides to takeover completion of the Project, the Contractor agrees to immediately assign all subcontracts to the Owner which the Owner has chosen to accept;
- c. Complete the Work by any reasonable method the Owner may deem expedient, including contracting with a replacement contractor or contractors; and,
- d. Agree to accept a takeover and completion arrangement with Surety that is acceptable to the Owner Board.

14.2.3 Takeover and Completion of Work after Termination for Cause

A Termination for Cause is an urgent matter which requires immediate radiation since Project Work is open and incomplete, the site is subject to vandalism and theft, the Project site is considered a public nuisance, and there is a possibility of injury and deterioration of the Project Work and materials. Thus, the Owner shall be entitled to enter a takeover contract to either remediate the unfinished condition or complete the Work for this Project.

14.2.4 Payments Withheld

If the Owner terminates the Contract for one of the reasons stated in Paragraph 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is complete. All costs associated with the termination and completion of the Project shall be the responsibility of the Contractor and/or its surety.

14.2.5 Payments upon Completion

If the unpaid balance of the Contract Sum exceeds costs of completing the Work, including compensation for professional services and expenses made necessary thereby, such

excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor and its Surety shall pay the difference to the Owner. The amount to be paid to the Contractor, or Owner, as the case may be, shall be certified by the Architect upon application. This payment obligation shall survive completion of the Contract.

14.3 TERMINATION OF CONTRACT BY OWNER (CONTRACTOR NOT AT FAULT)

14.3.1 Termination for Convenience

Owner may terminate the Contract upon fifteen (15) calendar days of written notice to the Contractor and use any reasonable method the Owner deems expedient to complete the project, including contracting with replacement contractor or contractors, if it is found that reasons beyond the control of either the Owner or Contractor make it impossible or against the Owner's interest to complete the Work. In such a case, the Contractor shall have no claims against the Owner except: (1) the actual cost for labor, materials, and services performed which may be documented through timesheets, invoices, receipts, or otherwise, and (2) ten percent (10%) profit and overhead, and (3) five percent (5%) termination cost of the total of items (1) and (2). Contractor acknowledges and agrees that if the Owner (in its sole and absolute discretion) decides to takeover completion of the Project, the Contractor agrees to immediately assign all subcontracts to the Owner which the Owner has chosen to accept.

14.3.2 [Reserved]

14.4 REMEDIES OTHER THAN TERMINATION

If a default occurs, the Owner may, without prejudice to any other right or remedy, including, without limitation, its right to terminate the Contract pursuant to Article 14.2, do any of the following:

- a. Permit the Contractor to continue under this Contract, but make good such deficiencies or complete the Contract by whatever method the Owner may deem expedient, and the cost and expense thereof shall be deducted from the Contract Price or paid by the Contractor to the Owner on demand;
- b. If the workmanship performed by the Contractor is faulty or defective materials are provided, erected or installed, then the Owner may order the Contractor to remove the faulty workmanship or defective materials and to replace the same with work or materials that conform to the Contract Documents, in which event the Contractor, at its sole costs and expense, shall proceed in accordance with the Owner's order and complete the same within the time period given by the Owner in its notice to the Contractor; or
- c. Initiate procedures to declare the Contractor a non-responsible bidder for a period of two (2) to five (5) years thereafter.

All amounts expended by the Owner in connection with the exercise of its rights hereunder shall accrue interest from the date expended until paid to the Owner at the maximum legal rate. The Owner may retain or withhold any such amounts from the Contract Price. If the Contractor is ordered to replace any faulty workmanship or defective materials pursuant to Paragraph (b)

above, the Contractor shall replace the same with new work or materials approved by the Architect and the Owner, and, at its own cost, shall repair or replace, in a manner and to the extent the Architect and the Owner shall direct, all Work or material that is damaged, injured or destroyed by the removal of said faulty workmanship or defective material, or by the replacement of the same with acceptable work or materials. In no event shall anything in this Paragraph be deemed to constitute a waiver by the Owner of any other rights or remedies that it may have at law or in equity, it being acknowledged and agreed by the Contractor that the remedies set forth in this Paragraph are in addition to, and not in lieu of, any other rights or remedies that the Owner may have at law or in equity.

SPECIAL CONDITIONS

1. SCOPE OF WORK

Demolition, removal and replacement of the existing synthetic turf field per drawings and technical specifications prepared by Verde Design, Inc.

The following supplements modify the General Conditions. Where a portion of the General Conditions is modified and or deleted by these Special Conditions, the unaltered portions of the General Conditions shall remain in effect.

2. Article 8 – TIME

Article 8 Schedule Inclusion Requirements –The Contractor's Baseline Schedule shall include the following Milestone Schedule:

- Signed Contract (Due 4/10/19)
- Procurement/Mobilization Phase – Milestone #1 (Start Date: Not Later than 4/11/19)
 - Notice to Proceed
 - Submission of all remaining required submittals in accordance with General Conditions, Article 3.7.
 - Procure long lead/critical path materials
 - Mobilization/initial layout
- Procurement/Mobilization Phase – Milestone #1 (Completion Date: Not Later than 5/30/19)
- Construction Work Phase – Milestone #2 (Start Date: 5/31/19)
 - All related scope of work.
- Construction Work Phase – Milestone #2 (Completion Date: Not Later than 8/2/19)
- Final Contract Close-Out Phase – Milestone #3 (Start Date: Not Later than 8/3/19)
 - Final Contract Close-Out Procedures, in accordance with General Conditions, Article 9.9.
- Final Contract Close-Out Phase – Milestone #3 (Completion Date: Not Later than 9/27/19)

3. Article 8.4.1 Liquidated Damages – Contractor will be liable to Owner for liquidated damages pursuant to Article 8.4 for each calendar day of delay in the amount set forth in the Agreement Form.

4. Article 11.10 Performance and Payment Bonds – The number of executed copies of the Performance Bond and the Payment Bond required is two (2).