

SIERRA SANDS UNIFIED SCHOOL DISTRICT

**Board of Education
Regular Meeting**

**December 12, 2019
Ridgecrest City Council Chambers
100 West California Avenue
Ridgecrest, CA 93555
www.ssusd.org**

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

A G E N D A

CALL TO ORDER AND PLEDGE TO THE FLAG

7:00 P.M.

Amy Castillo-Covert
Bill Farris
Tim Johnson - telephonically from 45000 St Andrews Church Rd., California, MD 20619
Kurt Rockwell, President
Michael Scott, Vice President/Clerk

Student Member, Lacie Whisnant

Dave Ostash, Ed.D., Superintendent

MOMENT OF SILENCE

1. **ADOPTION OF AGENDA**

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

2. **APPROVAL OF MINUTES** of the special meeting of November 7, 2019 and the regular and special meetings of November 21, 2019.

3. **PROGRAMS AND PRESENTATIONS**

Presentation to Lacie Whisnant, Student Board Member for Her Service for the 2019-20 School Year Fall Semester

4. PUBLIC HEARING

- 4.1 Public Hearing for Initial Sunshine Contract Proposal for 2020-21 from the Desert Area Teachers Association to the Board of Education

5. REPORTS AND COMMUNICATIONS

5.1 Student Member's Report

5.2 Reports from Members of the Board

5.3 Superintendent's Report

- Enrollment Update

5.4 Report to the Board of Trustees by the Desert Area Teachers Association

5.5 Report to the Board of Trustees by the California School Employees Association

5.6 Communications from the public

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

6. EDUCATIONAL ADMINISTRATION

7. POLICY DEVELOPMENT AND REVIEW

- 7.1 Approval of Board Policy 0520, Intervention for Underperforming Schools
- 7.2 Approval of Board Policy 0520.1, Comprehensive and Targeted Support and Improvement
- 7.3 Approval of Board Policy and Administrative Regulation 0460, Local Control and Accountability Plan
- 7.4 Adoption of Board Policy 5131.8, Mobile Communication Devices
- 7.5 First Reading of Board Policy 4119.24, 4219.24, 4319.24, Maintaining Appropriate Adult-Student Interactions

8. PERSONNEL ADMINISTRATION

8.1 Certificated

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

8.2 Classified

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

- 8.3 Presentation of Initial Sunshine Contract Proposal for 2020-21 from the Board of Education to the Desert Area Teachers Association
 - 8.4 Presentation of Initial Sunshine Contract Proposal for 2020-21 from Chapter 188 of the California School Employees Association (CSEA) to the Board of Education
 - 8.5 Presentation of Initial Sunshine Contract Proposal for 2020-21 from the Desert Area Guidance Association (DAGA) to the Board of Education
9. GENERAL ADMINISTRATION
- 9.1 Gifts to District
 - 9.2 Designation of Date and Time of the Organizational Meeting of the Board
10. CONSTRUCTION ADMINISTRATION
- 10.1 Report to the Board: Construction Activities and Issues
 - 10.2 Approval of Fire Alarm Repair and Replacement Contract with Tel-Tec Security Systems for Gateway Elementary School
11. BUSINESS ADMINISTRATION
- 11.1 Adoption of Resolution #15 1920 Regarding the Annual Accounting of Developer Fees for the 2018-19 Fiscal Year (Capital Facilities Fund-Fund 25)
 - 11.2 Adoption of Resolution #16 1920 Regarding Release of Excess Impounded Tax Revenues to Anticipate Pending Claims and/or Litigation (Impounds-Fund77)
 - 11.3 Approval to Enter Into an Agreement with Government Financial Strategies for Civic Engagement Committee Process
 - 11.4 Adoption of Resolution #17 1920 to Enter into an Agreement with Enterprise Fleet Management for Fleet Vehicle Leasing Using Sourcewell Contract 060618-EFM
 - 11.5 Approval to Enter into an Agreement with Parker & Covert for Bond Counsel Services
 - 11.6 Approval to Enter into an Agreement with EMC Research for a Public Opinion Survey
 - 11.7 Adoption of Resolution #18 1920 Implementing Prequalification of Construction Contractors under Public Contract Code 20111.6 Utilizing the Quality Bidders Questionnaire/Service
 - 11.8 Approval of First Interim Report for Fiscal Year 2019-20
12. CONSENT CALENDAR
- 12.1 Approval of A & B Warrants
 - 12.2 Approval for Burroughs High School Key Club to Attend an Out of State Key Club District Convention in Reno, Nevada from March 13-15, 2020
13. FUTURE AGENDA
14. ADJOURNMENT

The next regular meeting of the Board of Education will be January 16, 2020.

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

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

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Special Meeting of the Board of Education

DATE OF MEETING: November 7, 2019
TIME OF MEETING: 6:15 p.m.
PLACE OF MEETING: District Office
MEMBERS PRESENT: Castillo-Covert, Farris, Johnson, Rockwell, Scott
STAFF PRESENT: Dave Ostash, Ed.D., Superintendent

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus as written.

2. CONSENT CALENDAR

- 2.1 Approval of Recommendation for Expulsion, Expulsion Case #2 1920
- 2.2 Approval of Recommendation for Expulsion, Expulsion Case #3 1920

Motion passed to approve the consent calendar as presented. JOHNSON/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

3. CONSTRUCTION ADMINISTRATION

- 3.1 Approval to Enter into a Purchase Order with Central Valley Foam Experts, Inc. to Perform Foam Roof Repair at Richmond/Vieweg Elementary School

Motion passed to approve entrance into a purchase order as presented.
CASTILLO-COVERT/JOHNSON

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

- 3.2 Approval to Enter into a Lease Agreement with Elite Modular Leasing and Sales for (2) 24x40 Relocatable Classrooms at Richmond/Vieweg Elementary School

Motion passed to approve entrance into a lease agreement as presented.
CASTILLO-COVERT/JOHNSON

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

4. BUSINESS ADMINISTRATION

- 4.1 The board met with the superintendent in a workshop style session to discuss the potential benefits of vehicle fleet leasing. Greg Murphy of Enterprise Fleet Management presented information to the board. No action was taken.
5. ADJOURNMENT was at 7:15 p.m.

THE BOARD OF EDUCATION

Michael Scott, Vice President/Clerk

Dave Ostash, Ed.D., Secretary to the Board

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Minutes of the Regular Meeting of the Board of Education

DATE OF MEETING: November 21, 2019
TIME OF MEETING: 7:00 p.m.
PLACE OF MEETING: Ridgecrest City Council Chambers
MEMBERS PRESENT: Castillo-Covert, Farris, Johnson, Rockwell, Scott
Student Member-Whisnant
STAFF PRESENT: Dave Ostash, Ed.D., Superintendent

PLEDGE OF ALLEGIANCE was recited in unison, led by student board member Lacie Whisnant.

MOMENT OF SILENCE was observed.

1. ADOPTION OF AGENDA

The agenda was adopted by consensus as posted hearing the Inyo-Kern Schools Financing Authority (IKSFA) agenda following Item 11.1.

2. APPROVAL OF MINUTES

Hearing no comments, the minutes of the special meeting of November 7, 2019 and the regular and special meetings of October 17, 2019 were adopted by consensus as written.

3. PROGRAMS AND PRESENTATIONS

4. PUBLIC HEARING

5. REPORTS AND COMMUNICATIONS

5.1 Student Member's Report

Murray Middle School: The Robotics Teams have gone to multiple tournaments and have placed 1st or top 3 in most of them. The ASB has kept the Murray spirit alive with many activities. A new math intervention program called Edgenuity has begun to further support student learning in math. Murray continues to create engaging experiences in classrooms and with activities for our students.

James Monroe Middle School: The first quarter honor roll and merit award winners were recognized at an academic assembly. The October PBIS school-wide celebration was a success with even students who were ineligible to participate in the festivities being engaged with their teachers to earn points toward eligibility in the next celebration.

Mesquite High School: Mesquite had 3 new graduates this month. Students participated in the fall administration of the ASVAB exam and 11th graders completed the California Healthy Kids Survey. There have been several successful spirit days, awareness days, and fundraisers. Mesquite hosted a Soft Skills Boot Camp in collaboration with Trona High School and featured activities geared toward guiding students in interviewing skills as well as workplace soft skills. In honor of Thanksgiving, a Thankful Tree has been set up in the media center where students are encouraged to write what they are thankful for on leaves and attach them to the tree.

Burroughs High School: Winter sports have begun their seasons and clubs are having meetings and participating in volunteer work. Students participated in ASVAB testing and recently had their results delivered. Last week marked the end of the first trimester and second quarter progress reports were sent out.

5.2 Reports from Members of the Board

5.3 Superintendent's Report

Superintendent Ostash and Board President Kurt Rockwell presented board member Amy Castillo-Covert with a plaque reflecting the Friends of NAFIS award she recently received in Washington, D.C. and a United States Senate Certificate of Commendation from Senator Feinstein in recognition of this award. Superintendent Ostash reported enrollment is up approximately 82 students over this time last year with a total current enrollment of 5,162. He thanked elementary teachers for their efforts conducting parent/teacher conferences this week. Dr. Ostash reported on the various professional development opportunities provided for teachers and on the successful STEM day held at Burroughs High School. He congratulated Inyokern Elementary School and the Anchored for Life counselors for being featured in the Academic Anchor magazine. Dr. Ostash and Board President Kurt Rockwell will participate in presentation of a session on the prevention of educator misconduct at the CSBA Annual Education Conference next month. Pierce and Las Flores Elementary Schools will be piloting the Raptor volunteer management system that immediately screens and tracks those who come on campus through the school office.

5.4 Report to the Board of Trustees by the Desert Area Teachers Association

Eileen Poole, President of the Desert Area Teachers Association, expressed gratitude to Dr. Ostash for his kindness and the beneficial conversations she has had with him. She said teachers appreciate the interaction with parents during the parent/teach conference process. Ms. Poole hopes that DATA and the district can work together to find a solution to the substitute teacher crisis.

5.5 Report to the Board of Trustees by the California School Employees Association

No report was given.

5.6 Communications from the Public

No members of the public commented during this period.

6. EDUCATIONAL ADMINISTRATION

6.1 Appointment of Industry/Business Members to Career Technical Advisory Committee

Motion passed to approve the appointment as presented. CASTILLO-COVERT/SCOTT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

6.2 Authorization for SELPA to Contract with Ridgecrest Regional Hospital for Speech Language Pathologist Services

Motion passed to approve the contract as presented. SCOTT/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

7. POLICY DEVELOPMENT AND REVIEW

7.1 First Reading of Board Policy 0520, Intervention for Underperforming Schools

No action was taken.

7.2 First Reading of Board Policy 0520.1, Comprehensive and Targeted Support and Improvement

No action was taken.

7.3 First Reading of Board Policy and Administrative Regulation 0460, Local Control and Accountability Plan

No action was taken.

7.4 First Reading of Board Policy 5131.8, Mobile Communication Devices

No action was taken.

7.5 Approval of Revisions to Administrative Regulation 6145.2, Interscholastic Competition

Motion passed to approve the revisions as presented. SCOTT/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

7.6 Approval of Revisions to Board Policy 5131, Conduct

Motion passed to approve the revisions as presented. JOHNSON/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

8. PERSONNEL ADMINISTRATION

8.1 Certificated

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

8.2 Classified

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

8.3 Waiver Request Enabling the District to Assign Individuals in Certificated Positions without Appropriate Credentials

Motion passed to approve Items 8.1-8.3 as presented. SCOTT/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

8.4 Approval of Incentive for Early Notification of Retirement for 2019-20

Motion passed to adopt the incentive as presented. JOHNSON/FARRIS

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

8.5 Ratification of a Tentative Agreement between Chapter 188 of the California School Employees Association (CSEA) and the Board of Education Regarding Settlement of Contract Issues for 2019-20

Motion passed to approve the agreement as presented. CASTILLO-COVERT/JOHNSON

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

8.6 AB 1200 Documentation for the Ratification of a Tentative Agreement between Chapter 188 of the California School Employees Association (CSEA) and the Board of Education

Motion passed to approve the documentation as presented. JOHNSON/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

8.7 Presentation of Initial Sunshine Contract Proposal for 2020-21 from the Desert Area Teachers Association (DATA) to the Board of Education

Motion passed to receive the proposal from DATA. SCOTT/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

8.8 Notification of Adjustment of Salary Compensation for Desert Area Guidance Association (DAGA), Confidential, and Management Employees for 2019-20

Motion passed to approve the salary adjustment as presented.

SCOTT/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

9. GENERAL ADMINISTRATION

9.1 Gifts to District

Motion passed to accept the following gifts: Brittnei Rickman made a donation of five Kindle Fire devices with an estimated cash value of \$500 to be used in Mrs. Rickman's kindergarten classroom at Faller Elementary School, Christina Ricketts made a donation of a 1997 Ford Taurus with an estimated cash value of \$1,500 to be used by the Burroughs High School auto

shop, and Roger Ross donated a 1998 Ford Ranger with an estimated cash value of \$2,000 to be used by the auto shop at Burroughs High School. SCOTT/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

9.2 Appointment of Student Member to the Board of Education for the 2019-20 School Year Spring Semester

Motion passed to approve the appointment as presented. JOHNSON/CASTILLO-COVERT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

9.3 Nominations for Representatives to the California School Boards Association (CSBA)

No nominations were heard.

10. CONSTRUCTION ADMINISTRATION

10.1 Report to the Board: Construction Activities and Issues

Sierra Sands Director of Construction Randy Coit briefed the board on construction activities throughout the district. The Richmond/Vieweg campus will have two additional relocatables delivered over the Thanksgiving break and will be ready to inhabit January 2020. The Parker Performing Arts Center T-bar ceiling and lighting needs repair and the center will undergo hazardous material testing. The decision on placement of the new Richmond campus is underway with property at the corner of Ridgecrest Blvd. and Richmond Rd. being a top consideration.

11. BUSINESS ADMINISTRATION

11.1 Approval of Resolution #14 1920, Authorization to Increase the Revolving Cash Fund

Motion passed to increase the fund as presented. CASTILLO-COVERT/JOHNSON

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

President Rockwell temporarily adjourned the Sierra Sands Unified School District board meeting at 8:06 p.m. and opened the meeting of the Board of Directors of the Inyo-Kern Schools Financing Authority. The Sierra Sands Unified School District Board of Education meeting was reopened at 8:07 p.m.

12. CONSENT CALENDAR

12.1 Approval of A & B Warrants

12.2 Ratification of Memorandum of Understanding between Sierra Sands Unified School District and Achieve Behavioral Assoc., LLC

12.3 Approval of University Intern Agreement with CalState Teach

12.4 Approval of Student Teaching Agreement with CalState Teach Preparation Program

12.5 Approval of University Intern Agreement with Brandman University

12.6 Approval of Student Teaching Agreement with Brandman University Preparation Program

Motion passed to approve the consent calendar as presented.

CASTILLO-COVERT/SCOTT

AYES: Castillo-Covert, Farris, Johnson, Rockwell, Scott

13. FUTURE AGENDA

14. ADJOURNMENT was at 8:08 p.m.

THE BOARD OF EDUCATION

Michael Scott, Vice President/Clerk

Dave Ostash, Ed.D., Secretary to Board

Recorder: Diane Naslund

4. PUBLIC HEARING

4.1 Public Hearing for Initial Sunshine Contract Proposal for 2020-21 from the Desert Area Teachers Association to the Board of Education

BACKGROUND INFORMATION: The Desert Area Teachers Association submitted its initial sunshine contract proposal for the 2020-21 school year to the Board of Education at its regular meeting of November 21, 2019.

CURRENT CONSIDERATIONS: A public hearing provides time for comment on this proposal.

FINANCIAL IMPLICATIONS: None at this time.

SUPERINTENDENT’S RECOMMENDATION: Conduct a public hearing on the proposal for Initial Sunshine Contract Proposal for 2020-21 from the Desert Area Teachers Association to the Board of Education.

**Sierra Sands Unified School District
Month 3 Enrollment 2019-2020**

| SCHOOL | 2019-20 YTD% | 2018-19 YTD% | TK-K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9-12 | SDC | 2019-20 TOTAL | 2018-19 TOTAL | CHANGE | |
|----------------|-----------------|-----------------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|------------------|------------------|--------|-----|
| FALLER | 96.9% | 96.6% | 95 | 71 | 88 | 88 | 76 | 90 | | | | | 11 | 519 | 474 | 45 | |
| GATEWAY | 95.8% | 95.7% | 69 | 57 | 68 | 65 | 77 | 57 | | | | | | 393 | 395 | -2 | |
| INYO KERN | 95.7% | 95.2% | 31 | 23 | 24 | 27 | 33 | 28 | | | | | 20 | 186 | 183 | 3 | |
| LAS FLORES | 97.1% | 96.5% | 87 | 76 | 79 | 87 | 77 | 82 | | | | | | 488 | 481 | 7 | |
| PIERCE | 95.8% | 96.1% | 80 | 60 | 57 | 44 | 54 | 62 | | | | | 32 | 389 | 399 | -10 | |
| RICHMOND ANNEX | 92.9% | 93.3% | | | | | | | | | | | 60 | 60 | 102 | -42 | |
| RICHMOND | 96.3% | 96.5% | 65 | 44 | 53 | 61 | 57 | 59 | | | | | | 339 | 343 | -4 | |
| TOTAL K -5 | 96.3% | 96.1% | 427 | 331 | 369 | 372 | 374 | 378 | | | | | 123 | 2374 | 2377 | -3 | |
| MONROE | 96.3% | 95.8% | | | | | | | 132 | 163 | 166 | | 36 | 497 | 479 | 18 | |
| MURRAY | 96.3% | 96.4% | | | | | | | 230 | 215 | 227 | | 31 | 703 | 649 | 54 | |
| TOTAL 6 -8 | 96.3% | 96.2% | | | | | | | 362 | 378 | 393 | | 67 | 1200 | 1128 | 72 | |
| BURROUGHS | 95.8% | 95.3% | | | | | | | | | | | | 1412 | 1493 | 1507 | -14 |
| MESQUITE | 93.8% | 97.7% | | | | | | | | | | | | 78 | 78 | 66 | 12 |
| TOTAL 9 - 12 | | | | | | | | | | | | | | 1490 | 1571 | 1573 | -2 |
| 19-20 TOTAL | 96.2% | | 427 | 331 | 369 | 372 | 374 | 378 | 362 | 378 | 393 | 1490 | 271 | 5145 | --- | --- | |
| 18-19 TOTAL | | 95.9% | 405 | 370 | 371 | 368 | 386 | 347 | 356 | 355 | 351 | 1501 | 268 | | 5078 | --- | |
| CHANGE | | 0.30% | 22 | -39 | -2 | 4 | -12 | 31 | 6 | 23 | 42 | -11 | 3 | --- | --- | 67 | |

Elementary K - 5

| Regular | 2019-20 | 2018-19 |
|--------------------------|---------|---------|
| K | 427 | 405 |
| 1 - 3 | 1072 | 1109 |
| 4 - 5 | 752 | 733 |
| Special Education | | |
| SDC | 123 | 130 |
| RSP | 99 | 93 |

Middle 6-8

| Regular | 2019-20 | 2018-19 |
|--------------------------|---------|---------|
| | 1133 | 1062 |
| Special Education | | |
| SDC | 67 | 66 |
| RSP | 95 | 81 |

High School 9 - 12

| Regular | 2019-20 | 2018-19 |
|--------------------------|---------|---------|
| | 1412 | 1435 |
| Continuatio | 78 | 66 |
| Special Education | | |
| SDC | 81 | 72 |
| RSP | 120 | 122 |

Adult

| | | |
|--|-----|-----|
| | 137 | 134 |
|--|-----|-----|

7. POLICY DEVELOPMENT AND REVIEW

7.1 Adoption of Board Policy 0520, Intervention for Underperforming Schools

BACKGROUND INFORMATION: The Assistant Superintendent of Curriculum and Instruction has reviewed selected board policies and administrative regulations as a result of recommendations for revisions from the California School Boards Association (CSBA) policy service. This proposed policy is a new policy for district and board consideration. The first reading of BP 0520, Intervention for Underperforming Schools was November 21, 2019.

CURRENT CONSIDERATIONS: Board Policy 0520 contains material formerly in BP 0460 Local Control and Accountability Plan (LCAP) regarding interventions to support the continuous improvement of student performance within the priorities identified in the district's LCAP. Information has been added to reference interventions that will be provided to schools identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI). Sierra Sands currently has one school in CSI and two schools in ATSI.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board adopt Board Policy 0520, Intervention for Underperforming Schools as presented.

Intervention For Underperforming Schools

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

*(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)*

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

- 1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness*
- 2. Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district*

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

With the approval of the County Superintendent, the district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)

If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one

Intervention For Underperforming Schools

or more of the following: (Education Code 52072)

- 1. Revision of the district's LCAP*
- 2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities*
- 3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement*

In addition, any school identified by the California Department of Education for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

(cf. 0420 - School Plans/Site Councils)

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

Legal Reference:

EDUCATION CODE

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

60640-60649 California Assessment of Student Performance and Progress

64001 School plan for student achievement

UNITED STATES CODE, TITLE 20

6311-6322 Improving basic programs for disadvantaged students, especially:

6311 State plans

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Dashboard

CSI/TSI/ATSI Frequently Asked Questions

California ESSA Consolidated State Plan, 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016

Intervention For Underperforming Schools

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California School Dashboard: <http://www.caschooldashboard.org>

U.S. Department of Education: <http://www.ed.gov>

Policy

Adopted: December 12, 2019

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Ridgecrest, California

7. POLICY DEVELOPMENT AND REVIEW

7.2 Adoption of Board Policy 0520.1, Comprehensive and Targeted Support and Improvement

BACKGROUND INFORMATION: The Assistant Superintendent of Curriculum and Instruction has reviewed selected board policies and administrative regulations as a result of recommendations for revisions from the California School Boards Association (CSBA) policy service. This proposed policy is a new policy for district and board consideration. The first reading of BP 0520.1, Comprehensive and Targeted Support and Improvement was November 21, 2019.

CURRENT CONSIDERATIONS: Board Policy 0520.1 addresses the state's accountability system, developed in response to federal Title I requirements, to provide interventions to schools identified by CDE for Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), or Additional Targeted Support and Improvement (ATSI). Policy includes criteria for the identification of schools, requirements for a school improvement plan, and actions to be taken if implementation of the school plan is unsuccessful after a specified period of years.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board adopt Board Policy 0520.1, Comprehensive and Targeted Support and Improvement as presented.

Comprehensive and Targeted Support And Improvement

The Governing Board is committed to enabling all district students to meet state academic achievement standards. The district shall provide support and assistance to increase student achievement in all district schools, especially any school that has been identified by the California Department of Education (CDE) as in need of comprehensive support and improvement (CSI), targeted support and improvement (TSI), or additional targeted support and improvement (ATSI).

(cf. 0500 - Accountability)

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 6011 - Academic Standards)

(cf. 6171 - Title I Programs)

When any school is identified for CSI, TSI, or ATSI, the Superintendent or designee shall notify the school community, including the principal, teachers, and parent/guardians of students of the school, of the identification and, if applicable, shall inform the school of the student subgroup(s) which are consistently underperforming at the school.

School Plan

Upon receiving notification from CDE that a district school has been identified as eligible for CSI, TSI, or ATSI, the district shall, in partnership with principals, other school leaders, teachers, and parents/guardians, develop and implement a plan to improve student outcomes at the school. The plan shall: (20 USC 6311)

- 1. Be based on all state indicators in the California School Dashboard, including student performance against state-determined long-term goals, except that any school subject to the state's Dashboard Alternative School Status that has fewer than 100 students may focus on the state indicators that are more applicable to the nature of its program*
- 2. Be based on a school-level needs assessment*
- 3. Include evidence-based interventions*
- 4. If the school is identified for CSI or ATSI, identify resource inequities, which may include a review of district and school-level budgets, to be addressed through implementation of the plan*

(cf. 0400 - Comprehensive Plans)

The school plan for student achievement developed pursuant to Education Code 64001 may serve as the school improvement plan required for CSI, TSI, or ATSI, provided that the plan

Comprehensive and Targeted Support And Improvement

meets the requirements of 20 USC 6311. (Education Code 64001)

(cf. 0420 - School Plans/Site Councils)

The school improvement plan shall be submitted to the Board for approval. (20 USC 6311)

If any district school is identified for CSI, the district's local control and accountability plan shall include descriptions of how the district provides support to CSI school(s) in developing the CSI plan and how the district will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

(cf. 0460 - Local Control and Accountability Plan)

Monitoring and Intervention

The Board and the Superintendent or designee shall regularly review the performance of each school identified for CSI, TSI, or ATSI.

After two years of implementing the school plan, if any such school has been unsuccessful in improving student outcomes to a level that exceeds initial eligibility criteria, the district shall identify the problem and take additional action as necessary.

If a school identified for CSI fails to improve student outcomes within four years to a level that exceeds the CSI eligibility criteria, it shall be subject to more rigorous interventions that include, but are not limited to, partnering with an external entity, agency, or individual with demonstrated expertise and capacity to:

- 1. Conduct a new needs assessment that focuses on systemic factors and conduct a root cause analysis that identifies gaps between current conditions and desired conditions in student performance and progress*
- 2. Use the results of the analysis along with stakeholder feedback to develop a new improvement plan that includes:*
 - a. A prioritized set of evidence-based interventions and strategies*
 - b. A program evaluation component with support to conduct ongoing performance and progress monitoring*

Comprehensive and Targeted Support And Improvement

Legal Reference:

EDUCATION CODE

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

64001 School plan for student achievement

UNITED STATES CODE, TITLE 20

6311-6322 Improving basic programs for disadvantaged students, especially:

6311 State plans

6313 Eligibility of schools and school attendance areas; funding allocation

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Dashboard

CSI/TSI/ATSI Frequently Asked Questions

California ESSA Consolidated State Plan, 2017

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California School Dashboard: <http://www.caschooldashboard.org>

U.S. Department of Education: <http://www.ed.gov>

7. POLICY DEVELOPMENT AND REVIEW

7.3 Adoption of Board Policy and Administrative Regulation 0460, Local Control and Accountability Plan

BACKGROUND INFORMATION: The Assistant Superintendent of Curriculum and Instruction has reviewed selected board policies and administrative regulations as a result of recommendations for revisions from the California School Boards Association (CSBA) policy service.

CURRENT CONSIDERATIONS: Board Policy (BP) and Administrative Regulation (AR) 0460 Local Control and Accountability Plan (LCAP) contains board implementation of Education Code 52060-52077 which require the Governing Board to adopt and annually update, on or before July 1, a three-year local control and accountability plan (LCAP). The BP and AR guide the requirements associated with the LCAP development, consultation, stakeholder engagement, and monitoring processes. The first reading occurred at the November 21, 2019 board meeting.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the board adopt BP and AR 0460 Local Control and Accountability Plan.

Local Control And Accountability Plan

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA.

Local Control And Accountability Plan

(Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR

Local Control And Accountability Plan

15495)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 6020 - Parent Involvement)

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included

Local Control And Accountability Plan

in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

Local Control And Accountability Plan

Monitoring Progress

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 or 20 USC 6311 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)

Legal Reference:

EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

47604.33 Submission of reports by charter schools

47606.5 Charter schools, local control and accountability plan

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

64001 School plan for student achievement

99300-99301 Early Assessment Program

WELFARE AND INSTITUTIONS CODE

300 Dependent child of the court

Local Control And Accountability Plan

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

15494-15497 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California School Dashboard: <http://www.caschooldashboard.org>

Policy

Adopted: December 12, 2019

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Ridgecrest, California

Local Control And Accountability Plan

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

Local Control And Accountability Plan

d. Student achievement, as measured by all of the following as applicable:

(1) Statewide assessments of student achievement

(2) 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; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; and have successfully completed both college entrance courses and CTE sequences or programs

(3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

(4) The English learner reclassification rate

(5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

(6) The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)

(cf. 6141.5 - Advanced Placement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6178 - Career Technical Education)

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

Local Control And Accountability Plan

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Local Control And Accountability Plan

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

- 1. Identify those services that are being funded and provided on a districtwide or schoolwide basis*
- 2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas*
- 3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.*

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52065)

(cf. 1113 - District and School Web Sites)

Regulation

Approved: December 12, 2019

*SIERRA SANDS UNIFIED SCHOOL DISTRICT
Ridgecrest, California*

7. POLICY DEVELOPMENT AND REVIEW

7.4 Adoption of Board Policy 5131.8, Mobile Communication Devices

BACKGROUND INFORMATION: The Assistant Superintendent of Human Resources has reviewed selected board policies and administrative regulations as a result of recommendations for revisions from the California School Boards Association (CSBA) policy service. This proposed board policy is a reflection of a new law for the district and for Board consideration. The first read for this policy was at the regular board meeting of November 21, 2019.

CURRENT CONSIDERATIONS: This new board policy reflects a new law (AB 272) which authorizes boards to limit or prohibit student use of smartphones while at school or while under the supervision and control of a district employee, except under specified circumstances (i.e., in an emergency, with permission of teacher or administrator, when directed by student's health care provider, when required by student's individualized education program). This board policy also addresses reasonable search of students' mobile communication devices, employees' authority to confiscate a device, and discipline for off-campus use of a mobile communication device which poses a threat of danger to the safety of students, staff, or district property or substantially disrupts school activities.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board adopt Board Policy 5131.8, Mobile Communication Devices.

Mobile Communication Devices

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

*(cf. 0450 - Comprehensive Safety Plan)
(cf. 5131.2 - Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.9 - Academic Honesty)
(cf. 5137 - Positive School Climate)
(cf. 5141.52 - Suicide Prevention)
(cf. 6163.4 - Student Use of Technology)*

Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

- 1. In the case of an emergency, or in response to a perceived threat of danger*
- 2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator*
- 3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being*
- 4. When the possession or use is required by the student's individualized education program*

(cf. 6159 - Individualized Education Program)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search

Mobile Communication Devices

shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)

(cf. 5145.2 - Freedom of Speech/Expression)

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion, especially:

48901.5 Regulation of possession or use of electronic signaling devices

48901.7 Limitation or prohibition of student use of cell phones

51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

Students

BP 5131.8 (c)

Mobile Communication Devices

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness

COURT DECISIONS

J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094

New Jersey v. T.L.O. (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Center for Safe and Responsible Internet Use:

<http://www.ewa.org/organization/center-safe-and-responsible-internet-use>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

Policy

Adoption: December 12, 2019

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Ridgecrest, California

7. POLICY DEVELOPMENT AND REVIEW

7.5 First Reading of Board Policy 4119.24, 4219.24, 4319.24, Maintaining Appropriate Adult-Student Interactions

BACKGROUND INFORMATION: The Assistant Superintendent of Human Resources has reviewed selected board policies and administrative regulations as a result of recommendations for revisions from the California School Boards Association (CSBA) policy service. This proposed policy is a new optional policy for district and Board consideration.

CURRENT CONSIDERATIONS: This new optional policy addresses the avoidance of unlawful and inappropriate interactions between staff and students, an employee's responsibility to report another employee's violation of this policy, disciplinary consequences for staff, referral to law enforcement when appropriate, the requirement to post the code of conduct on school and/or district websites, and examples of conduct that are inappropriate or can create the appearance of impropriety.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: This is the first reading of Board Policy 4119.24, 4219.24, 4319.24, Maintaining Appropriate Adult-Student Interactions and will be presented to the board for adoption at the January 16, 2020 board meeting.

Maintaining Appropriate Adult-Student Interactions

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

(cf. 5145.7 - Sexual Harassment)

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

(cf. 4117.7/4317.7 - Employment Status Reports)

Maintaining Appropriate Adult-Student Interactions

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

- 1. Initiating inappropriate physical contact*
- 2. Being alone with a student outside of the view of others*
- 3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent*
- 4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal*

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

(cf. 4040 - Employee Use of Technology)

- 5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee*
- 6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media),*

Maintaining Appropriate Adult-Student Interactions

unless the site is dedicated to school business

- 7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students*
- 8. Addressing a student in an overly familiar manner, such as by using a term of endearment*
- 9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities*
- 10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose*
- 11. Transporting a student in a personal vehicle without prior authorization*
- 12. Encouraging students to confide their personal or family problems and/or relationships*
- 13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students*

Legal Reference

EDUCATION CODE

44030.5 Employment status reports

44050 Employee code of conduct; employee interactions with students

44242.5 Reports and review of alleged misconduct

44940 Sex offenses and narcotic offenses; compulsory leave of absence

48980 Parental notifications

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status, alleged misconduct

80304 Notice of sexual misconduct

Policy

First Reading: December 12, 2019

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Ridgecrest, California

8. PERSONNEL ADMINISTRATION

8.1 CERTIFICATED PERSONNEL

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

8.12 LEAVE OF ABSENCE

8.13 EMPLOYMENT

8.14 CHANGE OF STATUS

RECOMMENDED ACTION: To approve certificated personnel actions as presented.

8.2 CLASSIFIED PERSONNEL

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

8.22 LEAVE OF ABSENCE

8.23 EMPLOYMENT

8.24 CHANGE OF STATUS

RECOMMENDED ACTION: To approve classified personnel actions as presented.

8. PERSONNEL ADMINISTRATION

8.1 CERTIFICATED PERSONNEL

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

8.12 LEAVE OF ABSENCE

8.13 EMPLOYMENT

Coaches for 2019-20 year:

Jose Calderon
Krystal Klamt
Sarah Yoder

Volunteer Coaches for 2019-20 year:

Christopher Pietrangelo
Jamie Scheidemantel

8.14 CHANGE OF STATUS

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

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

Sheryl Centro
8 hr. SELPA Compliance Clerk – SELPA
Effective 11-29-19

8.22 LEAVE OF ABSENCE

8.23 EMPLOYMENT

Karen Besser
5 ½ hr. Paraprofessional I – Burroughs
Effective 11-13-19

Luz Dela Cruz
5 hr. Paraprofessional I – SELPA at Mesquite
Effective 11-12-19

Manuela Jimenez
4 hr. Clerk II – James Monroe
Effective 11-12-19

Samhain Johnson
1 ½ hr. Noon Duty Supervisor – Faller
Effective 11-14-19

Greg McAllister
5 ½ hr. Paraprofessional I – Burroughs
Effective 11-13-19

Daniel Ortiz
1 ½ hr. Monitor – Transportation
Effective 11-13-19

Classified Substitutes for the 2019-20 School Year:

Delia Celis
Bernadette Elson
Julianna Gorduyn

8. PERSONNEL ADMINISTRATION

8.2 CLASSIFIED PERSONNEL

8.23 EMPLOYMENT (CONT.)

Classified Substitutes for the 2019-20 School Year:

Noemi Magana

8.24 CHANGE OF STATUS

Carson Davis

From: 6 $\frac{3}{4}$ hr. Paraprofessional I – SELPA at Burroughs

To: 5 $\frac{1}{2}$ hr. Paraprofessional I – SELPA at Richmond

Effective 1-6-20

Courtney Marr

From: 6 $\frac{3}{4}$ hr. Paraprofessional II – Pierce

To: 5 $\frac{1}{2}$ hr. Paraprofessional II – Pierce

Effective 12-2-19

Christina Miller

From: 8 hr. Transportation Clerk – Transportation

To: 8 hr. Operation Technician – Transportation

Effective 11-21-19

Meritzel Herrera Solis

From: 5 $\frac{1}{2}$ hr. Paraprofessional I – Richmond

To: 8 hr. Paraprofessional I – SELPA at Richmond

Effective 12-2-19

Patrice Sealy

From: 6 hr. Paraprofessional II – Gateway

To: 5 $\frac{1}{2}$ hr. Paraprofessional II – Gateway

Effective 12-2-19

8. PERSONNEL ADMINISTRATION

8.3 Presentation of Initial Sunshine Contract Proposal for 2020-21 from the Board of Education to the Desert Area Teachers Association

BACKGROUND INFORMATION: The Board of Education would like to submit their sunshine proposal to the Desert Area Teachers Association for the 2020-21 school year.

CURRENT CONSIDERATIONS: The Board of Education will submit its initial sunshine contract proposal for 2020-21 to the Desert Area Teachers Association (DATA) at the meeting.

FINANCIAL IMPLICATIONS: Unknown.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board present the initial sunshine contract proposal for 2020-21 to the Desert Area Teachers Association and set the next regular meeting date as the date for the public hearing on the proposal.



SIERRA SANDS Unified School District

Bryan Auld, Assistant Superintendent of Human Resources

113 W. Felspar Ave., Ridgecrest, CA 93555 | Phone: 760-499-1620 | Fax 760-375-1253 | ssusd.org

Initial Proposal From The Sierra Sands Unified School District to the Desert Area Teachers Association December 12, 2019

Pursuant to Government Code section 3547, the Sierra Sands Unified School District (“District”) hereby submits its initial proposal to the Desert Area Teachers Association (“DATA”) for 2020-21.

The District has an interest in discussing the following Articles:

Article III – Salary

The District has an interest in negotiating regarding DATA unit member salaries to offer salaries and other compensation that will attract and retain highly qualified employees in all areas of instruction.

Article IV – Differentiated Pay

The District has an interest in negotiating regarding DATA unit member differentiated pay to offer differentiated pay and other compensation that will attract and retain highly qualified employees.

Article V – Health and Welfare

The District has an interest in negotiating regarding DATA unit member health and welfare benefits to discuss ways of seeking to control the escalating costs of health and welfare benefits through various approaches that will encourage all parties to obtain health and welfare benefits that provide competitive and adequate coverage at a reasonable cost.

Article VI – Work Hours

The District has an interest in negotiating regarding DATA unit member work hours, including but not limited the unit member’s work day and District expectations.

Article IX – Assignment, Vacancies, Reassignment, and Transfer

The District has an interest in negotiating regarding DATA unit member assignments, vacancies, reassignments, and transfers to, among other things, maintain a fair, equitable, and streamlined process for assigning and transferring employees, including but not limited to involuntary transfers, and incorporate legal requirements for teachers on special assignments.

Article X – Evaluation Procedure

The District has an interest in negotiating regarding DATA unit member evaluations to, among other things, streamline the evaluation process in order to provide unit members with constructive feedback on their performance.

8. PERSONNEL ADMINISTRATION

8.4 Presentation of Initial Sunshine Contract Proposal for 2020-21 from Chapter 188 of the California School Employees Association (CSEA) to the Board of Education

BACKGROUND INFORMATION: Chapter 188 of the California School Employees Association (CSEA) will submit their sunshine proposal to the Board of Education for the 2020-21 school year.

CURRENT CONSIDERATIONS: Chapter 188 of the California School Employees Association (CSEA) will submit its initial sunshine contract proposal for 2020-21 to the Board of Education at the meeting.

FINANCIAL IMPLICATIONS: Unknown.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board receive the initial sunshine contract proposal from Chapter 188 of the California School Employees Association (CSEA) and set the next regular meeting date as the date for the public hearing on the proposal.

8. PERSONNEL ADMINISTRATION

8.5 Presentation of Initial Sunshine Contract Proposal for 2020-21 from the Desert Area Guidance Association (DAGA) to the Board of Education

BACKGROUND INFORMATION: The Desert Area Guidance Association (DAGA) will submit their sunshine proposal to the Board of Education for the 2020-21 school year.

CURRENT CONSIDERATIONS: The Desert Area Guidance Association (DAGA) will submit its initial sunshine contract proposal for 2020-21 to the Board of Education at their regular meeting.

FINANCIAL IMPLICATIONS: Unknown.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board receive the initial sunshine contract proposal from the Desert Area Guidance Association (DAGA) and set the next regular meeting date as the date for the public hearing on the proposal.

9. GENERAL ADMINISTRATION

9.1 Gifts to District

CURRENT CONSIDERATIONS: The following gifts have been received: Catherine Mattox donated art supplies with an estimated cash value of \$3,000 to the visual arts program at Burroughs High School.

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

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

9. GENERAL ADMINISTRATION

9.2 Designation of Date and Time of the Organizational Meeting of the Board

BACKGROUND INFORMATION: Education Code Section 35143 requires that each school district hold an annual organizational meeting within the period of fifteen days of the second Friday in December, which this year is December 13 through December 28, 2019. Unless otherwise provided by rule of the governing board, the date and time of the annual organizational meeting shall be selected by the board at its regular meeting immediately prior to the annual meeting.

CURRENT CONSIDERATIONS: According to the annually adopted meeting schedule of the board, the regular meeting in December 2019 does not fall within the designated period of December 13-29, 2019. Thus, the organizational meeting of the board will instead be conducted at a special board meeting on December 17, 2019 at 12:00 noon.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the board designate December 17, 2019 at 12:00 noon as the date and time for the organizational meeting of the board. The meeting will be conducted at the Sierra Sands Unified School District office at 113 W. Felspar Avenue in Conference Room A.

10. CONSTRUCTION ADMINISTRATION

10.1 Report to the Board: Construction Activities and Issues

BACKGROUND INFORMATION: The purpose of this item is to keep the board, administration, and especially the community informed as to the progress of the district's construction efforts.

CURRENT CONSIDERATIONS: Mr. Randy Coit, Director of Construction with Sierra Sands Unified School District, will provide an update on these activities.

FINANCIAL IMPLICATIONS: None.

SUPERINTENDENT'S RECOMMENDATION: This item is presented for informational purposes and no action is required.

10. CONSTRUCTION ADMINISTRATION

10.2 Approval of Fire Alarm Repair and Replacement Contract with Tel-Tec Security Systems for Gateway Elementary School

BACKGROUND INFORMATION: During regular maintenance of district fire alarm systems, it was determined that the Gateway Elementary School system was in need of repair. In the process of procuring the necessary part for repair, the district discovered that parts are no longer manufactured for Gateway's original fire alarm system installed in 1992. Although a part was secured and the system was repaired, it is recommended that the system be replaced to ensure the safety of students and staff.

CURRENT CONSIDERATIONS: The California Uniform Public Construction Cost Accounting Act (CUPCCAA) is legislation that was enacted in 1993 to promote uniformity of the bidding procedures on construction work performed or contracted by public entities. The district "opted in" to CUPCCAA in 1994 via board resolution. Under CUPCCAA, public project work in the amount of \$60,000 or less can be performed internally, by negotiated contract, or by purchase order. Because the project was estimated to be under \$60,000, the district contacted Tel-Tec Security Systems directly to obtain a quote for the repair and replacement of the Gateway Elementary School fire alarm system. Tel-Tec Security System successfully performed the fire alarm replacement at Richmond Elementary School on the Vieweg campus.

FINANCIAL IMPLICATIONS: The estimate for this project is: \$44,980.20. The funding for this project would come from the Technology Department's budget out of General Fund.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the district contract with Tel-Tec Systems to repair and replace the fire alarm system at Gateway Elementary School.



**Sierra Sands School District
113 W. Felspar Ave
Ridgecrest, CA 93555**

**Attn: Donnie Morrison
Ph# (710) 382-7563
Email: dmorrison@ssusd.org**

October 15, 2019

Proposal

For

Fire Alarm System Repair and Replacement

At

**Gateway Elementary
501 S Gateway Blvd
Ridgecrest, CA 93555**

**Gateway Elementary
501 S Gateway Blvd
Ridgecrest, CA 93555**

Tel-Tec Security Systems, Inc. has been in business for over 37 years and is made up of individuals with proven security experience to provide the best value solution. Our local certified UL monitoring station is ready to respond to you personally 7 days a week 24 hours a day. We are an authorized security dealer of leading products to guarantee your satisfaction. Our organization has exemplary past performance ratings in government and private sectors, including banks, universities and airports, all trusting their security to us.

Why Tel-Tec Security Systems, Inc. is the alarm company of choice for your security needs:

- 1. When you call Tel-Tec Security, you will get a friendly voice to listen and respond to your needs.**
- 2. Family-owned local business with 37 years in the security industry and over 150 years of collective knowledge in security products and services.**
- 3. Technical superiority with a goal to custom design your system that is easy to use, that will save you money, and provide you peace of mind.**
- 4. Financing and payment plans are available.**
- 5. We have some of the brightest and the best professional technicians, who are uniformed, drug tested and passionate about the security industry.**
- 6. We invite you to visit our local UL monitoring facility for your own personal tour and our website at www.tel-tec.com.**
- 7. Call the BBB and ask for Tel-Tec Security's customer care track record.**
- 8. Tel-Tec volunteers in the community and reinvests locally by supporting nonprofit organizations who improve quality of life for youth and families. Some of the current community organizations that Tel-Tec supports are Leaders in Life and Bakersfield Symphony Orchestra BSO Next youth program.
<http://leadersinlife.org/>
<http://www.bsonow.org/programs/bso-next/>**

Scope of Work: Tel-Tec to provide the following upgrade to the existing fire alarm system. Per Tel-Tec's conversation with the Fire Department, Tel-Tec will remove the existing equipment and replace with new equipment. Tel-Tec will utilize all existing cabling and will provide all required plans and permits. Customer will be required to provide Fire Watch during the upgrade.

| | | Proposal | |
|----------|---|-----------------------|--------------------|
| Quantity | Description | | Extended Cost |
| 1 | 4G LTE 5dBi SMA Antenna (4A2-0144-S01SP4-050) | | \$ 5.25 |
| 1 | Silent Knight 1110p Address FA (SK-6820) | | \$ 2,049.23 |
| 1 | Silent Knight 5860R Keypad (SK-5860R) | | \$ 489.98 |
| 11 | Silent Knight Address. Smoke (SK-SD505PHOTO) | | \$ 923.78 |
| 12 | Silent Knight 6" Base Address (SK-SD5056AB) | | \$ 123.72 |
| 1 | Silent Knight Addressable Heat (SK-SD505HEAT) | | \$ 85.73 |
| 41 | Silent Knight Addressable Pull (SK-SD500 PS-DA) | | \$ 5,667.43 |
| 25 | Spectralert Outdoor Horn (BK-HRK-R) | | \$ 1,115.50 |
| 41 | Sensor System MultiCD HornStrb (BK-P2RL) | | \$ 2,653.93 |
| 8 | System Sensor MultiCD Strobe (BK-SRL) | | \$ 419.84 |
| 1 | DMP DualCom Fire Verizon (DUALCOMNF-LV) | | \$ 308.70 |
| 4 | Battery 12V 12 AH (WP 12-12) | | \$ 210.00 |
| 1 | Silent Knight P.S. 5895XL (SK-5895XL) | | \$ 859.23 |
| | | Materials | \$14,912.32 |
| | | Miscellaneous & Wire | \$ 2,155.00 |
| | | Sales Tax (8.25%) | \$ 1,408.05 |
| | | Labor and Programming | <u>\$41,562.50</u> |
| | | Total | <u>\$60,037.87</u> |
| | | -Discount | <u>\$15,057.67</u> |
| | | Grand Total | \$44,980.20 |
| | | Monthly Monitoring | \$ 55.00 |
| | | Annual Certification | \$ 1,500.00 |

Go Paperless for All Invoices and Statements:

Please provide your email address below if you would like to receive all invoices and statements electronically.

Email: _____

The above email address is intended for billing purposes only. All existing information on file will remain unchanged.

Payment Terms:

1. Once job is scheduled 100% material cost will be billed to the customer.
2. Unless otherwise negotiated and stated below, all labor cost will be progressively billed as follows, 50% at prewire and 50% upon completion.

Notes:

- 1. Warranty on new devices and workmanship shall be for one (1) year.**
- 2. This proposal is valid for six (6) months.**
- 3. Job is prevailing wage.**
- 4. The foregoing bid / proposal excludes any and all extraordinary costs or expenses incurred by Tel-Tec resulting from job site requirements or restrictions imposed by customer, including, but not limited to, additional insurance premiums resulting from any requirement to name customer as an additional insured or employer, or due to subrogation or indemnification provisions. Any such additional costs shall be added to the bid amount provided such costs are approved by both parties pursuant to a signed addendum to this bid / proposal.**
- 5. Subscriber acknowledges that additional protection may be obtained over and above that provided herein at an additional cost.**

Tel-Tec Security Systems, Inc.

Sierra Sands School District



Morgan E. Clayton

date



Signature

11/19/19

date

11. BUSINESS ADMINISTRATION

11.1 Adoption of Resolution #15 1920, Regarding the Annual Accounting of Developer Fees for the 2018-19 Fiscal Year (Capital Facilities Fund-Fund 25)

BACKGROUND INFORMATION: Government Code sections 66001 and 66006 require public entities such as school districts collecting statutory school facilities fees to make public and report to governing boards an annual accounting regarding the status of the account in which those funds reside.

CURRENT CONSIDERATIONS: The board’s adoption of Resolution #15 1920 and the two accompanying exhibits complete the district’s compliance with the government codes referred to above. The report is for the 2018-19 school year.

FINANCIAL IMPLICATIONS: The beginning balance on July 1, 2018 was \$814,027.31. Income from interest was \$18,611.68. Income from city and county fees was \$370,667.78. In 2018-19 expenditures relating to growth totaled \$135,168.80, which included administrative fees of \$1,393.49 paid to the County of Kern. Summary information is provided below. Income and expense information as well as summary graphs are included with this board item.

| | |
|--|--------------------|
| Lease of portable classroom units | \$119,403.84 |
| Establishment of eligibility for state funding | \$ 7,568.75 |
| Developer Fee Justification Study | \$ 5,100.00 |
| Fees associated with Murray Relocatables | \$ 1,702.72 |
| County administrative fees | \$ 1,393.49 |
| | <hr/> \$135,168.80 |

The fact that both commercial and residential development is continuing is a positive sign for both the district as well as the community. In 2018-19, as in 2017-18, developer fees collected by the City of Ridgecrest continued to outpace those collected by the County of Kern.

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the board adopt Resolution #15 1920 and the accompanying exhibits as presented.

RESOLUTION #15 1920
RESOLUTION OF THE GOVERNING BOARD OF THE
SIERRA SANDS UNIFIED SCHOOL DISTRICT REGARDING
ANNUAL AND FIVE YEAR ACCOUNTING OF DEVELOPMENT FEES
FOR 2018-2019 FISCAL YEAR
IN THE FOLLOWING FUND OR ACCOUNT:
CAPITAL FACILITIES FUND – FUND 25
(Government Code sections 66001(d) & 66006(b))

1. Authority and Reasons for Adopting this Resolution.

A. This District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated October 18, 2018 and is referred to herein as the “School Facilities Fee Resolution” and is hereby incorporated by reference into this Resolution. These resolutions were adopted under the authority of Education Code section 17620. These fees have been deposited in the following fund or account:

Capital Facilities Fund – Fund 25 (the “Fund”);

B. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year;

C. Government Code sections 66001(d) and 66006(b) further require that the annual accounting of the Fund and those findings be made available to the public no later than December 28, 2019, that this information be reviewed by this Board at its next regularly scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has requested it;

D. The Superintendent has informed this Board that a draft copy of this Resolution (along with Exhibits A and B which are hereby incorporated by reference into this Resolution) was made available to the public by November 27, 2019. The Superintendent has further informed this Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had requested it;

E. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

2. What This Resolution Does.

This Resolution makes various findings and takes various actions regarding the Fund as required by and in accordance with Government Code sections 66001(d) and 66006(b).

3. Findings Regarding the Fund.

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2018-2019 Fiscal Year:

A. In reference to Government Code section 66006(b)(2), the information identified in section 1 above is correct;

B. In further reference to Government Code section 66006(b)(2), this Board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);

C. In reference to Government Code section 66001(d)(1), and with respect only to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified in Exhibit B;

D. In reference to Government Code section 66001(d)(2), and with respect only to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fee and the purpose for which it is charged;

E. In reference to Government Code section 66001(d)(3), and with respect only to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put are identified in Exhibit B;

F. In reference to Government Code section 66001(d)(4), and with respect only to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the approximate dates on which the funding referred to in paragraph E above is expected to be deposited into the appropriate account or fund is designated in Exhibit B; and

G. In reference to the last sentence of Government Code section 66001(d), because all of the findings required by that subdivision have been made in connection with the fees that were levied in paragraphs C-F above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

4. Superintendent Authorized to Take Necessary and Appropriate Action.

The Board further directs and authorizes the Superintendent to take on its behalf such further action as may be necessary and appropriate to effectuate this Resolution.

5. Certificate of Resolution.

I, Michael Scott, Vice President/Clerk of the Governing Board of the Sierra Sands Unified School District of Kern County, State of California, certify that this Resolution proposed by _____, seconded by _____, was duly passed and adopted by the Board, at an official and public meeting this twelfth day of December, 2019, by the following vote:

Names of Board Member(s)

AYES:

NOES:

ABSENT:

Vice President/Clerk of the Board
Sierra Sands Unified School District
Kern County, California

**EXHIBIT A
TO RESOLUTION REGARDING
ANNUAL AND FIVE YEAR ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR ENDING JUNE 30, 2019
FOR THE FOLLOWING FUND OR ACCOUNT:
Capital Facilities Fund – Fund 25 (the “Fund”)**

Pursuant to Government Code section 66006(b)(1)(A)-(H) as indicated:

- A. A brief description of the type of fee in the Fund:

Statutory School Facilities Fees

- B. The amount of the fee.
\$3.79 per square foot of assessable space of residential construction and \$0.56 per square foot of covered and enclosed space of commercial/industrial construction but subject to the districts' determination that a particular project is exempt from all or part of these fees.
- C. The beginning and ending balance of the Fund.
See Attachment 1.
- D. The amount of the fees collected and the interest earned.
See Attachment 1.
- E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
See Attachment 1.
- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that

Exhibit A
1 of 2

sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) subdivision (a) of section 66001, and the public improvement remains incomplete:

If sufficient funds have been collected, incomplete projects will commence in 2018-19 in accordance with those items specified in Exhibit B, paragraph A1.

- G. A description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an inter-fund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan:

In 2018-19, there were no interfund transfers or loans.

- H. No refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001 in 2018-19

EXHIBIT B
TO RESOLUTION REGARDING
ANNUAL AND FIVE YEAR ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR ENDING JUNE 30, 2019
FOR THE FOLLOWING FUND OR ACCOUNT:
Capital Facilities Fund – Fund 25 (the “Fund”)

Pursuant to Government Code section 66001(d)(1)-(4) as indicated:

- A. With respect to only that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows:
1. The Fund will pay for costs associated with the district growth initiatives. These efforts include, but are not limited to:
 - a. Demographic Study
 - b. School Fee Justification Study
 - c. Annual Eligibility Assessment and Review
 - d. Various Facilities Studies, Legal, Architectural Consultant Fees and Inspections
 - e. Long Range Strategic Plan
 - f. Classrooms, additional student ancillary space, and other facility improvements including infrastructure upgrades, electronic connectivity, additional playfield capacity, and additional assistive student services.
 2. The Fund will pay for appropriate projects identified by the Districts Facilities Master Plan, as well as those associated with unhoused students discussed in the school fee justification study. This includes acquisition and placement of modular classrooms to accommodate student growth, additional ancillary space as well as studies and other efforts associated with potential land acquisition appropriate for school sites.
 3. The Fund will continue to pay administrative fees to the county of Kern as well as the District.
- B. See section 3.D of the Resolution.
- C. With respect to only that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the sources and amounts of funding

anticipated to complete financing in any incomplete improvements identified in paragraph A above are as follows:

- Developer Fees
- Bond Funds
- Deferred Maintenance Funds
- State Matching Funds
- Other funds available to the district will be expended as appropriate.

D. With respect to only that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account or fund:

It is anticipated that monies in Fund 25 will be utilized in conjunction with the funds discussed above when appropriate. Various efforts associated with the District's expansion and growth initiatives commenced in 2007-08 and continued through the years and are expected to continue for the next 8-10 years. Deposits may be made throughout the year.

Sierra Sands Unified School District
Fund 25 - Developer Fees
Attachment 1

| | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 |
|-----------------------|------------------|-------------------|-------------------|-------------------|----------------------------|
| Beginning Balance | 51,463.78 | 33,769.98 | 258,027.33 | 539,525.55 | 814,027.31 |
| Interest Earned | \$ 176.47 | \$ 874.91 | \$ 3,754.23 | \$ 9,311.33 | \$ 18,611.68 |
| City Developer Fees | \$ 108,365.97 | \$ 313,078.93 | \$ 388,350.55 | \$ 313,538.51 | \$ 311,843.61 |
| County Developer Fees | \$ 11,573.30 | \$ 39,608.20 | \$ 38,231.59 | \$ 77,269.56 | \$ 58,824.17 |
| County Admin Expense | \$ 184.45 | \$ 551.95 | \$ 706.85 | \$ 1,213.80 | \$ 1,393.49 ¹ |
| Expenses | \$ 137,625.09 | \$ 128,752.74 | \$ 148,131.30 | \$ 124,403.84 | \$ 133,775.31 ² |
| Transfers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Ending Balance | 33,769.98 | 258,027.33 | 539,525.55 | 814,027.31 | 1,068,137.97 |

¹ 18/19 Administrative expense for County Developer Fees

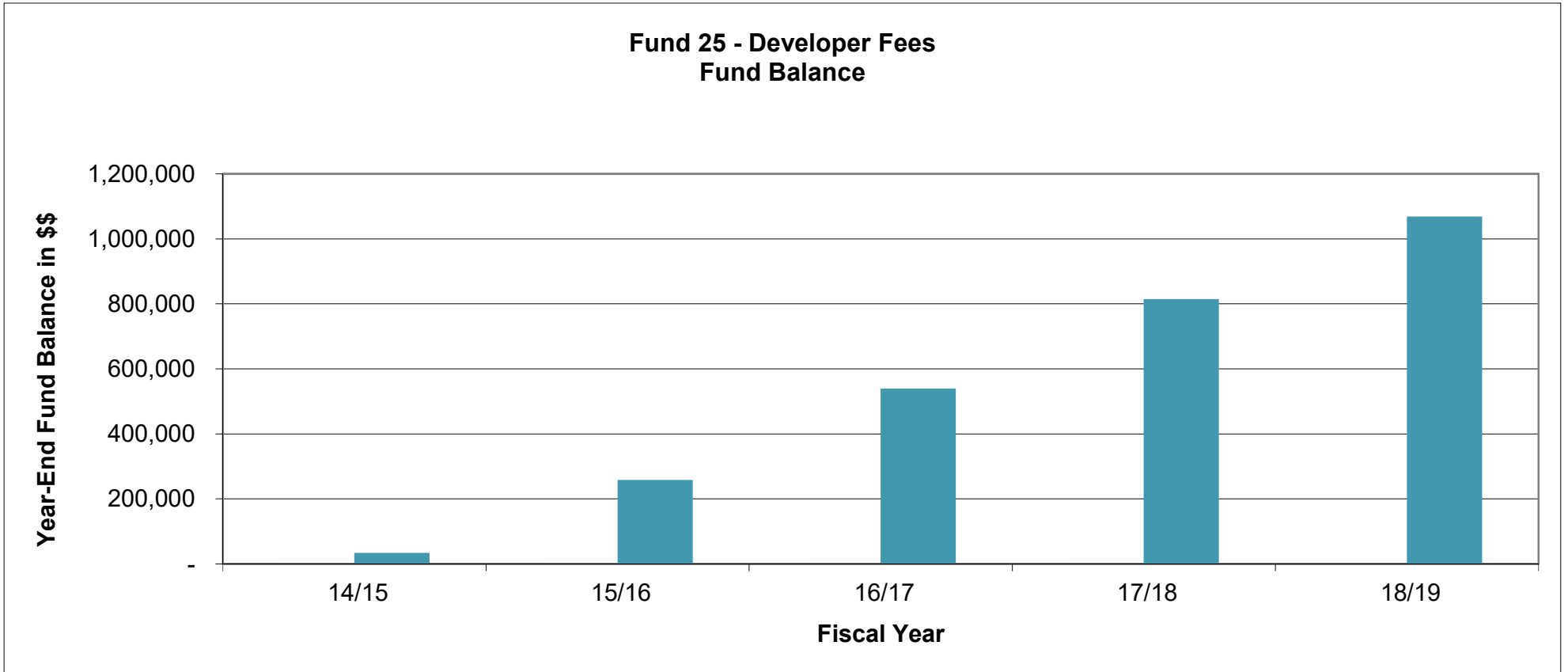
\$ 1,393.49

² 18/19 Expenses

| | |
|-----------------------------|----------------------|
| Capitol Advisors | \$ 7,568.75 |
| TSC Group | \$ 119,403.84 |
| Koppel & Gruber Publication | \$ 5,100.00 |
| RED Electric | \$ 219.22 |
| Division of State Architect | \$ 1,483.50 |
| | <u>\$ 133,775.31</u> |
| | <u>\$ 135,168.80</u> |
| | \$ (0.00) |

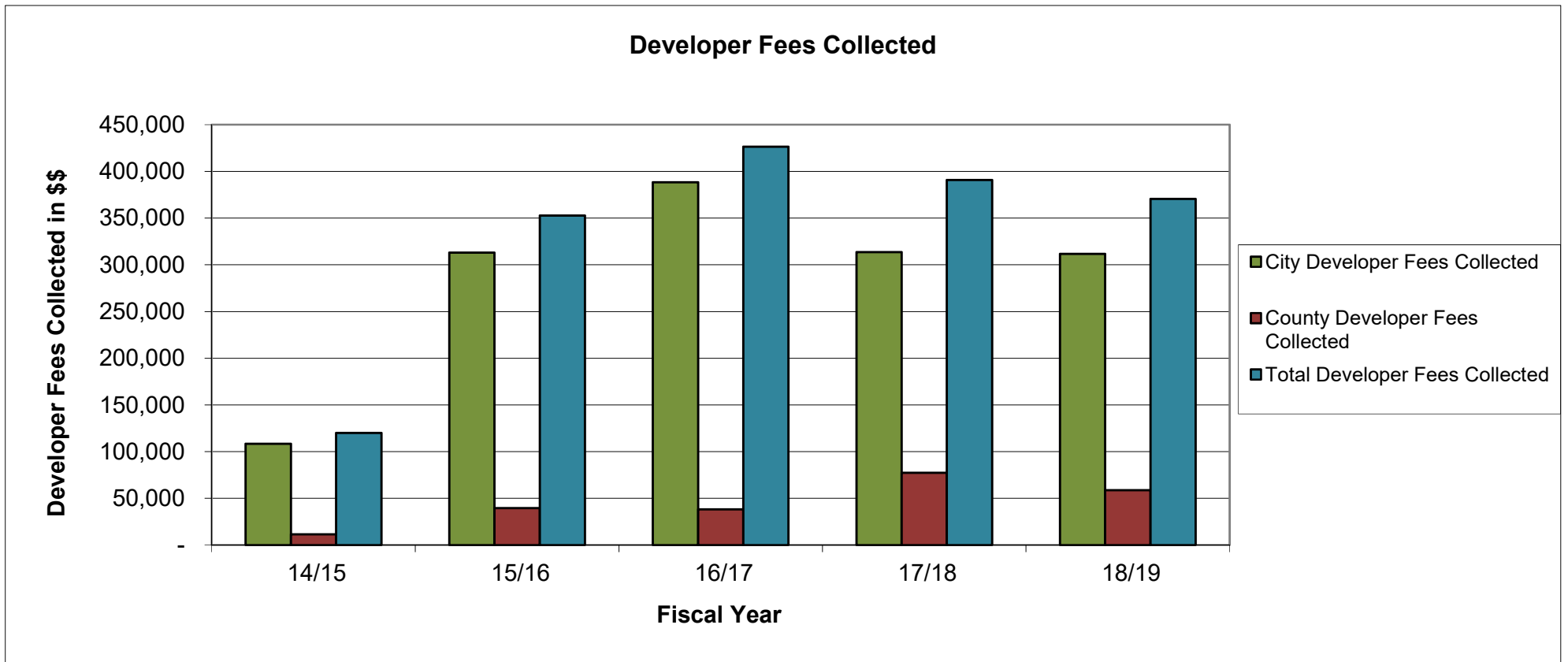
Sierra Sand Unified School District Developer Fees - Charts

| Fiscal Year | Ending Balance |
|-------------|-----------------|
| 14/15 | \$ 33,769.98 |
| 15/16 | \$ 258,027.33 |
| 16/17 | \$ 539,525.55 |
| 17/18 | \$ 814,027.31 |
| 18/19 | \$ 1,068,137.97 |



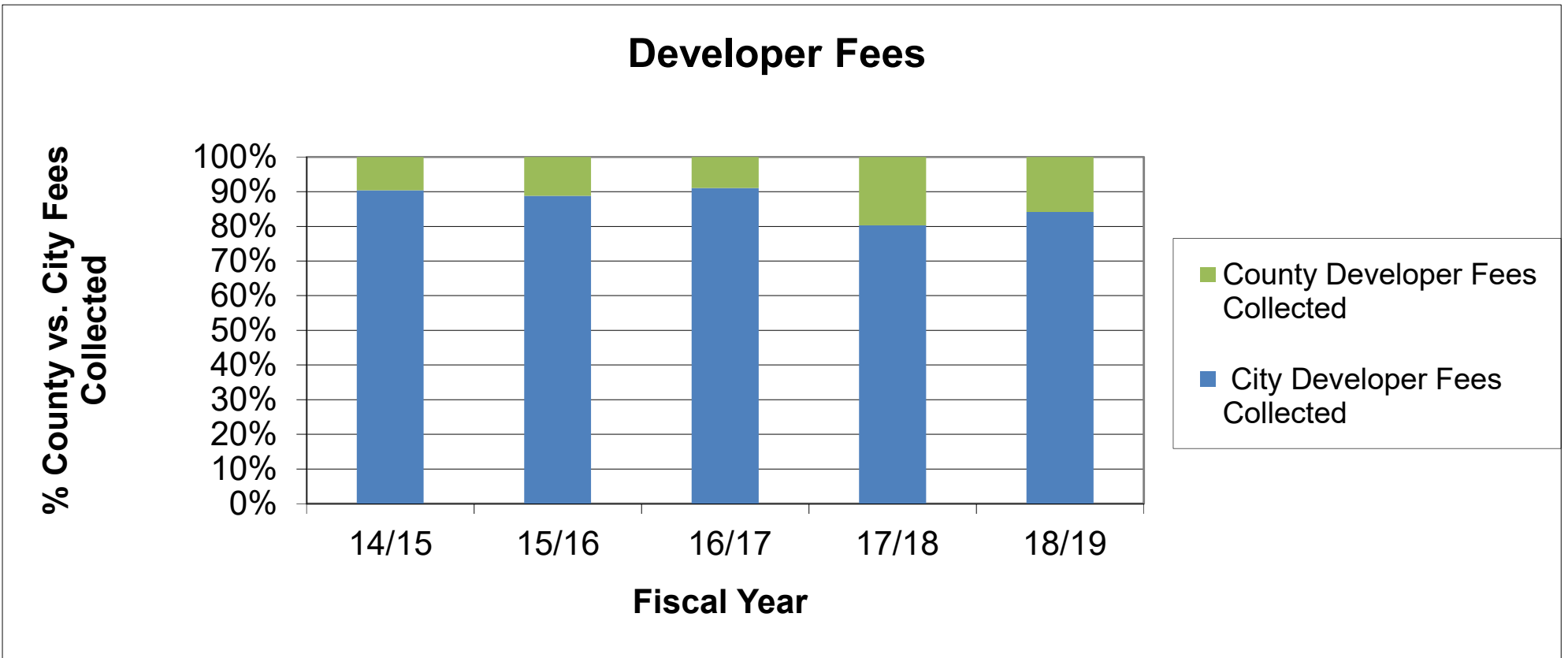
Sierra Sand Unified School District Developer Fees - Charts

| Fiscal Year | City Developer Fees Collected | County Developer Fees Collected | Total Developer Fees Collected |
|-------------|-------------------------------|---------------------------------|--------------------------------|
| 14/15 | \$ 108,365.97 | \$ 11,573.30 | \$ 119,939.27 |
| 15/16 | \$ 313,078.93 | \$ 39,608.20 | \$ 352,687.13 |
| 16/17 | \$ 388,350.55 | \$ 38,231.59 | \$ 426,582.14 |
| 17/18 | \$ 313,538.51 | \$ 77,269.56 | \$ 390,808.07 |
| 18/19 | \$ 311,843.61 | \$ 58,824.17 | \$ 370,667.78 |



Sierra Sand Unified School District Developer Fees - Charts

| Fiscal Year | City Developer Fees Collected | County Developer Fees Collected | Total Developer Fees Collected |
|-------------|-------------------------------|---------------------------------|--------------------------------|
| 14/15 | \$ 108,365.97 | \$ 11,573.30 | \$ 119,939.27 |
| 15/16 | \$ 313,078.93 | \$ 39,608.20 | \$ 352,687.13 |
| 16/17 | \$ 388,350.55 | \$ 38,231.59 | \$ 426,582.14 |
| 17/18 | \$ 313,538.51 | \$ 77,269.56 | \$ 390,808.07 |
| 18/19 | \$ 311,843.61 | \$ 58,824.17 | \$ 370,667.78 |



11. BUSINESS ADMINISTRATION

11.2 Adoption of Resolution #16 1920 Regarding Release of Excess Impounded Tax Revenues to Anticipate Pending Claims and/or Litigation (Impounds-Fund 77)

BACKGROUND INFORMATION: Each year the County Auditor-Controller informs the district of potential claims and/or litigation regarding property tax revenues. By resolution, the school board of each district is required to either impound or release prior impounds of a determined dollar amount in connection with these contingent tax liabilities.

CURRENT CONSIDERATIONS: County Counsel has recently notified the district of an excess amount of local tax revenues in the impound fund. Districts that have excess liability balances are required to release these excess impounds.

FINANCIAL IMPLICATIONS: Decreasing the balance in the impound fund (Fund 77) does not create any financial impact to the district. The Auditor-Controller will report the amount of excess to the California Department of Education (CDE) on the P-1 J29B report of property taxes to be collected and the excess will be an offset to state aid at the P-1 apportionment in February.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the board adopt Resolution #16 1920 to authorize the superintendent to determine the amount of monies that should be released from the Impounds Fund and to notify the County Auditor's Office in writing the amount to be released and the effective date for such release.

BOARD OF TRUSTEES OF THE
SIERRA SANDS UNIFIED SCHOOL DISTRICT

By: _____

Michael Scott, Vice President/Clerk

Member

Member

Member

Member

Member

I **HEREBY CERTIFY** that the foregoing is a full, true, and correct excerpt from the Journal of the Board of Trustees of the Sierra Sands Unified School District pertaining to the adoption of the foregoing Resolution at a regular meeting held on December 12, 2019.

Vice President/Clerk of the Board of Trustees
of the Sierra Sands Unified School District,
County of Kern, State of California

**COUNTY OF KERN
Contingent Tax Liability
Auditor-Controller-County Clerk**

Agency 82082 SIERRA SANDS UNIFIED

Fiscal Year 2019-2020

As Of Date: 06/30/2019

| | |
|---------------------------------|----------------------|
| Superior Court Taxes: | \$0.00 |
| Suprior Court Interest: | \$0.00 |
| Pending Appeals Taxes: | \$17,102.43 |
| Pending Appeals Interest: | \$418.19 |
| Less Impounds: | \$66,656.28 |
| Net Contigent Liability: | (\$49,135.66) |

11. BUSINESS ADMINISTRATION

11.3 Approval to Enter into an Agreement with Government Financial Strategies for Civic Engagement Committee Process

BACKGROUND INFORMATION: The district is considering putting a bond measure on the November 2020 ballot. One of the preliminary actions in this process is obtaining consensus from representative members of the community regarding the highest needs of the district and the order in which those needs should be addressed. In order to obtain consensus, a community engagement process is utilized.

CURRENT CONSIDERATIONS: Government Financial Strategies (GFS) currently serves as the district's independent financial advisor. One of the unique services that GFS also provides is the planning and implementation of a civic engagement committee process. GFS has provided a scope of work and estimated costs to the district for conducting this process.

FINANCIAL IMPLICATIONS: Although GFS services would be provided on an hourly basis at \$225 per hour, it is estimated that the total cost for these services will be \$36,500. The funding will come from Fund 25-Developer Fees.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the district enter into an agreement with GFS for a civic engagement committee process.

MEMORANDUM

To: Pam Smith
From: Matt Kolker *MSK*
Lori Raineri *LR*
Date: June 13, 2019
Re: Scope of Work for Assistance with Civic Engagement Committee Process

Pam, below is a scope of work for us to assist with the civic engagement committee process.

Services Provided

- Assist with community outreach regarding committee process
 - Develop database of local organizations for District to inform regarding committee process
 - Assist with development of informational flyer to inform community regarding committee process (e.g. District can post on website)
- Meeting preparation including:
 - Schedule
 - Syllabus
 - Sample topics
 - Attendance and organization
 - Discussion questions
 - Support for District staff
- Attendance at committee meetings. We anticipate 4 committee meetings held weekly over the course of a month, with the potential topics of:
 - Tuesday, September 3 - Facilities needs
 - Tuesday, September 10 - Funding and financing options for facilities needs
 - Tuesday, September 17 - Public information research
 - Tuesday, September 24 - Development of committee consensus report
- We would help present the September 10 topic on "introduction to school funding, budget, and historical facilities financing and review of potential bond measure financial plan".
- Assist with the development and organization of the sub-groups (for example, technology, security, fields and athletics, accountability and finance, etc.).
- Attendance at debrief meetings. Given 4 committee meetings, we anticipate 4 debrief meetings held the Wednesday after each committee meeting.
- Assist with preparation for and follow up from committee and debrief meetings.



Fees and Expenses

Because it is not possible to know exactly how much time this work would take, and consistent with our role as the District's independent financial advisor, we would work on an hourly basis. Our hourly rate is \$225 (\$112.50 for travel time) plus out-of-pocket expenses.

Based on our experience, a reasonable time budget is 140 hours, which would result in a budget of \$31,500 for professional services, plus out-of-pocket expenses of \$5,000, for a total budget of \$36,500. We will strive to work as efficiently as possible and if less time is needed, then the District will benefit. We will not exceed the proposed budget without authorization from you. Also, the cost of our services may be reimbursable to the District from any resulting financing.

As always, our commitment to our clients is "100 percent satisfaction guaranteed, 100 percent of the time". It is our goal to provide the best financial advisory services in the most economical fashion. We look forward to continuing to provide the District with this same high level of service.

Pam, if the scope of work is acceptable, please sign and date below and return a copy to me. Thank you.

Accepted By:

Pam Smith
Assistant Superintendent of Business & Support Services
Sierra Sands Unified School District

Date: _____

MSK/LR

11. BUSINESS ADMINISTRATION

11.4 Adoption of Resolution #17 1920 to Enter into an Agreement with Enterprise Fleet Management for Fleet Vehicle Leasing Using Sourcewell Contract 060618-EFM _____

BACKGROUND INFORMATION: The district currently maintains a fleet of 48 white vehicles, ranging from light duty vans and trucks to heavy-duty maintenance vehicles used for facilities and grounds work. Historically, the district has purchased vehicles and maintained them internally through the Transportation Department. The age of the vehicles in the fleet ranges between 3 and 25 years, with an average age of 15 years old. Many of the vehicles do not have the minimum safety features that are required of newer vehicles. Mileage on many of the vehicles is over 100,000 miles. In several instances, the cost of maintenance exceeds the value of the vehicle, and those vehicles will need to be replaced.

CURRENT CONSIDERATIONS: Pursuant to Public Contract Code sections 10290 et seq. and 10298 et seq., the governing board of a school district may, without competitive bidding, contract with suppliers that have been awarded contracts, master agreements, multiple award schedules, cooperative agreements or other types of agreements with state agencies that leverage the state's buying power, for acquisitions authorized under specified sections of the California Public Contract Code.

District staff, in consultation with legal counsel, obtained and reviewed a proposal by Enterprise Fleet Management (EFM). EFM, with their large vehicle network and resale capability, proposes a fleet analysis and cost reduction plan for the district through Sourcewell, a competitively awarded contract. The advantages associated with the lease agreement include:

- Reduced age of the fleet
- Increased safety of the fleet
- Reduced operating expenses associated with the fleet (fuel and maintenance)
- Level budget expenditures associated with fleet replacement

Approval of the resolution will enable the district to contract with EFM pursuant to the terms of the Sourcewell contract as permitted by the California Public Contract Code.

FINANCIAL IMPLICATIONS: According to the analysis, the district could save \$228K over the next 10 years through resale of vehicles, and reduced operating expenses associated with newer vehicles. Initial leasing costs will come from Fund 01-General Fund, Capital Outlay.

SUPERINTENDENT’S RECOMMENDATION: It is recommended that the board adopt Resolution #17 1920 to approve an agreement with Enterprise Fleet Management by utilizing Sourcewell contract #060618-efm.

SIERRA SANDS UNIFIED SCHOOL DISTRICT

**RESOLUTION TO APPROVE AN AGREEMENT WITH ENTERPRISE FLEET
MANAGEMENT BY UTILIZING SOURCEWELL CONTRACT # 060618-EFM**

RESOLUTION #17 1920

WHEREAS, the governing board of a school district under Public Contract Code sections 10290 et seq. and 10298 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 Education (the “Board”) of the Sierra Sands Unified School District (the “District”) has determined that a true and very real need exists for fleet management services (the “Goods and Services”); and

WHEREAS, the District’s Board has determined that it is in the best interest of the District to authorize the procurement of the fleet management services necessary from Enterprise Fleet Management through Sourcewell Contract # 060618-EFM; and

WHEREAS, Enterprise Fleet Management provided the attached proposal that sets forth the specific services that the District will receive pursuant to the terms, conditions, and prices set forth in the Sourcewell Contract attached hereto as Exhibit “A” (the “Proposal”).

NOW, THEREFORE, BE IT RESOLVED that the Governing Board makes the following findings:

- Section 1.** Determination of Recitals. All of the recitals set forth above are true and correct, and the District’s Board so finds and determines.

- Section 2.** Determination of Purchase Through Sourcewell. The District’s Board hereby finds and determines that it is in the best interest of the District to authorize procurement of the 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 Sourcewell.

- Section 3.** Delegation of Authority. That the District’s Board hereby approves the delegation of authority and appoints its Assistant Superintendent, Business & Support Services, who is hereby authorized and directed, pursuant to a majority of the vote of the District’s Board and Education Code section 17604 and similar statutes, to execute, deliver or otherwise negotiate contracts, requisitions, or purchase orders, including the Proposal, with Enterprise Fleet Management pursuant to the

Sourcewell Contract for the Goods and Services and to otherwise carry out the intent of this Resolution.

Section 4. Effective Date. This resolution shall be effective as of date of its adoption until otherwise rescinded by the District’s Board.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Sierra Sands Unified School District this ____ day of _____, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, Kurt Rockwell, President of the Sierra Sands Unified School District Governing Board, 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
Sierra Sands Unified School District

I, Michael Scott, Clerk of the Board of Education of the Sierra Sands Unified School District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Education of the Sierra Sands Unified School District Governing Board at a regular meeting thereof held on the 12th day of December, 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 Sierra Sands Unified School District Governing Board this 12th day of December.

Michael Scott, Clerk of the Board of Education
Sierra Sands Unified School

Prepared For:

SIERRA SANDS UNIFIED SCHOOL DISTRICT

Greg Murphy
FLEET CONSULTANT

858-450-2829
PHONE

Greg.J.Murphy@efleets.com
EMAIL



FLEET SYNOPSIS | SSUSD

THE SITUATION

Current fleet age is negatively impacting the overall budget and fleet operations

- 78% of the light and medium duty fleet is currently 10 years or older
- Older vehicles have higher fuel costs, maintenance costs and tend to be unreliable, causing increased downtime and loss of productivity.

THE OBJECTIVES

Identify an effective vehicle life cycle that maximizes potential equity at time of resale creating a budget friendly way to rejuvenate the fleet

- Shorten the current vehicle life cycle from 20 years to 5 years
- Provide a lower sustainable fleet cost that is predictable year over year
- Significantly reduce Maintenance to an average monthly cost of \$41.77 vs. current estimate of \$175.00
- Reduce the overall fuel spend through more fuel efficient vehicles (15 mpg vs. 10 mpg)
- Leverage a Municipal lease to maximize cash flow opportunities and recognize equity @ term
- Develop a plan which significantly increases financial flexibility of the fleet

Increase employee safety with newer vehicles

- Currently:
 - 31 vehicles predate Anti-Lock Brake standardization (2007)
 - 48 vehicles predate Electronic Stability Control standardization (2012)
 - *ESC is the most significant safety invention since the seatbelt*

Sustainability for the district and its community

By replacing vehicles with the most up to date fuel technology, the District will lower fuel consumption and vehicle emissions by 53.8%

Piggyback Utilizing the Sourcwell (formerly NJPA) Contract awarded to Enterprise Fleet Management:

- Access to all fleet management services as applicable to the needs of the District
- Supports the District's need for fleet evaluation on a quarterly basis assessing costs and reviewing best practices

THE RESULTS

By partnering with Enterprise Fleet Management, it is estimated that the District will reduce their fuel costs by 54%. SSUSD will also reduce maintenance cost by approximately 40% in the first year and 319% over the term. Leveraging an open-end municipal lease maximizes cash flow and recognizes equity from vehicles sold. Furthermore, SSUSD will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 112% above Commercial Value Index.

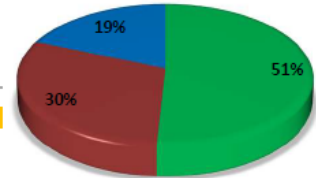
FLEET PLANNING ANALYSIS | SSUSD

Sierra Sands Unified School District - Fleet Planning Analysis

| | | | | | |
|----------------|----------|--------------|--------|-----------------|---------|
| Current Fleet | 48 | Fleet Growth | 0.00% | Proposed Fleet | 48 |
| Current Cycle | 20.00 | Annual Miles | 10,000 | Proposed Cycle | 5.00 |
| Current Maint. | \$175.00 | Insurance | \$0.00 | Proposed Maint. | \$41.77 |
| Fuel Info | | MPG | 10 | Price/Gallon | \$3.50 |

Fleet Costs Analysis

| Fleet Mix | | | Fleet Cost | | | | | | | Annual | | |
|------------------------|------------|--------------|------------|--------|----------|---------|-------------|--------------------------------------|---------|------------------|---------------------------------|-----------------|
| Fiscal Year | Fleet Size | Annual Needs | Owned | Leased | Purchase | Lease* | Maintenance | Estimated Equity from Vehicle Resale | Fuel | Fleet Budget | Net Cash | |
| Incl. Tax | | | | | | | | | | | | |
| Average | 48 | 2.4 | 48 | 0 | 61,528 | 0 | 100,800 | -1,000 | 168,000 | 329,328 | 0 | |
| '20 | 48 | 18 | 30 | 18 | 0 | 92,558 | 72,023 | -9,000 | 142,800 | 298,381 | 30,947 | |
| '21 | 48 | 12 | 18 | 30 | 0 | 158,174 | 52,839 | -9,000 | 134,400 | 336,413 | -7,085 | |
| '22 | 48 | 10 | 8 | 40 | 0 | 214,204 | 36,852 | -20,000 | 126,000 | 357,056 | -27,728 | |
| '23 | 48 | 6 | 2 | 46 | 0 | 252,643 | 27,260 | -18,000 | 117,600 | 379,502 | -50,174 | |
| '24 | 48 | 2 | 0 | 48 | 0 | 262,809 | 24,062 | -203,637 | 109,200 | 192,435 | 136,894 | |
| '25 | 48 | 18 | 0 | 48 | 0 | 262,809 | 24,062 | -113,289 | 109,200 | 282,782 | 46,546 | |
| '26 | 48 | 12 | 0 | 48 | 0 | 262,809 | 24,062 | -86,029 | 109,200 | 310,042 | 19,286 | |
| '27 | 48 | 10 | 0 | 48 | 0 | 262,809 | 24,062 | -60,582 | 109,200 | 335,489 | -6,161 | |
| '28 | 48 | 6 | 0 | 48 | 0 | 262,809 | 24,062 | -24,849 | 109,200 | 371,222 | -41,894 | |
| '29 | 48 | 2 | 0 | 48 | 0 | 262,809 | 24,062 | -193,637 | 109,200 | 202,435 | 126,893 | |
| 10 Year Savings | | | | | | | | | | \$227,523 | Avg. Sustainable Savings | \$28,934 |



■ Fuel ■ Maintenance ■ Purchase

Current Fleet Equity Analysis

| YEAR | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|---------|---------|----------|----------|-----------------|
| QTY | 18 | 12 | 10 | 6 | 2 |
| RESALE | \$500 | \$750 | \$2,000 | \$3,000 | \$5,000 |
| TOTAL | \$9,000 | \$9,000 | \$20,000 | \$18,000 | \$10,000 |
| Estimated Current Fleet Equity** | | | | | \$66,000 |

School district stays under budget and acquires new, reliable vehicles for the safety of staff and students.

BACKGROUND

Location: Jurupa, CA (Southern CA)
 Industry: School District
 Total vehicles: 54 vehicles

THE PROBLEM

Due to budget constraints, Jurupa Unified School District was challenged with limited funding to replace its light duty vehicles. The fleet's average age was 15 years old and the fleet was becoming unreliable. Some vehicles didn't meet safety standards and the District was reactively purchasing vehicles as existing ones broke down. Many of the vehicles were not needed full time for the District's application, causing inefficiencies and high expenses.

THE SOLUTION

Enterprise Fleet Management shared a fleet analysis with the opportunity to remove under-utilized and spare vehicles. With a proactive, consistent replacement plan, the District was able to right-size its fleet from 69 to 54 vehicles. Enterprise also helped the District bridge its funding gaps by using the open-ended lease structure to acquire more vehicles with less upfront capital. To alleviate some of the work load for the school's maintenance facility, the District leveraged Enterprise's program.

"Since we first partnered with Enterprise 4 years ago, we have been able to replace our aging fleet with newer, more fuel efficient and safer vehicles for our employees. The leasing option has allowed us to replace more vehicles at once than we have been able to do through our capital budget in the past. Their annual reviews and recommendations allow us to make the best decisions for our fleet."

— Paula Ford, Assistant Superintendent, Business Services

THE RESULTS

The Enterprise Fleet Management program will reduce the District's fleet costs by 18% over the next 10 years, which is about \$650,000 in savings. Through Enterprise's recommendation of purchasing the appropriate vehicles for each employee's job function, the District was able to move to smaller, more efficient vehicles that still performed the needed work for each department. Once fully implemented, the Full Maintenance program will save the District about 48% on operational expenses. Another benefit of a refreshed fleet, the fuel costs are expected to significantly decrease because newer vehicles perform at a higher, more efficient MPG than a 15 year old fleet.

To learn more, visit efleets.com or call 877-23-FLEET.

Enterprise and the 'e' logo are registered trademarks of Enterprise Fleet Management, Inc. All other trademarks are the property of their respective owners.
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Key Results

OVERALL SAVINGS OF
\$81,000
 PER YEAR



48%
 SAVINGS
 ON OPERATIONAL
 EXPENSES



FIXED COSTS
 IMPROVED
 BUDGET
 PLANNING



PROGRAM RESOURCES | SSUSD

SAFETY

98% of all vehicles do not contain the most up to date safety features, such as electronic stability control and airbag standardization and anti-lock brake control.

ACCOUNT MANAGEMENT

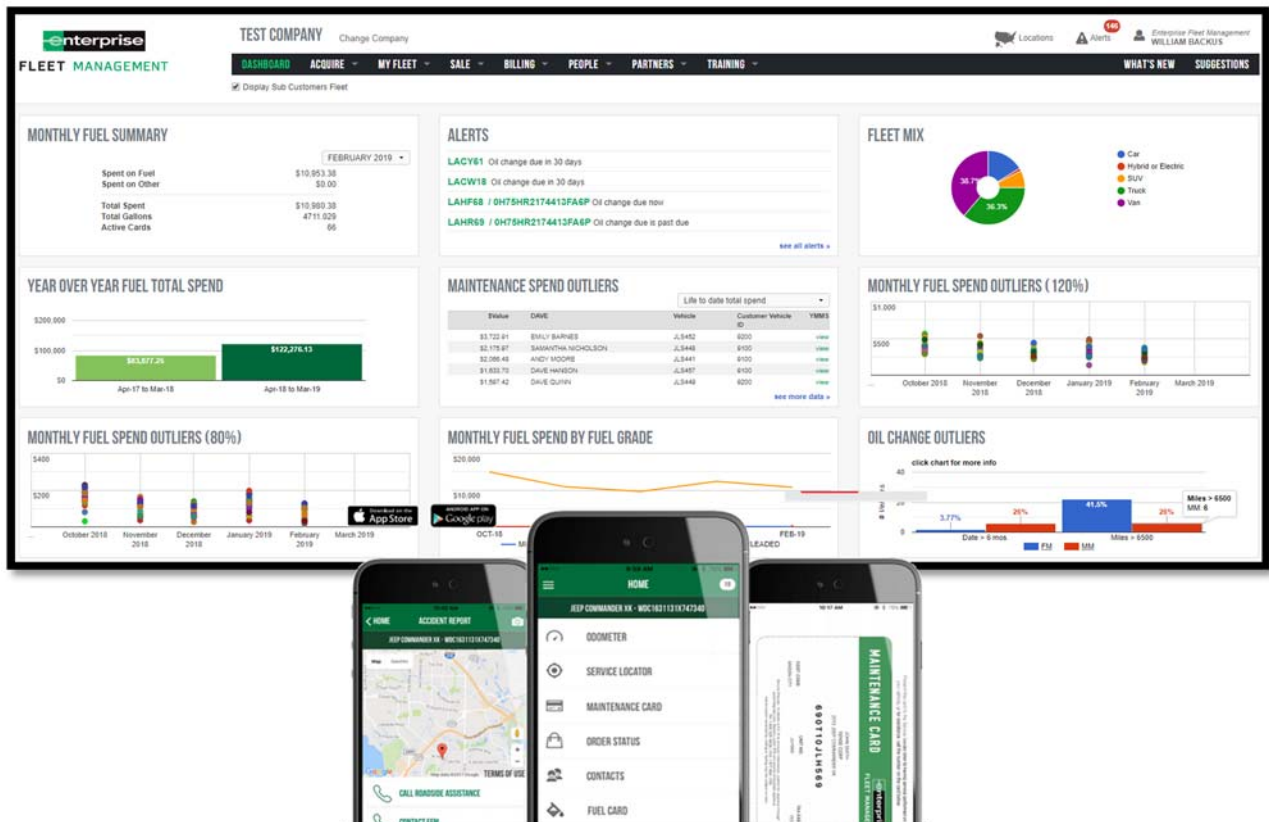
Sierra Sands Unified School District will have a dedicated, local account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.

- Your dedicated Account Manager meets with you 3-4 times a year for both financial and strategic planning.
- Your Account Manager will provide on-going analysis – this will include most cost-effective vehicle makes/models, cents per mile, total cost of ownership, and replacement analysis.

TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data so that you may have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our Mobile App gives drivers all of the convenience and functionality they need.

- **Consolidated Invoices** - Includes lease, maintenance, and any additional ancillaries
- **Maintenance Utilization** - Review the life-to-date maintenance per vehicle
- **Recall Information** - See which units have open recalls
- **Alerts** - Set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis** - See data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction



REFERENCES | SSUSD

CURRENT PARTNERS

- Jurupa Unified School District
- San Diego County Office of Education
- San Diego Unified School District
- Vista Unified School District
- Visalia Unified School District
- Taft City School District
- Buena Vista Union School District
- Kern County Superintendent of Schools
- Burbank Unified School District
- Imperial County Office of Education

COOPERATIVES:



Sourcewell released an RFP for Fleet Management Services, and awarded the contract #060618-EFM to Enterprise Fleet Management.

Sourcewell is a government agency that has been providing cooperative purchasing programs throughout North America for over 40 years. They are a trusted industry leader with one mission, "To help government, education and nonprofits work more efficiently."

SOURCEWELL – ENTERPRISE ACCEPTANCE AND AWARD

DocuSign Envelope ID: 3568D5A0-DAB3-40FC-9379-13E206C38BEE

FORM E CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract # 060618-EFM

Proposer's full legal name: Enterprise Fleet Management, Inc. *8-27-18*

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be July 24, 2018 and will expire on July 24, 2022 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

DocuSigned by:
Jeremy Schwartz
79144D32E84F63
SOURCEWELL DIRECTOR OF COOPERATIVE CONTRACTS
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

DocuSigned by:
Chad Coquette
3F79E19D3547446
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on 07/23/2018

Sourcewell Contract # 060618-EFM

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Enterprise Fleet Management, Inc. *8-27-18*

Authorized Signatory's Title Assistant Vice President

[Signature]
VENDOR AUTHORIZED SIGNATURE

Alvin Giesie
(NAME PRINTED OR TYPED)

Executed on Aug 14th, 2018

Sourcewell Contract # 060618-EFM

JURUPA USD STAFF REPORT (SOURCEWELL)

4/5/2019

Coversheet

JURUPA UNIFIED SCHOOL DISTRICT

Date of Meeting: April 1, 2019

PRESENTER:
(Mrs. Ford)

Award Contract for White Fleet Vehicle Leases

RECOMMENDATION:

Administration recommends the Board approve the return/trade-in of 29 vehicles and the 5-year lease of 30 vehicles from Enterprise Fleet Management for a total amount of approximately \$863,235.90.

ADDITIONAL DETAILS:

Since 2013, Jurupa Unified has contracted with Enterprise Fleet Management to lease a number of its white fleet vehicles. For the 2019/20 fiscal year, administration is requesting to trade-in a total of 19 leased vehicles, turn over for sale 10 district owned vehicles, and replace them with 30 new vehicle leases. Enterprise will sell the 29 trade-in/owned vehicles and apply the equity toward 30 new leases, thus lowering the new lease costs.

| # of Vehicles | Vehicle/Lease Status |
|---------------|---|
| 11 | End of Lease – Replace with new leased vehicles |
| 8* | Early Lease Termination – Replace with new leased vehicles |
| 10 | 13+ yr old district owned vehicles - Replace with new leased vehicles |
| 1 | Additional vehicle to support grounds department |

*Due to the strong resale value in the used truck market and available government agency incentives from the car manufacturers, the 8 trucks under the Early Lease Termination program, will enable the District to replace them with newer models at a lower net annual cost.

The new vehicles are expected to save the district approximately \$3,000 annually in lower fuel costs. The net increase to the district's annual lease expenditure budget is estimated to be \$62,000. A spreadsheet detailing the vehicles to be replaced, including their approximate sale value is included in the backup materials. **Please select item title to view associated backup materials.**

The lease program will be facilitated through Enterprise Fleet Management's government contract vehicle lease program, in conjunction with the Sourcewell (formerly known as NJPA) piggyback bid (contract # 060618-EFM). This is a five year lease program with the District having the option to purchase the vehicles or trade them in towards the lease of new vehicles at the end of the term. For the duration of the lease, basic maintenance is included.

Enterprise Fleet Management (5 year) \$863,235.90

The costs of the leases will be funded through Routine Repair and Maintenance, General Unrestricted and Home to School Transportation funds.

ATTACHMENTS:

| Description | Type |
|---|-----------------|
| <input type="checkbox"/> White Fleet Vehicle Replacement Plan | Backup Material |

<https://jurupa.novusagenda.com/AgendaPublic/CoverSheet.aspx?ItemID=4694&MeetingID=111>

1/1

CITY OF PORT HUENEME STAFF REPORT (SOURCEWELL)



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

To: City Council
From: Rod Butler, City Manager
Subject: Approval of Fleet Management Services Agreement with Enterprise Fleet Management
Date: October 21, 2019

Recommendation:

It is recommended that the City Council approve:

1. A Vehicle Replacement and Maintenance Program for the City of Port Hueneme
2. A Master Equity Lease Agreement between the City of Port Hueneme and Enterprise Fleet Management
3. A Vehicle Maintenance Agreement between the City of Port Hueneme and Enterprise Fleet Management
4. Authorize Enterprise Fleet Management to liquidate designated surplus vehicles on behalf of the City of Port Hueneme

Background/Analysis:

The City's fleet includes 60 light-duty vehicles (please see Attachment A) assigned to various departments. These vehicles range from regular sedans to specialty trucks primarily utilized in City's Public Works Department.

With the exception of a few recently replaced vehicles, the balance of the City's fleet has not been replaced on a regular basis. As a result, the City's fleet is aged to the point that, in many cases, the annual cost of maintaining an aged unit exceeds its salvage value. 60% of the fleet is over ten years old.

Currently, there are vehicles as old as 20 years with over 120,000 - 140,000 miles which are being utilized for critical operations. Excessive cost of maintenance due to the overall age and condition of the fleet does not provide opportunities to appropriately fund the City's Fleet Replacement Program. This is not a sustainable mode of operation. As such, a few months ago, staff started to research various options to improve the status quo by implementing a viable Vehicle Replacement and Maintenance Program.

11. BUSINESS ADMINISTRATION

11.5 Approval to Enter Into an Agreement with Parker & Covert for Bond Counsel Services

BACKGROUND INFORMATION: In 2017, the district placed a bond measure on the ballot. At that time, the district issued a Request for Proposal (RFP) to obtain bond counsel for the measure. The district received 6 proposals, and after review, assessment, and interviews, the district selected Parker & Covert as the firm that best met the requirements of the district. Parker & Covert was less expensive than all other firms and made payment contingent upon a successful election and subsequent bond issuance.

CURRENT CONSIDERATIONS: The district is considering placing a bond measure on the November 2020 ballot, and will require bond counsel services. The district has the choice of issuing a new RFP and evaluating responsive firms, or resuming its previous relationship with Parker & Covert. The district has been satisfied with the services it has received from Parker & Covert, and has no reason to seek alternate counsel. The district requested and received a proposal from Parker & Covert for bond counsel services.

FINANCIAL IMPLICATIONS: Parker & Covert's fees are as follows:

- Bond Counsel Services for election/first series bonds to be sold \$32,000
- Expenses associated with the financing NTE \$800
- Subsequent series of bonds \$17,000
- Expenses associate with financing NTE \$400.00

The compensation provided shall be contingent upon the issuance and delivery of the bonds, and shall be payable solely from the proceeds of a successful election and at the time of issuance of the bonds.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the district enter into an agreement with Parker & Covert as bond counsel for the November 2020 bond measure.

**AGREEMENT FOR BOND COUNSEL SERVICES
GENERAL OBLIGATION BOND; ELECTION AND ISSUANCE**

THIS AGREEMENT (“Agreement”) for bond counsel services is made and entered into this 1st day of November 2019 by and between Parker & Covert LLP (hereinafter “Parker & Covert”), and the Sierra Sands Unified School District (hereinafter “District”). Parker & Covert and District are collectively referred to herein as the “Parties.”

WITNESSETH

WHEREAS, District desires to take all actions necessary to conduct a general obligation bond election, along with the issuance of one or more series of bonds in the event of a successful election; in accordance with applicable laws; and

WHEREAS, District desires to retain legal counsel to act as bond counsel (“Bond Counsel”) to provide the legal services, specified herein, related to the election and the authorization and issuance of the general obligation bonds (“Bonds”).

NOW THEREFORE, the Parties hereby agree as follows:

1. Scope of Services. District retains Parker & Covert under this Agreement to provide Bond Counsel services pertaining to the election and the authorization, issuance, and sale of the Bonds, as determined by District. In particular, Parker & Covert shall:

(a) Confer with District’s representatives and other consultants (including, but not limited to, District’s additional legal counsel, financing advisor(s), and underwriter(s)) as necessary regarding the election and the structure, authorization, issuance and sale of the Bonds; and any other related issues;

(b) Prepare a calendar of events, if required, that sets forth the actions required for the election and the authorization, sale, and issuance of the Bonds;

(c) Prepare or review any documents prepared by other parties in the proceedings for compliance with applicable law;

(d) Prepare for and attend such meetings of District’s governing board as deemed necessary for the proper conduct of the proceedings;

(e) Prepare a trust agreement (or similar issuance document) and all other legal documents necessary for the authorization, issuance, and sale of the Bonds;

(f) Assist District in obtaining any necessary governmental approvals for the authorization, issuance and sale of the Bonds;

(g) Assist District in securing investment ratings for the Bonds;

(h) Prepare typewritten Bond documents;

(i) Prepare the purchase contract pursuant to which the Bonds will be sold to the underwriter and the requisite continuing disclosure certificate of District in order to facilitate the underwriter's compliance with SEC Rule 15c2-12;

(j) Prepare and deliver to each participant in the financing a complete transcript of the proceedings for the authorization, issuance, and sale of the Bonds;

(k) Prepare a comprehensive closing memorandum and prepare and arrange the execution and delivery of a receipt for the Bonds, a receipt for the proceeds of the Bonds, signature certificates, an arbitrage/rebate certificate and associated certificates of underwriter and insurer (if any), Form 8038-G, DTC Letter of Representations, CDIAC report of final sale, forms of opinions of other counsel, and all other necessary closing certificates and documents;

(l) Upon due and proper completion of the proceedings to the satisfaction of Parker & Covert, deliver a final approving opinion confirming the validity of the Bonds and opinions that interest on the Bonds is excludable from gross income for federal income tax purposes and is exempt from State of California personal income taxes, under existing statutes, regulations, rulings, and court decisions;

(m) Assuming completion of the preliminary and final official statements in form acceptable to Parker & Covert, deliver a letter addressed to District with respect to the Bonds to the effect that, in the course of Parker & Covert's participation in the preparation of the official statement for the financing, nothing came to the attention of those attorneys rendering legal services to District that caused Parker & Covert to believe that such official statement as of its date and as of the date of the letter (except for financial data or forecasts, estimates, assumptions, or expressions of opinion, or any information regarding The Depository Trust Company or any credit enhancer) contain any untrue statement of a material fact or omit to state a material fact required to be stated therein or necessary to make the statement therein, in the light of the circumstances under which they were made, not misleading; and

(n) Any services incidental to the Bond Counsel services.

2. Services Outside the Scope of this Agreement. Parker & Covert's duties in this Agreement are limited to those set forth in Paragraph 1. Among other things, Parker & Covert has not undertaken to do any of the following under this Agreement:

(a) Perform an independent investigation to determine the accuracy, completeness, or sufficiency of the official statement or other disclosure document;

(b) Conduct any investigation regarding the qualification for sale of Bonds in any jurisdiction, provided that Parker & Covert will coordinate with the underwriter regarding any statements requested to be added to the official statements so that the Bonds may be sold in particular jurisdictions;

(c) Render services in connection with compliance by District after the closing with the covenants contained in the Bond documents, including without limitation, the calculation of any arbitrage rebate liability District may have and preparation of any annual reports or material events notices required pursuant to District's continuing disclosure undertaking; or

(d) Render services with respect to any litigation concerning the financing of the Bonds.

If District requests Parker & Covert to provide any such services, compensation therefor shall be agreed upon in advance by the Parties and may be made and calculated at Parker & Covert's hourly rate schedule for the type of services requested (either public finance or litigation) in effect at the time such services are rendered.

3. Commencement of Services. Parker & Covert's obligation to provide legal services under this Agreement shall commence upon Parker & Covert's receipt of a copy of this Agreement signed and dated by District.

4. Completion of Services. Parker & Covert's representation of District with respect to the Bonds will be concluded upon issuance of such Bonds. Nevertheless, subsequent to issuance of the Bonds, Parker & Covert will file the Internal Revenue Service Form 8038-G and will prepare and distribute to the participants in the transaction a transcript of the proceedings.

5. Duties of Parker & Covert and District.

(a) **Duties of Parker & Covert.** Parker & Covert shall provide those legal services reasonably required to represent District in the matters described in Paragraph 1 of this Agreement. Parker & Covert shall also take reasonable steps to keep District informed of significant developments and to respond to District's inquiries. While one attorney at Parker & Covert may be primarily responsible for completing the work that is within the scope of this Agreement, that attorney may also delegate work to other attorneys, paralegals, law clerks, and office personnel within Parker & Covert when it is determined that such delegation is appropriate in representation of District's interests. If District so requests, District will be notified prior to any delegation and a decision will be made in consultation with District.

(b) **Duties of District.** District shall timely communicate with Parker & Covert; make all reasonable efforts to cooperate with Parker & Covert (including making all reasonable efforts to timely provide any information that Parker & Covert requests in order to carry out its duties under this Agreement); keep Parker & Covert informed of developments pertaining to the Bonds; perform the obligations District has agreed to perform under this Agreement; and pay all monies due to Parker & Covert in a timely manner.

6. Disclaimer of Guarantee. By signing this Agreement, District acknowledges that Parker & Covert has made no promises or guarantees to District about the outcome of District's matter, and nothing in this Agreement shall be construed as such a promise or guarantee.

7. Fees and Expenses.

(a) **Bond Counsel.** Parker & Covert's fees for Bond Counsel services described above in Paragraph 1 for the election and the first series bonds to be sold shall be in the amount of thirty two thousand dollars (\$32,000). Parker & Covert shall be entitled to be compensated for its expenses associated with the financing in an amount not to exceed eight hundred dollars (\$800). For

the District's subsequent series of bonds, Parker & Covert's fees shall be in the amount of seventeen thousand dollars (\$17,000) with expenses not to exceed four hundred dollars (\$400).

(b) **Payment of Compensation.** The compensation provided for under subparagraph (a) shall be contingent upon the issuance and delivery of the Bonds, and shall be payable solely from the proceeds of a successful election and upon issued and at the time of issuance of the Bonds.

8. Legal Action Upon Default. If District does not pay the balance when due or breaches any other terms of this Agreement, Parker & Covert may commence any legal action for collection of the balance due. District and Parker & Covert agree that all legal proceedings related to the subject matter of this Agreement shall be maintained in courts sitting within the State of California. District and Parker & Covert agree that the jurisdiction and venue for such proceedings shall lie exclusively with such courts. Further, the prevailing party in any such dispute shall be entitled to reasonable costs, including attorneys' fees.

9. Arbitration of Fee Dispute. If a dispute arises between Parker & Covert and District regarding Parker & Covert's fees or costs under this Agreement and Parker & Covert files suit in any court, or begins an arbitration proceeding other than through the State Bar or the local bar association within the jurisdiction of District under Business and Professions Code Sections 6200-6206, District will have the right to stay that suit or arbitration proceeding by timely electing to arbitrate the dispute through the State Bar or a local bar association within the jurisdiction of District under Business and Professions Code Sections 6200-6206, in which event Parker & Covert must submit the matter to that arbitrator.

10. Notices. All notices, letters, and other communications authorized or required by this Agreement shall be considered transmitted, served, and effective for all purposes on the date that they are reduced to writing, deposited in the United States first class mail, postage prepaid, and addressed as follows:

(a) **To District:**

Sierra Sands Unified School District
113 W. Felspar
Ridgecrest, CA 93555
Attention: Superintendent

(b) **To Parker & Covert:**

Parker & Covert
2520 Venture Oaks Way, Suite 190
Sacramento, California 95833
Attention: Addison Covert

11. District Files. At District's request, upon the termination of services under this Agreement, Parker & Covert will promptly release all of District's papers and property to District (subject to any applicable protective orders or non-disclosure agreements).

12. Destruction of District File. If District does not request the return of its papers and property upon the termination of services under this Agreement, Parker & Covert will retain District's file for seven (7) years from the date of issuance of the Bonds, after which time Parker & Covert may have District's file destroyed. District acknowledges that it will not be notified prior to destruction of its papers and property, and consents to the same. The District must make separate arrangements with Parker & Covert in order to have its file maintained beyond seven (7) years after District's matter is concluded.

13. Termination. This Agreement may be terminated by District or Parker & Covert, or modified by mutual consent, at any time upon thirty (30) days written notice. If District terminates this Agreement prior to the issuance of the Bonds, other than for reasonable cause, District and Parker & Covert shall confer in an effort to determine a reasonable compensation in light of the circumstances to the date of termination of this Agreement. Parker & Covert and District each agree to sign any documents reasonably necessary to complete Parker & Covert's discharge or withdrawal.

14. Assignment. This Agreement is not assignable by Parker & Covert without the prior written consent of District.

15. Modification by Subsequent Agreement. This Agreement may be modified only by a written instrument signed by both Parties.

[Signatures appear on the following page]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day, month, and year first written above.

District:

**SIERRA SANDS UNIFIED
SCHOOL DISTRICT**

a political subdivision of the State of California

By: _____

Parker & Covert:

PARKER & COVERT LLP

By: *Parker & Covert*

11. BUSINESS ADMINISTRATION

11.6 Approval to Enter into an Agreement with EMC Research for a Public Opinion Survey

BACKGROUND INFORMATION: The district is considering putting a bond measure on the November 2020 ballot. One of the activities in this process is an initial public opinion survey to determine current levels of community support for a bond measure, as well as to measure tolerance levels for increases to property taxes. District's typically hire independent research firms to conduct this survey.

CURRENT CONSIDERATIONS: The district issued a Request for Proposal (RFP) for services associated with conducting a public opinion survey. There were 3 proposals received. The proposals were evaluated, ranked, and interviews were conducted. The interview panel has selected EMC Research as the firm that best meets the district's requirements. EMC Research will provide the following services under the agreement: design a survey questionnaire with the district team; collect survey data through telephone and web-based methods; tabulate, code, clean, and weigh the survey data; perform in-depth analysis; produce cross-tabulations of voter responses based on key demographic information; prepare detailed reports and recommendations; present the results and analysis; and be available for consultation on findings and strategies.

FINANCIAL IMPLICATIONS: The cost for these services will be \$30,800.00. Funding will come from Fund 25-Developer's Fees.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the district enter into an agreement with EMC Research for a public opinion survey.



To: Jonathan Edwards
From: Tom Patras
Re: Sierra Sands USD Proposal
Date: November 7, 2019

Thank you for the opportunity to submit our proposal to conduct opinion research services on behalf of Sierra Sands Unified School District (the District). This proposal outlines the proposed scope of services related to a voter survey, as well as some background information about EMC Research. Please let us know if you have any questions or would like any additional information.

As a Principal and COO, I am authorized to execute legal documents on behalf of EMC Research. Thank you for your consideration, and we look forward to the prospect of working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Patras".

Tom Patras
Principal, COO
EMC Research, Inc.
614-504-3759
tom@emcresearch.com

1. Briefly describe the firm's practice in public opinion surveys and give a brief history of the firm.

EMC Research, Inc. is a full-service opinion research and strategic consulting firm serving a broad range of clients, including public and private corporations, state and local governments, nonprofit organizations, public agencies, and political campaigns. Founded in 1989, EMC Research is a team of more than 50 professionals with decades of research experience that we apply to every project. Our firm has offices in Columbus, OH; Irving, TX; Oakland, CA; Portland, OR; Seattle, WA; and Washington, D.C.; and we have conducted research in all 50 states and several foreign countries. EMC Research is a member of the Insights Association and the American Association for Public Opinion Research, the two leading industry groups for the market research and public opinion industry, and is the United States representative to IRIS, the world's largest international network of market research providers.

EMC Research is certified as a women-owned business by the National Women Business Owners Corporation (NWBOC), the leading third-party national certifier for women-owned small businesses. EMC Research is also a certified Women-Owned Small Business (WOSB) under the guidelines provided by the U.S. Small Business Administration.

EMC Research offers a full range of qualitative and quantitative opinion research methodologies, including telephone surveys, online surveys, intercept surveys, mail surveys, focus groups, multilingual studies and one-on-one interviews. The range of data collection methods used help us provide the analytic services our clients need, including multivariate analysis, market segmentation, ballot measure feasibility, brand awareness, employee and customer satisfaction, behavior analysis, usage analysis, and campaign effectiveness.

2. Explain your approach and key considerations that may be relevant to the District.

For this research, we recommend a mixed-mode telephone and email-to-web study among an estimated 300 likely voters in the District. The margin of error on a sample size of 300 is ± 5.7 percentage points.

A mixed-mode methodology will help maximize sample size and representativeness by reaching voters in multiple ways, both by phone and by email. This approach allows us to combine the growing reach and efficiency of online survey methodologies, particularly among populations who may not be inclined to answer a phone call, with more traditional telephone interviewing for those who prefer a live interviewer or for whom an email address or cell phone number is not available from the voter file. This methodology does not limit the number of potential responses and we will accept all completed surveys for data analysis.

Anticipated Survey Length

We anticipate an average interview length of approximately 12 to 15 minutes in order to provide you with in-depth feedback from voters that will aid in making strategic decisions related to a potential measure.

Questionnaire Development

EMC Research would prepare a draft survey instrument to review with a team designated by the District, collect feedback, and revise as needed until the District is satisfied with the content.

The content of the questionnaire will be developed following a thorough review of the District's goals and questions, along with any available background materials. We would expect to include questions regarding:

- Ratings of the District, quality of schools, and management of money;
- Perception of need for additional funding for local schools;
- Receptiveness to a potential bond measure;
- General attitudes about taxes and the importance of funding public education;
- Reaction to proposed measure elements;
- The impact of various message themes;
- Vulnerability to opposition message themes; and,
- Demographics.

EMC would be available for teleconferences to review and revise the draft survey instrument with the District and consultant team.

Data Collection

Telephone interviews will be conducted live, by trained, professional interviewers and monitored by an EMC staff member. After each day of interviewing, demographic variables will be tracked to ensure that they are falling within the appropriate proportions compared to the voter population.

Data Analysis and Reporting of Results

Upon completion of interviewing, EMC Research will conduct an extensive statistical analysis of the data gathered from the survey. The key steps include: tabulating survey results, designing and generating cross-tabulations and other statistical tables as needed, and performing in-depth analysis of the data.

EMC Research will create a PowerPoint Presentation of key findings, analysis, and recommendations. In reporting the results of the survey, we will provide you with clear, concise analysis and strategic recommendations to meet your goals, with emphasis on making the data understandable and usable.

EMC will provide ongoing assistance as needed until the Board decides whether to place a measure on the ballot. We provide opinion research as a service, not a product, and we make ourselves available for further consultation and analysis, at no additional cost.

In summary, for this project, EMC Research will:

- Develop the final research design in consultation with the District and consultant team;
- Design a survey questionnaire in consultation with the District and consultant team;
- Collect survey data through interviews conducted by telephone on landlines and cell phones from a central telephone bank, supervised by an on-duty supervisor;
- Adapt the questionnaire for online application; program and host the survey using professional survey software; manage the deployment of survey invitations via email; and collect survey responses online;
- Monitor data collection daily to ensure the process is going according to plan, and adjust strategies as needed to ensure a representative sample of District voters;
- Tabulate, code, clean, and weight the survey data from both modes;
- Perform in-depth analysis of the data;
- Produce cross-tabulations of voter responses based on key demographic information;
- Prepare a detailed report of results, including graphic presentation of key findings, analysis and recommendations
- Present results and analysis as needed; and,
- Be available for consultation on findings and strategy.

3. Describe your experience with conducting public opinion surveys in connection with general obligation bond measures.

- and -

4. Describe your experience with conducting public opinion surveys for school districts.

EMC Research is well known across the state of California for our exceptional knowledge of voter attitudes and ability to bring context and expertise beyond a single research study. We have assisted in developing hundreds of revenue measures that have raised billions of dollars for education, transportation, housing, open-space, parks, and other services to improve our local communities.

EMC’s professionals have thirty years of experience and expertise conducting surveys and focus groups on behalf of school districts throughout California, as the districts have sought to secure funding for educational and capital improvements and to understand perceptions of stakeholders and constituencies.

We have assisted our school district clients in evaluating funding options, choosing funding mechanisms, crafting ballot measures, and even navigating controversial issues. Our work has been focused on voter communications and we have developed a comprehensive strategy for testing messages about the need for education funding. Our research has provided a roadmap for many successful California school district revenue measures. We are especially skilled at using the polling process to assist with building key stakeholder support, communicating findings in a clear and understandable manner, and providing clear, actionable recommendations for our clients. Our work will help the District understand overall voter tolerance for a revenue measure and identify language and themes that will connect with voters in the area.

For some districts, we have delivered the difficult message that the time is not right to move forward with a measure, and instead assisted with research to help those districts better understand their communities’ perceptions and priorities. Our work is designed to provide districts with the data needed to develop long-term communications with voters and stakeholders in addition to providing the basis for designing an immediate strategy for a funding measure.

For all of our projects, we are committed to not only conducting high-quality research, but also to helping our clients get the best possible use out of the research and analysis. In addition to presenting results in-person, EMC Research provides ongoing assistance in developing strategies and techniques based on our research findings. We provide opinion research as a service, not a product, and we will remain available for further consultation and analysis as long as the research is used.

Some of our recent K-12 school district clients in California include:

| | |
|---|---------------------------|
| Alameda Unified School District (Alameda County)..... | Bond Measure & Parcel Tax |
| Aromas-San Juan Unified School District (San Benito County)..... | Parcel Tax |
| Berryessa School District (Santa Clara County)..... | Bond & Parcel tax |
| Brawley Elementary School District (Imperial County)..... | Bond Measure |
| Cabrillo Unified School District (San Mateo County)..... | Parcel Tax & Bond Measure |
| Cambrian Elementary School District (Santa Clara County)..... | Parcel Tax |
| Campbell Elementary School District (Santa Clara County)..... | Bond Measure & Parcel Tax |
| Castro Valley Unified School District (Alameda County)..... | Bond Measure & Parcel Tax |
| Chico Unified School District (Butte County)..... | Bond Measure |
| Cupertino Union School District (Santa Clara County)..... | Bond Measure & Parcel Tax |
| Davis Unified School District (Yolo County)..... | Bond Measure & Parcel Tax |
| Emery Unified School District (Alameda County)..... | Parcel Tax |
| Fremont Union High School District (Santa Clara County)..... | Bond Measure & Parcel Tax |
| Hollister School District (San Benito County)..... | Bond Measure |
| Lakeside Joint School District (Santa Clara County)..... | Parcel Tax |
| Loma Prieta Joint Union School District (Santa Clara County)..... | Parcel Tax |



| | |
|--|---------------------------|
| Los Altos School District (Santa Clara County)..... | Bond Measure & Parcel Tax |
| Los Gatos Union Elementary School District (Santa Clara County) | Bond Measure & Parcel Tax |
| Los Gatos-Saratoga Joint Union High School District (Santa Clara County).... | Bond Measure & Parcel Tax |
| Los Nietos School District (Los Angeles County)..... | Bond Measures |
| Mill Valley School District (Marin County)..... | Parcel Tax |
| Milpitas Unified School District (Santa Clara County)..... | Bond Measure & Parcel Tax |
| Monterey Peninsula Unified School District (Monterey County)..... | Bond Measure & Parcel Tax |
| Moreland School District (Santa Clara County)..... | Bond Measure & Parcel Tax |
| Mount Diablo Unified School District (Contra Costa County)..... | Bond Measure & Parcel Tax |
| Mountain View-Los Altos High School District (Santa Clara County)..... | Bond Measure |
| Orcutt Union School District (Santa Barbara County)..... | Bond Measure & Parcel Tax |
| Palmdale School District (Los Angeles)..... | Bond Measure |
| Pittsburg Unified School District (Contra Costa County)..... | Bond Measure |
| Pleasanton Unified School District (Alameda County)..... | Bond Measure |
| San Francisco Unified School District (San Francisco County)..... | Bond Measure & Parcel Tax |
| San Jose Unified School District (Santa Clara County)..... | Bond Measure & Parcel Tax |
| San Mateo-Foster City School District (San Mateo County)..... | Bond Measure & Parcel Tax |
| San Ramon Valley Unified School District (Contra Costa County)..... | Bond Measure & Parcel Tax |
| Saratoga Joint Union School District (Santa Clara County)..... | Parcel Tax |
| Union School District (Santa Clara County)..... | Bond Measure & Parcel Tax |
| Wiseburn Unified School District (Los Angeles County)..... | Bond Measure |

5. Naval Air Weapons Station China Lake is located within the boundaries of the District. How does this impact the survey (if at all)?

Given that this study will be of registered, likely voters from within the District, the location of the Naval Air Weapons Station China Lake should have little impact on the survey sample. Those who are registered to vote in the District would be eligible to be in the survey sample, whether they are affiliated with the weapons station or not.

6. Describe the expertise and experience of the professionals who would be assigned to the District, particularly the individual(s) who would be the District’s primary day-to-day contact(s).

EMC Research staffs project teams dynamically with qualified and available personnel to ensure top-notch client service and timely turnaround of work products and research data. We work closely with our clients to ensure we know their timelines and key dates, and we anticipate each step to ensure we have the capacity and availability to perform all aspects of the work at a high-quality level. As a leading opinion research firm, we consistently turn around projects in short time frames and with critical strategic analysis. EMC has a solid reputation for capacity to perform under tight deadlines. Our clients know us as flexible and responsive, and we regard this reputation as one of our most competitive brand attributes.

This project team will consist of Project Lead Tom Patras, who will be assisted by Jessica Polsky-Sanchez and Andie Morhous. Bios of each team member are provided below.



Tom Patras, Principal & COO

Tom Patras has been bringing his laid-back, open-minded approach to EMC since joining the firm in 2005. With his diverse background in the private sector, government and on political campaigns, Tom brings first-hand experience of how his clients utilize research data. He is especially skilled at helping to develop clarity in their project goals and provide research-based insights along with recommendations that can be used in the real world.

Tom rejects any one-size-fits-all approach to a research challenge and pushes clients and colleagues to try new things while always focusing on the end goal of providing quality research. He has helped EMC evaluate and test new methodologies and approaches to collecting opinion research, especially as respondents have been getting more difficult to reach.

A true generalist, Tom's typical work covers a broad range of topic areas including electoral research, land-use, energy, water, customer satisfaction, B2B, and early childhood education.

Tom has his BA in Economics from Macalester College where he played baseball. Now, raising two young children takes up most of his free time, but he loves to travel, play basketball, and get outside for a hike, or the occasional trip home to his native Minnesota to go fishing.

Some of Tom's recent clients include: San Jose Unified School District, Metropolitan Water District of Southern California, Pleasanton Unified School District, San Mateo-Foster City School District, Union School District, First Things First – Arizona, Great Start Michigan, Ohio Department of Jobs and Family Services, and Madison Metropolitan Sewerage District.

Jessica Polsky-Sanchez, Senior Vice President

Jessica brings her high standards for accuracy and attention to detail to every project she manages for EMC clients.

From her study of social psychology, Jessica uses her knowledge of psychological influences on decision-making to provide an understanding of underlying motivations. Her expertise informs her research design and allows her analysis to look beyond the obvious to uncover unique recommendations and strategies.

Jessica truly enjoys finding solutions to client problems and helping them succeed in implementing improvements that impact everyday lives. Her clients include many public agencies, and her research has resulted in billions of dollars in revenue for local schools, parks and open space districts, successful campaigns to expand water conservation and improved access to health care for the underserved.

Prior to joining EMC Research in 2007, Jessica pursued contemporary jazz dance and was a law clerk at a disability rights law firm. Jessica still loves jazz music and dance and along with her husband, enjoys cooking, hiking, and window shopping along the Bay Area's many commercial corridors. Her spare time is consumed with her young family.

Jessica has a BA in Psychology from the University of Michigan and MA in Social Psychology from San Francisco State University.

Some of Jessica's recent clients include: San Jose Unified, University of California, Fremont Union High School District, Cupertino Union School District, Berryessa Union School District, Davis Joint Unified



School District, Castro Valley Unified School District, Emery Unified School District, Moreland School District, Cabrillo Community College District.

Andie Morhous, Director

Andie leads EMC's work with public agencies in California and is invested in exploring the attitudes, opinions, and priorities of California residents and voters.

In her time at EMC Research, Andie has worked on both quantitative and qualitative research projects with diverse clients, including K-12 school districts, community colleges, counties, cities, non-profits, candidates, and businesses. Andie is particularly skilled with voter opinion research on education, housing, health care, and infrastructure, as well as customer and resident satisfaction surveys for local municipalities.

Before joining EMC in 2016, Andie worked as a political strategy and communications consultant specializing in public finance ballot measures supporting programs, services, and facilities throughout the state of California.

She has a BA in Political Science from UC Berkeley.

Some of Andie's recent clients include: University of California, Cabrillo Community College District, Peralta Community College District, West Valley-Mission Community College District, Union School District, Alameda Unified School District, Cabrillo Unified School District, Pleasanton Unified School District, Monterey Peninsula Unified School District, Alameda County, San Benito County, East Bay Municipal Utility District.

7. A clear and concise rationale as to why the District should select your firm over other qualified firms.

EMC Research offers the following competitive advantages:

- **We understand how to work with public agencies.** With our many years of public agency work in communities across California and the nation, our firm understands the process of working with public representatives and stakeholders, meeting open records requirements, and conducting and presenting research results in politically sensitive environments.
- **We embrace the process.** The exercise of planning and executing research can be an essential tool for consensus building. Done correctly, research design discussions can help vet assumptions and get internal stakeholders working toward the same strategic objectives. This essential step in the planning of the research can help lay the groundwork for focusing on the results of the research once it is completed, and how those results can be used to inform key decision-making processes. Our team has guided numerous public agencies through this process, and our proposal includes an explicit component of internal research and information gathering that will result in a stronger research project.
- **We prioritize client service.** At EMC Research, a company Principal is assigned to every project. This ensures each client gets the attention they deserve from someone with years of expertise in the field of opinion research and strategic services.
- **We are constantly innovating.** EMC provides a unique package of long-time experience along with constant innovation. We are on the cutting edge of new methodologies to address

declining response rates, utilizing email-to-web, web panels, SMS invitations, and even old-fashioned US mail when appropriate. We are constantly seeking and trying new methodologies. Our goal is to get you the best research at a reasonable cost, and while we will continue to conduct typical voter surveys, focus groups, and other tried-and-true methodologies, we may suggest new methods over the course of our partnership with clients that do not even exist yet.

8. A case study that you believe illustrates the special strengths of the firm that might be relevant to the District.

Two relevant case studies on recent school district bond measures are provided below.

Fremont Union High School District

EMC has been working with Fremont Union High School District since 2017. The District was seeking a polling partner not only to conduct quality research, but also to guide them through the process and provide candid advice. EMC seamlessly stepped into this role, quickly becoming a trusted partner, getting up to speed on the needs and particulars of FUHSD and guiding the District through multiple strategy considerations. Since 2017 we have conducted several mixed-mode telephone and email-to-web surveys of voters to assess the feasibility of potential revenue measures and understand voter priorities. Our work helped lead to the successful passage of FUHSD's \$275 million bond measure in November 2018.

Palmdale School District

Palmdale School District solicited EMC's services in 2016 as the District sought to place a bond measure on the ballot later that year. Knowing the community had supported the District's earlier bond in 2012, the main concern was a crowded ballot in 2016—would voters reject another tax measure given that they were also being asked to support statewide education and community college tax measures? Our poll simulated the impact of a crowded ballot and determined that voters would likely still support the measure for their local elementary schools. Sure enough, using ballot language refined through the polling process, the District passed the \$80 million bond measure with nearly 79% support in November.

9. The draft schedule calls for the survey results to be presented to the School Board on Thursday, February 20, 2020, and to the potential (yet to be formed) civic engagement committee (to be comprised of community members) on Monday, March 16, 2020. Assuming the survey firm selection is made no later than Friday, November 22, 2019, please address if it would be reasonable to plan that survey results could be presented on the above-referenced meeting dates.

Yes, it is absolutely reasonable to meet the above referenced timeline. As soon as the District makes its decision, we would hit the ground running and begin discussions on the research goals and objectives, and then move into design, analysis, and reporting stages, all of which could be completed in advance of the meetings beginning in February.

Before starting a project, EMC Research constructs a project timeline in accordance with your needs. Any proposed timeline would take into consideration the specific needs of the District. In addition, EMC Research accounts for outside factors that can influence research timing and interpretation, such as national holidays and the local political environment. Timelines often change because of changing client needs, shifting deadlines, and a fluid public opinion environment. Our experience has made us adept at responding to those changes and we have always met or exceeded timeline expectations.

The following timelines represent what is typical for the type of project outlined above, based on our experience with similar work. Once the project gets underway, EMC Research can develop a more specific timeline based on information from the kick-off meeting and any other information delivered by the District.

| | |
|------------------|---|
| Week 1 | Project kick-off meeting; review past research and other background materials; identify key project goals and objectives; submit draft questionnaire and sampling plan. |
| Weeks 2-3 | Conference call(s) as necessary to review and edit the draft questionnaire and sample plan; submit revised drafts as needed. |
| Weeks 3-4 | Finalize sample plan and questionnaire; program survey; obtain survey sample. |
| Weeks 4-5 | Conduct data collection. |
| Weeks 5-6 | Deliver survey topline and crosstabulations; discuss ideas for presentation and reporting of results, including scheduling presentation of final results and analysis. |
| Week 7 | Deliver draft presentation of results. |
| Week 8 | Finalize presentation of results. |
| On-going | Additional presentations, memos, summaries, or other discussions as requested; consultation and advice for as long as the research is used. |

10. The draft schedule shows the survey being conducted in the December 2019 - January 2020 timeframe, the proposed bond measure plan being presented to the Board in May 2020, and the Board taking action to place a bond measure on the ballot in June 2020. Given a November 2020 election, what are your thoughts on the timing of the survey? What would be the optimal timing?

Optimal survey timing is driven by the client's need for data and information. Given the timing of when the survey results need to be reported and when the Board needs to take action, a December or January survey timeline makes sense. Given the winter holidays and the school calendar, an early January timeline might be preferred, so as to not be conducting the survey during the holiday periods in late December when many District families could be traveling for the holidays.

Given the other schedule considerations provided in the RFP, we could conduct much of the survey design/discussion phases in December, prior to the holidays, and then be in position to conduct data collection after the holidays once school is back in session in January. This would still allow us to meet the February 20 deadline for presenting survey results to the School Board, with time in advance of that meeting to discuss and review the presentation with the project team. A draft timeline could look something like the following:

| | |
|----------------------------|---|
| December 2019 | Survey and methodology design |
| Early January, 2020 | Data collection |
| Mid/Late January | Analysis and initial reporting |
| Early February | Discuss, edit, and refine Board presentation |
| February 20, 2020 | Present results to the School Board |
| Early March | Additional reporting, analysis, and preparation |
| March 16, 2020 | Present results to the Civic Engagement Committee |

11. Any additional interesting information about your experience or skill set that you would like the District to know.

EMC Research has 30 years of experience conducting opinion research services for school districts throughout California, at all levels, on a variety of topics, especially voter-approved revenue measures. We are very proud of the fact that with the help of our research, **billions of dollars** of new classrooms and school facilities have been financed, and many successful parcel taxes are in place. We have also polled on education reforms, policy approaches, early childhood education, and attitudes about educational services. We are especially skilled at using the research process to assist with building key stakeholder support, communicating findings in an understandable manner, and providing accurate, clear results and actionable recommendations for our clients.

12. Describe your firm's proposed compensation.

The cost of the survey is determined by many factors, particularly the length of the questionnaire, the screens employed, languages needed, the size of the voter universe, and the number of interviews completed. If any of our assumptions about the specifications change, the survey cost would need to be adjusted accordingly.

The costs below represent the beginning-to-end fee for our services including meetings with the client and presentation of the results. The two in-person presentations referenced herein are factored into our costs. Also included is consulting with the District and consultants on effective use of survey results including recommendations, strategy and message development, prior to the Board's decision about whether to place a measure on the ballot.

Cost Summary

| | |
|--|---|
| 300 interviews, 12 minutes average survey length | \$28,200 |
| 300 interviews, 15 minutes average survey length | \$30,800 |
| Cost for optional third in-person presentation | \$600 <i>(estimated; would be billed at cost)</i> |

These costs include all goods and services outlined in this proposal, and assume one mixed-mode telephone and online survey among a random selection of likely voters, conducted in English, with both landlines and cell phones included in the telephone portion.

13. Describe any existing or potential conflict of interest arising from your relationships with or representation of other parties that should be considered, and provide sufficient facts, legal implications, and possible effects in order for the District to appreciate the significance of each potential conflict and grant an appropriate waiver, if necessary.

We have no known conflicts of interest related to this project.

14. Describe and state the conclusion reached of any litigation, malpractice claim, or other like proceedings against your firm or any of its professionals, whether current or pending, as well as any such proceeding or claim occurring during the past five (5) years.

There have been no such proceedings against EMC Research or any of our professionals during the past five years.



15. Describe the level of malpractice insurance carried by your firm, including the deductible amount, to cover errors and omissions, improper judgments, or negligence.

We currently carry \$2,000,000 coverage for each occurrence and annual aggregate with a \$10,000 deductible on our Malpractice Coverage.

16. Provide your firm's proposed contract.

A draft EMC Research contract is attached to the end of this proposal for review.

DRAFT
**MEMORANDUM OF UNDERSTANDING BETWEEN
EMC RESEARCH, INC. AND
SIERRA SANDS UNIFIED SCHOOL DISTRICT
NOVEMBER 20, 2019**

The purpose of this memorandum is to confirm an agreement under which EMC Research, Inc., (EMC) will undertake surveys and opinion research for Sierra Sands Unified School District (the "District").

THE NATURE OF THE WORK

The project will include a statistically valid survey to evaluate the opinions of likely November 2020 voters in the Sierra Sands Unified School District. The survey will be designed to help determine the viability of a general obligation bond measure for 2020, including feedback on ballot measure components, tax amount and structure, timing, informational statements, and other related items.

The survey will be designed to provide the District with:

- A representative overview of the District's voters
- Quantitative data regarding voter issue positions
- An assessment of the likelihood of success of a general obligation bond measure

Both parties hereto will consult with each other and reach an agreement on the contents of the questionnaire and the survey format. Once an agreement on the contents and survey is reached, EMC will conduct the research within an agreed upon time frame.

THE SURVEY

The survey under this agreement will consist of 300 interviews conducted using a hybrid of email-to-web and telephone interviews. Average interview length is estimated to be 12 to 15 minutes. The survey will be conducted in English. The sample will consist of a random selection of registered, likely voters selected in proportion to the distribution of such voters in the Sierra Sands Unified School District. The sampling procedures will be consistent with generally recognized, scientifically valid sampling techniques designed to produce a survey reflective of the electorate.

SCOPE OF WORK

EMC Research will draft the survey, program for data collection, supervise data collection, provide a topline results document, produce crosstabs and a visual presentation of results and analysis, present results in-person, and coordinate with the District's team.

Specifically, EMC will:

- Work with the District staff and consultant to design and prepare a survey instrument that addresses the District's goals;
- Draw a computer-generated random sample of likely voters in the District;
- Test the questionnaire for clarity of questions, and revise the questionnaire as necessary;

- Collect survey data through interviews conducted by telephone on landlines and cell phones from a central telephone bank, supervised by an on-duty supervisor;
- Adapt the questionnaire for online application; program and host the survey using professional survey software; manage the deployment of survey invitations; and collect survey responses online;
- Monitor data collection daily to ensure the process is going according to plan, and adjust strategies as needed to ensure a representative sample of District voters;
- Tabulate, code, clean, and weight the survey data from both modes;
- Perform in-depth analysis of the data;
- Produce cross-tabulations of voter responses based on key demographic information;
- Meet with District representatives, consultants, and others to present and review the results, and discuss the applications of findings to future strategy decisions; and,
- Be available for consultation on findings.

COST

The cost to conduct a hybrid email-to-web/telephone survey of 300 likely voters, with an average survey length of 12 to 15 minutes, in English, is \$28,200 to \$30,800. This price includes all services outlined in this MOU.

One half of the project fee will be billed upon contract approval, and the second half will be billed upon delivery of survey results.

TIMELINE

The survey would be conducted in January 2020, with results provided to the District in February 2020.

OTHER PROVISIONS

The parties agree that all cost of any successful legal actions taken by either party to enforce the terms of this agreement, including legal fees, shall be the responsibility of the losing party in any such legal actions.

EMC agrees to furnish to the District a complete analysis and reasonable consultation time with respect to the data and findings.

EMC is entitled to retain copies of all data and analysis for its own internal use.

The District agrees that any public or private dissemination of any data or conclusions represented to be those of EMC will be in strict conformity with the data and analysis provided to the District by EMC. The District further recognizes the right of EMC to correct errors in such data as may be attributed to them by releasing the correct data or analysis.

EMC will not release any data whatsoever except as provided in the preceding paragraph, nor any other information in its possession concerning the District, except as may be required by law, without the permission of the District.

DATE: _____

BY: _____

_____, _____
Sierra Sands Unified School District

DATE: _____

BY: _____

Tom Patras, Principal/COO
EMC Research, Inc.

11. BUSINESS ADMINISTRATION

11.7 Adoption of Resolution #18 1920 Implementing Prequalification of Construction Contractors under Public Contract Code 20111.6 Utilizing the Quality Bidders Questionnaire/Service

BACKGROUND INFORMATION: For construction contracts awarded on or after January 1, 2014, Public Contract Code (PCC) 20111.6 requires boards of education of school districts with average daily attendance over two thousand five hundred (2,500) to prequalify bidders for public works projects using any funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code 17070.10 et seq.) or any funds from any future state school bond for a public project with a projected expenditure of one million dollars (\$1,000,000.00) or more.

Bidders subject to this requirement shall include the general contractor and, if utilized, all electrical, mechanical, and plumbing subcontractors licensed pursuant to Business and Professions Code 7058, specifically contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46 licenses. Resolution #18 1920 outlines specific obligations required pursuant to PCC 20111.6.

CURRENT CONSIDERATIONS: It will be necessary for the district to prequalify bidders associated with earthquake damage repairs, the Richmond Elementary School project, and other construction projects. The district does not currently have resources with the appropriate skills and/or available time to perform this pre-qualification tasking. The district received a proposal from Colbi Technologies for software to facilitate this function.

FINANCIAL IMPLICATIONS: The estimate for the software licenses necessary to support both informal and formal prequalification activity is \$10,000. This will be funded by Fund-01, General Fund.

SUPERINTENDENT'S RECOMMENDATION: It is the superintendent's recommendation that the board adopt Resolution #18 1920 implementing prequalification of construction contractors under Public Contract Code 20111.6 utilizing the Quality Bidders Questionnaire/Service.

**Sierra Sands Unified School District
Resolution #18 1920
Implementing Prequalification of Construction Contractors Under
Public Contract Code 20111.6 Utilizing
The Quality Bidders Questionnaire/Service**

WHEREAS, for construction contracts awarded on or after January 1, 2014, Public Contract Code (PCC) 20111.6 requires the governing board of a school district with an average daily attendance over two thousand five hundred (2,500) to prequalify bidders for public works projects using any funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code 17070.10 *et seq.*) (Leroy F. Greene Act) or any funds from any future state school bond for a public project with a projected expenditure of one million dollars (\$1,000,000.00) or more;

WHEREAS, for purposes of PCC 20111.6 and public projects that fall within its purview, bidders shall include the general contractor and, if utilized, all electrical, mechanical, and plumbing subcontractors (licensed pursuant to Section 7058 of the Business and Professions Code, specifically contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46 licenses);

WHEREAS, the standardized Quality Bidders questionnaire and financial statement in a form specified by the school district (“questionnaire”) is required to include a complete statement of the prospective bidder’s financial ability and experience in performing public works;

WHEREAS, the questionnaire and financial statement must be verified under oath by the bidder in the manner in which civil pleadings and civil actions are verified; and

WHEREAS, the questionnaire is not a public record and is not to be opened to public inspection;

WHEREAS, each questionnaire submitted by a prospective bidder will be scored in accordance with an established point system;

WHEREAS, PCC 20111.6 requires any school district requiring prospective bidders to complete and submit a questionnaire to adopt and apply a uniform system of rating bidders on the basis of the completed questionnaire in order to determine if bidder will be deemed qualified to bid (Uniform System);

WHEREAS, a school district may not accept a proposal from any potential bidder who is required to submit a questionnaire in accordance with PCC 20111.6, but has not done so at least ten (10) business days prior to the date fixed upon the public opening of sealed bids, or has not been prequalified by the school district in accordance with PCC 20111.6(f) at least five (5) business days prior to the opening of sealed bids; and

WHEREAS, Notwithstanding the foregoing recital, pursuant to PCC 20111.6, a school district may establish a process for prequalifying prospective bidders and may authorize their prequalification to be considered valid for up to one (1) calendar year following the date of initial prequalification.

NOW, THEREFORE, BE IT RESOLVED the Board hereby finds, determines, and declares as follows:

Section 1. In accordance with PCC 20111.6, the Board of Education (Board) establishes the use of Quality Bidders, a prequalification program for construction contracts awarded on or after January 1, 2014 that receive funding pursuant to the Leroy F. Greene Act or any funds from any future state school bond and involves a projected expenditure of one million dollars (\$1,000,000) or more, (Prequalification Program).

Section 2. The Prequalification Program shall utilize the Quality Bidders questionnaire attached hereto as Exhibit “A” and incorporated herein.

Section 3. In accordance with PCC 20111.6, the District adopts the Quality Bidders Uniform System of allocating points set forth in the document attached hereto as Exhibit “B” with respect to the District’s review of any submitted Quality Bidders questionnaires. Any potential bidder who submits a questionnaire that does not meet the above-referenced criteria set forth in this section shall be considered not qualified and rejected.

Section 4. The questionnaire shall be completed by any potential bidder in conformance with PCC 20111.6.

Section 5. With respect to construction contracts awarded on or after January 1, 2014 that receive funding pursuant to the Leroy F. Greene Act or any funds from any future state school bond and involves a projected expenditure of one million dollars (\$1,000,000.00) or more, each prospective bidder must be prequalified in conformance with the Prequalification Program prior to submitting a bid.

Section 6. In submitting any bids for construction contracts awarded on or after January 1, 2014 that receive funding pursuant to the Leroy F. Greene Act or any funds from any future state school bond and involves a projected expenditure of one million dollars (\$1,000,000) or more, and any future projects that require prequalification of contractors, the District will furnish each prospective bidder a standardized proposal form that when completed and executed, will constitute such potential bidder’s bid (“Proposal”).

Section 7. A Proposal shall not be accepted from any person or other entity for any construction contracts awarded on or after January 1, 2014 that receive funding pursuant to the Leroy F. Greene Act or any funds from any future state school bond and involves a projected expenditure of one million dollars (\$1,000,000.00) or more who: (1) has not submitted a questionnaire at least ten (10) business days prior to the date fixed for the public opening of the seal bids for such construction contract in accordance with PCC 20111.6(f), or (2) who has not been prequalified for at least five (5) business days prior to the public opening of seal bids for such contract, in accordance with PCC 20111.6(f).

Section 8. Once prequalified pursuant to this section, such prequalification shall be valid for up to one (1) calendar year following the date of initial prequalification.

Section 9. The Board hereby delegates to the District's Assistant Superintendent of Facilities, Planning and Operations the authority to determine whether a potential bidder shall be considered prequalified.

Section 10. The Board hereby delegates to the District's Superintendent or his/her designee, the authority to hear and oversee prequalification determination appeals.

APPROVED, PASSED, AND ADOPTED by the Board of Education of the Sierra Sands Unified School District on December 12, 2019 by the following vote:

Board Member name
Board Member name
Board Member name
Board Member name
Board Member name

I, Dave Ostash, Secretary of the Sierra Sands Unified School District Board of Education, do hereby certify that the foregoing is a full, true and correct copy of a 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.

Dave Ostash
Secretary, Board of Education

Step 1 — Pre-Qualification**Contractor Information**

- Firm Name*
- Contact Person*
- Address*
- Phone Number*
- Fax Number
- Email Address*
- Contractor's License Number*
 - Program links to Contractor's State License Board page for that license number
- Drop down menus to enter multiple License Classifications*

Business Certifications

Select at least one business certification*:

- Minority Business (MBE)
- Disadvantaged Business (DBE)
- Disabled Veteran Business (DVBE)
- Women Owned Business (WBE)
- Small Business (SBE)
- None

Qualification

Answer the Yes/No questions:

1. Does Contractor possess a valid and current California Contractor's license for the project or projects for which it intends to submit a bid?*
2. Does Contractor have a liability insurance policy in accordance with minimum State requirements?*
 - If yes, a drop down form opens requesting amount of coverage.
3. Does Contractor have current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et Seq.?*
4. Has your firm or any of its owners or officers ever been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?*
5. Has any contractor's license held by your firm, or its responsible managing employee ("RME") or responsible managing officer ("RMO") been suspended or revoked at any time in the last five years?*
6. Has your firm registered using the Department of Industrial Relation's Public Works Contractor Online Application System as required by SB 854?*
 - If yes, drop down forms opens requesting more information (Contractor Registration Number* and

Expiration Date*).

Step 2 — General Requirements**Business Structure**

7. Select Business Type (drop down menu):
- Corporation (date Incorporated*, under the laws of what state*)
 - Partnership (date of formation*, under the laws of what state*)
 - Sole Proprietorship (date of commencement of business*, person's name*, construction company*, dates of person's participation with company*).

Business Information

8. Please upload a copy of your latest reviewed or audited financial statement with accompanying notes and supplemental information. (Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is no more than 25

Note: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.*

percent of the qualifying amount provided in section 14837(d)(1). As of January 1, 2001, the qualifying amount is \$10 million, and 25 percent of that amount, therefore, is \$2.5 million.)

- A checkbox is featured; By checking this box, I certify that my business qualifies as a small business as defined in GC 14837(d)(1) and an exempt from this requirement. If checked the Financial Statements upload form is removed.
9. Has your firm or any firm with which any of your company's owners, officers or members was associated, ever been disbarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?*
- If yes, a drop down form opens requesting more information (name of company*, name of the person within your firm who was associated with that company*, year of event*, owner of the project*, project name*, and basis for the action).
10. Has your firm ever been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?*

Support Document

- If yes, a drop down form opens requesting more information (year of the event*, name of owner*, project name*, and basis for the finding by the public agency).
11. The following three questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about pass-through disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

12. Has any claim against your firm concerning your firm's work on a Construction project ever been filed in court or arbitration?*
- If yes, a drop down form opens requesting more information (project name*, date of claim*, name of claimant*, brief description of the nature of the claim, the court in which the case was files*, a brief description of the status of the claim).
13. Has your firm ever filed a claim in court or arbitration against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?*
- If yes, a drop down form opens requesting more information (project name*, date of claim*, name of entity (or entities) against whom the claim was filed*, brief description of the nature of the claim, the name of the court in which the case was filed*, brief description of the status of the claim).
14. Has your firm had a contract for a public work of improvement that was terminated for cause by a public agency? Note: you need not answer yes if the public entity terminated the contract for convenience.*
- If yes, a drop down form opens requesting more information (owner's name*, name of your bonding company*, original contract value*, value of the work terminated*, brief explanation of the circumstances leading to the termination).
15. Has your firm ever agreed with a public entity that your firm would not bid on future projects advertised by the public entity for a specified period of time?*
- If yes, a drop down form opens requesting more information (name of public entity*, year of agreement*, period of time during which your firm agreed not to bid*).
16. Has any surety company ever made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?*
- If yes, a drop down form opens requesting more information (amount of such claim*, name of claimant*, telephone number of claimant*, date of claim*, grounds for the claim, present status of claim*, date of resolution of such claim if resolved*, method by which claim was resolved if resolved*, nature of the resolution*, amount

Support Document

of resolution*).

17. Has your firm or any of its owners, partners or members ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?*

 - If yes, a drop down form opens requesting more information (name of people involved*, name of public agency*, date of investigation*, grounds for the finding, name of claimant*, telephone number of claimant*).

18. Has your firm or any of its owners, partners or members ever been convicted of a crime involving any federal, state, or local law related to construction?*

 - If yes, a drop down form opens requesting more information (name of people involved*, name of public agency*, date of conviction*, grounds for conviction).

19. Has your firm or any of its owners, partners or members ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?*
- If yes, a drop down form opens requesting more information (name of person or persons convicted*, name of the court (include the name of the county if a state court or the district or location if federal court)*, year of the event*, description of criminal conduct).
20. Within the last five years, has your firm been denied bond coverage by a surety company, or has there been a period of time when your firm had no surety bond in place during a public construction project when one was required?*
- If yes, a drop down form opens requesting more information (date when your firm was denied coverage*, name of company or companies which denied coverage, the period during which no surety bond was in place*).
21. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?*
- If no, please upload a statement from your workers' compensation insurance carrier verifying coverage for the last five years (include dates and policy numbers on carrier letterhead) by pressing the 'ADD STATEMENT' button. If your firm has been in business for less than five years, upload a statement from your workers' compensation insurance carrier verifying continuous coverage for the period your firm has been in the construction business.*

Step 3 — History and Performance**Company History**

22. Has there been any change of more than 10 percent in ownership of the firm at any time during the last three years? Note: A corporation whose shares are publicly traded is not required to answer this question.*
- If yes, a drop down form opens requesting more information (year of change in ownership* and area to provide explanation).
23. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?*
- If yes, a drop down form opens requesting more

Note: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner or officer of your firm holds a similar position in another firm.

information (area to provide explanation).*

24. Are any corporate officers, partners or members connected to any other construction firms?*
- If yes, a drop down form opens requesting more

Note: include information about other firms if an owner, partner or officer of your firm holds a similar position in another firm.

information (area to provide explanation).*

25. Gross revenues (drop downs to add three or more years of gross revenues) If your firm has not been in business for three years, enter \$0 for the gross revenue amount of prior years. Press the 'ADD GROSS REVENUE YEAR / AMOUNT' button to add revenues for each year.*
26. How many years has your organization been in business in California as a contractor under your present business name and license number?*
- Drop down selection menu
27. Is your firm currently the debtor in a bankruptcy case? If so, please upload a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed*
- If yes, an upload form is added to attach bankruptcy petition by pressing the 'ADD BANKRUPTCY PETITION' button.
28. Was your firm in bankruptcy at any time during the last five years? If so, please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and please attach a copy of the Bankruptcy Court's discharge order, or of any other document that

Support Document

ended the case, if no discharge order was issued*

- If yes, an upload form is added to attach bankruptcy petition or discharge order.

- Licenses**
29. If any of your firm's license(s) are held in the name of a corporation, partnership, or limited liability company, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.
- A text box is provided to enter the required information.
30. Has your firm changed names or license number in the past five years?*
- If yes, drop down area opens to provide explanation, including the reason for the change.
31. Has any owner, partner, member or (for corporations or limited liability companies) officer of your firm operated a construction firm under any other name in the last five years?*
- If yes, drop down area opens to provide explanation, including the reason for the change.

- Disputes**
32. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?*
- If yes, drop down opens: Enter information about projects in which your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner. Press the 'Add Project' button to add additional projects. Each drop down form is requesting name of project*, owner's name*, owner's address*, date of completion of the project*, amount of liquidated damages assessed*, further explanation*.
33. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?*
- If yes, a drop down form opens requesting more information (name of insurance carrier*, form of insurance*, year of the refusal*).
34. In the last three years has your firm held a public works contract on which more than three (3) stop payment notices were served against your firm?*
- If yes, a drop down form opens up requesting more information (name of project*, dollar value of project*. Yes/No option: Did any Stop Payment Notice result in a claim against your Payment Bond?*).

- Bonding**
35. Firm's current maximum bonding capacity*

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36. Provide the name and address of your bonding company*
37. Was your firm required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years?*
- If yes, provide percentage firm was required to pay* (drop down menu to select percentage and area for explanation).
38. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds.*
- Area to provide explanation.

Compliance

39. Has CAL OSHA cited and assessed penalties against your firm for any serious, willful or repeat violations of its safety or health regulations in the past five years?*
- If yes, number of CAL OSHA penalties* (drop down selection menu) and area to provide description of citation, dates of citation*, area to provide nature of violation, name of project*, amount of penalty paid*. Yes/No option: Was citation appealed to the Occupation Safety and Health Appeals Board?* If yes, drop down form opens up for case number*, status of decision*, decision*, date of decision*.
40. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?*
- If yes, number of Federal Occupational Safety and Health Administration citations* (drop down to select number), area for description of citation(s), and the date of citation*.
41. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?*
- If yes, drop down for number of citations* (select number), area for description of citation(s), and date of citation*.
42. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?*
- Drop down menu to select frequency (weekly, monthly, quarterly, other).
43. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years.* Press the 'ADD EMR RATE' button to add each year* and select the rate*.
44. Please upload a copy of your most recent EMR letter(s)* Press the 'ADD EMR LETTER' button to upload a letter (or letters) from your broker that verifies your EMR rates for last three years.
45. Has there been an occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws? If the answer is yes, enter one or more wage violations by pressing the 'ADD STATE WAGE VIOLATION' button below NOTE: This question

Support Document

refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.*

- If yes drop down opens for name of project*, nature of violation*, public agency name*, number of unpaid employees*, penalty and back wages paid*. Press 'ADD STATE WAGE VIOLATION' button to add additional violations.

46. During the last five years, has there been an occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?*
- If yes, drop down form opens: Number of occasions in which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements. Drop down menu to select number and area to add description of each violation, name of project*, date of completion*, name of public agency*, number of employees who were initially underpaid*, amount of back wages and penalties required to pay*.
47. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?*
- If yes, drop down opens for number of apprenticeship law violations* (select number) and date(s) of such findings*.

Step 4 — Recent Construction Projects**Project History**

48. Provide the information requested below for the six largest public works projects for an educational institution and three largest private works of improvement on which you have completed your scope of work in the last five years. If you do not have six projects in education, list those first then all other public works. If you are a general contractor, list projects that your firm performed as the general contractor in charge of all trades for the construction of a building. If you are a M/E/P contractor, list your largest projects in both categories. “Largest” means highest contract dollar value, including change orders. Reference names and phone numbers must be current and verifiable. Provide email addresses for all references where feasible. Press the ‘ADD PROJECT’ button to add detailed information about each relevant project your company has worked on.*

- Project name*
- Project type*
- Location*
- Owner*
- Owner Contact (Name and Current Phone #)*
- Owner Contact Email*
- Architect or Engineer*
- Architect or Engineer Contact (Name and Current Phone #)*
- Architect or Engineer Contact Email
- Construction Manager*
- Construction Manager Contact (Name and Current Phone #)*
- Construction Manager Email
- Description of Project, Scope of Work Performed*
- Total Value of Construction (including change orders)*
- Original Value of Construction*
- Original Scheduled Completion Date*
- Time extensions granted (# of days)*
- Actual date of completion

Step 5 — Finish

District Requirements Select at least one district to send this application to. When the application is submitted each district that is selected below will receive an email notifying them of your application.

Additional District Requirements The districts can create additional requirements in the Admin / Pre-Qual settings.

Submit Application Before the contractor can submit the application; they are prompted to agree to the following:

- “I certify and declare that I have read all the foregoing answers to this questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.”

Note to contractor: Once your application has been submitted you will no longer be able to make modifications unless it is returned to you by a district for corrections or updates.

Support Document

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Application Scoring Rules

Prime Contractor Scoring Summary (135 Points Total / Passing = 75%)

Qualification/Licenses (5 points total)

Business Information (50 points total)

Company History (15 points total)

Disputes (20 points total)

Bonding (5 points total)

Compliance (40 points total)

Sub Contractor Scoring Summary (70 Points Total / Passing = 75%)

Company History (15 points total)

Disputes (15 points total)

Compliance (40 points total)

Prime Contractor Scoring Detail (135 points available for Primes)

Qualification/Licenses (5 points total)

- Suspended or revoked license
 - No = 5
 - Yes = 0

Business Information (50 points total)

- Disbarred/Disqualified from Government Agency/Public Works Projects
 - No = 5
 - Yes = 0
- Denied as Non-Responsible Bidder
 - No = 5
 - Yes = 0
- Claim Against Firm:
 - *If Average Gross Rev < 2M*
 - No = 5
 - Yes w/ 1 Instance = 4
 - Yes w/ 2 Instances = 3
 - Yes w/ 3+ Instances = 0
 - *If Average Gross Rev > 2M*
 - No = 5
 - Yes w/ 1 Instance = 4
 - Yes w/ 2 Instances = 2
 - Yes w/ 3+ Instances = 0
- Claim Against Owner:
 - *If Average Gross Rev < 2M*
 - No = 5
 - Yes w/ 1 Instance = 4
 - Yes w/ 2 Instances = 3
 - Yes w/ 3+ Instances = 0
 - *If Average Gross Rev > 2M*
 - No = 5
 - Yes w/ 1 Instance = 4
 - Yes w/ 2 Instances = 2
 - Yes w/ 3+ Instances = 0
- Contract Termination for Cause
 - No = 5
 - Yes = -5
- Liable in Civil Suit
 - No = 5
 - Yes = -5
- Convicted of a Crime Related to Construction
 - No = 5
 - Yes = -5
- Convicted of Fraud
 - No = 5

- Yes = -5
- Denied or Lapse of Bond Coverage Within Last Five Years
 - No = 5
 - Yes = 0
- Workman's Compensation Lapse within Last Five Years
 - No = 5
 - One Instance = 4
 - Other = 0

Company History (15 points total)

- Years in Business
 - 6+ = 5
 - 5 = 4
 - 4 = 3
 - 3 = 2
 - 2 or Less = 1
- Current Bankruptcy
 - No = 5
 - Yes = 0
- Bankruptcy Within Last Five Years
 - No = 5
 - Yes = 0

Disputes (20 points total)

- Liquidated Damages Within Last Five Years
 - 1 or Less = 5
 - 2 = 3
 - Other = 0
- Insurance Refusal to Renew Within Last Five Years
 - No = 5
 - Yes = 0
- More Than Three (3) Stop Payment Notices per Contract within Last Three Years
 - No = 5
 - Yes = 0
- Stop Payment Notices Resulting in Claim Against Payment Bond
 - No = 5
 - Yes = 0

Bonding (5 points total)

- Required to Pay a Premium > 1%
 - No = 5
 - 1-1.25% = 4
 - 1.25-1.5% = 3
 - >1.5% = 0

Compliance (40 points total)

- CAL OSHA Violations within Last Five Years = Serious, Willful or Repeat
 - *If Average Gross Rev < 2M*
 - No = 5

- *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 3*
 - *Yes w/ 3+ Instances = 0*
 - *If Average Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 2*
 - *Yes w/ 3+ Instances = 0*
- **Federal OSHA Violations within Last Five Years**
 - *If Average Gross Rev < 2M*
 - *No = 5*
 - *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 3*
 - *Yes w/ 3+ Instances = 0*
 - *If Average Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 2*
 - *Yes w/ 3+ Instances = 0*
- **EPA, Air Quality or Regional Water Quality Control Board Penalties within Last Five Years**
 - *If Average Gross Rev < 2M*
 - *No = 5*
 - *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 3*
 - *Yes w/ 3+ Instances = 0*
 - *If Average Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 2*
 - *Yes w/ 3+ Instances = 0*
- **Safety Meetings**
 - *Weekly = 5*
 - *Monthly = 4*
 - *Quarterly = 2*
 - *Other = 0*
- **Experience Modification Rate**
 - *EMR .95 or Less = 5*
 - *EMR .95-1 = 3*
 - *Other = 0*
- **Required to pay back wages (States Prevailing Wages)**
 - *If Avg Gross Rev < 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 3*
 - *Yes w/ 4+ Instances = 0*
 - *If Avg Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 2*

- *Yes w/ 4+ Instances = 0*
- Required to pay back wages (Federal = Davis-Bacon Prevailing Wages)
 - *If Average Gross Rev < 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 3*
 - *Yes w/ 4+ Instances = 0*
 - *If Average Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 2*
 - *Yes w/ 4+ Instances = 0*
- Apprentices Violations
 - *If Average Gross Rev < 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 3*
 - *Yes w/ 4+ Instances = 0*
 - *If Average Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 2*
 - *Yes w/ 4+ Instances = 0*

Sub Contractor Scoring Detail (70 points available for Primes)

Company History (15 points total)

- Years in Business
 - o 6+ = 5
 - o 5 = 4
 - o 4 = 3
 - o 3 = 2
 - o 2 or Less = 1
- Current Bankruptcy
 - o No = 5
 - o Yes = 0
- Bankruptcy Within Last Five Years
 - o No = 5
 - o Yes = 0

Disputes (15 points total)

- Liquidated Damages Within Last Five Years
 - o 1 or Less = 5
 - o 2 = 3
 - o Other = 0
- Insurance Refusal to Renew Within Last Five Years
 - o No = 5
 - o Yes = 0
- Stop Payment Notices Resulting in Claim Against Payment Bond
 - o No = 5
 - o Yes = 0

Compliance (40 points total)

- CAL OSHA Violations within Last Five Years = Serious, Willful or Repeat
 - o *If Average Gross Rev < 2M*
 - No = 5
 - Yes w/ 1 Instance = 4
 - Yes w/ 2 Instances = 3
 - Yes w/ 3+ Instances = 0
 - o *If Average Gross Rev > 2M*
 - No = 5
 - Yes w/ 1 Instance = 4
 - Yes w/ 2 Instances = 2
 - Yes w/ 3+ Instances = 0
- Federal OSHA Violations within Last Five Years
 - o *If Average Gross Rev < 2M*
 - No = 5
 - Yes w/ 1 Instance = 4
 - Yes w/ 2 Instances = 3
 - Yes w/ 3+ Instances = 0
 - o *If Average Gross Rev > 2M*

- *No = 5*
 - *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 2*
 - *Yes w/ 3+ Instances = 0*
- EPA, Air Quality or Regional Water Quality Control Board Penalties within Last Five Years
 - *If Average Gross Rev < 2M*
 - *No = 5*
 - *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 3*
 - *Yes w/ 3+ Instances = 0*
 - *If Average Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1 Instance = 4*
 - *Yes w/ 2 Instances = 2*
 - *Yes w/ 3+ Instances = 0*
- Safety Meetings
 - Weekly = 5
 - Monthly = 4
 - Quarterly = 2
 - Other = 0
- Experience Modification Rate
 - EMR .95 or Less = 5
 - EMR .95-1 = 3
 - Other = 0
- Required to pay back wages (States Prevailing Wages)
 - *If Avg Gross Rev < 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 3*
 - *Yes w/ 4+ Instances = 0*
 - *If Avg Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 2*
 - *Yes w/ 4+ Instances = 0*
- Required to pay back wages (Federal = Davis-Bacon Prevailing Wages)
 - *If Average Gross Rev < 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 3*
 - *Yes w/ 4+ Instances = 0*
 - *If Average Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 2*
 - *Yes w/ 4+ Instances = 0*
- Apprentices Violations
 - *If Average Gross Rev < 2M*
 - *No = 5*

- *Yes w/ 1-2 Instance = 4*
- *Yes w/ 3 Instances = 3*
- *Yes w/ 4+ Instances = 0*
- o *If Average Gross Rev > 2M*
 - *No = 5*
 - *Yes w/ 1-2 Instance = 4*
 - *Yes w/ 3 Instances = 2*
 - *Yes w/ 4+ Instances = 0*

11. BUSINESS ADMINISTRATION

11.8 Approval of First Interim Report for Fiscal Year 2019-20

BACKGROUND INFORMATION: In accordance with the California Education Code 42130-42131, no later than 45 days after the close of each reporting period, the school district governing board shall approve the first interim financial report and certify in writing whether or not the school district is able to meet its financial obligations for the remainder of the fiscal year and, based on current projection, for subsequent fiscal years.

CURRENT CONSIDERATIONS: The purpose of the first interim report as stated above is to certify to the board and the public that the district will be able to meet its financial obligations for the current and next two years. It is also to discuss other important elements of the district financial picture, speak to changes in the budget, as well as mention factors influencing the changes and other items of interest pertaining to the financial condition of the district.

Of significance are the following:

- Minimum wage will increase by \$1.00 January 1, 2020 to \$13.00 per hour and is scheduled to increase by \$1.00 each year through January 2022, when it will have reached \$15.00 per hour.
- At this time the district reserve cap is not activated in 2019-20 and is not expected to be activated in 2020-21. It is recommended reserves equal two months of average general fund operating expenditures or about 17%. Several external and local factors should be considered and include but are not limited to:
 - State and Federal economic forecasts and volatility.
 - Unknown impacts of Federal tax reform on state revenue.
 - Forecasted revenue changes versus projected expenditure increases in budget and multiyear projection years.
 - Ending balance impact of various district enrollment scenarios.
 - Cash flow requirements and the relationship between budgeted reserves and actual cash on hand.
 - Savings for future one-time planned expenditures.
 - Credit ratings and long-term borrowing costs.

FINANCIAL IMPLICATIONS: In providing first interim summary data, the changes reflected in this report are as follows:

Of note in the unrestricted budget are:

Revenue:

- LCFF revenue includes local property taxes, base, supplemental, and concentration grant funding, as well as the Education Protection Account (EPA). For 1st Interim, base funding remains as anticipated at budget, we expect to experience a decrease in supplemental and concentration funding of approximately \$500K due to lower than anticipated unduplicated pupil count percentages. While our EPA funding does indicate an increase, it does not affect our overall LCFF apportionment.
- All other unrestricted revenues remain static at this time.

Expenditures:

- Increases in Salaries and Benefits are a direct result of the successful completion of negotiations with all bargaining units for the 2019-20 fiscal year.
- Decreases in the remaining elements of expense are related to balancing internal district service budgets such as field trips, garage repairs, printing services, and district postage services.

Of note in the restricted budget are:

Revenues:

- Increases in Federal Revenues are related adjustments for increased entitlements of restricted resources as well as posting of the 18/19 carryover and deferred revenues including but not limited to Every Student Succeeds Act funding that encompasses our Title programs
- Increases in Other State Revenue reflects an increase in After School Education and Safety (ASES) grant and the posting of CTEIG 18/19 carryover.

Expenditures:

- Both Certificated and Classified salary budgets experienced a slight reduction as those budgets were re-aligned with expected staffing levels.
- An increase in Benefits is a direct result of the same re-alignment of staff.
- Increases in other elements of expense are related to the increase in entitlements and the posting of carryover as discussed in Revenues.

Staff continues to monitor cash flow to ensure there is sufficient cash to meet all obligations. The district expects it may need to borrow against Fund 17 as in the past few years, due to the timing of payment of bulk expenses and the size of the ending fund balance.

One of the requirements in budget reporting is the ability to certify the fiscal solvency of the district for the current and two following out-years. The key to protecting fiscal flexibility and solvency in an uncertain environment includes maintaining adequate reserves to allow for unanticipated circumstances. The district anticipates remaining positive and fiscally solvent in 2019-20 and the out years, however, rising costs of salaries, benefits, and other areas of expense are starting to press the districts capacity for maintaining the required 5% reserve in the general unrestricted fund.

Managing fiscal solvency while maintaining services to students with available financial resources continues to present challenges. As education funding flattens, increases in retirement expenses, greater focus on LCAP spending, and minimal funding through Prop 98 can make quick changes to the district's financial status. It is imperative to consider the impact of proposed and potential changes, both fiscal and programmatic, and adapt accordingly. A careful review of current programs and their expenditures will be necessary, including the obligations connected to the supplemental and concentration grant funding as part of the LCFF.

In line with district practice, this report has been formulated in accordance with the guidelines provided by the California Department of Education, the Financial Crisis and Management Assistance Team, Kern County Superintendent of Schools, and School Services of California.

SUPERINTENDENT'S RECOMMENDATION: It is respectfully recommended that the Sierra Sands Unified School District Board of Trustees approve the 2019-20 First Interim budget report as presented.

**Sierra Sands Unified School District
General Fund Unrestricted
Budget Comparison Report
2019/2020 First Interim**

| | | COLUMN A 2019/2020 First Interim | COLUMN B 2019/2020 Approved Budget | DIFFERENCE |
|--|---------------------|---|---|------------------------------|
| Projected Fund Balance | Objects | | | |
| July 1 Beginning Fund Balance | | \$5,056,416 | \$5,056,416 | |
| Add: Revenues * | 8000-8999 | \$44,548,628 | \$45,251,691 | |
| Less: Expenditures** | 1000-7999 | \$46,844,751 | \$46,380,831 | |
| June 30 Ending Fund Balance | | \$2,760,294 | \$3,927,277 | |
| Less: Stores, Prepaid Expenses, & Revolving Cash | | \$90,000 | \$90,000 | |
| Less: 5% Reserve for Economic Uncertainties | | \$3,195,985 | \$3,116,232 | |
| Ending Fund Balance as of June 30 | | -\$525,691 | \$721,045 | |
| ADD: Revenues | | | | (Column A - Column B) |
| Local Control Funding Formula (LCFF) | 8010-8099 | \$49,024,696 | \$49,585,616 | -\$560,920 ¹ |
| Federal Revenues | 8100-8299 | \$1,800,000 | \$1,800,000 | \$0 |
| Other State Revenues | 8300-8599 | \$986,623 | \$984,228 | \$2,395 |
| Other Local Revenues | 8600-8799 | \$398,000 | \$396,500 | \$1,500 |
| Total Revenues | | \$52,209,319 ^a | \$52,766,344 | -\$557,025 |
| LESS: Expenditures | | | | (Column B - Column A) |
| Certificated Salaries | 1000-1999 | \$19,712,811 | \$19,395,411 | -\$317,400 ² |
| Classified Salaries | 2000-2999 | \$5,861,206 | \$5,760,258 | -\$100,947 ² |
| Benefits - Current Employees | 3000-3999 | \$11,522,212 | \$11,408,030 | -\$114,182 ² |
| Benefits - Retirees | 370X & 390X | \$1,604,045 | \$1,604,045 | \$0 |
| Books and Supplies | 4000-4999 | \$3,106,356 | \$3,103,473 | -\$2,883 |
| Services and Operating Expenses | 5000-5999 | \$4,443,375 | \$4,494,977 | \$51,602 ³ |
| Capital Outlay | 6000-6999 | \$385,000 | \$385,000 | \$0 |
| Other Outgo | 7100-7299 7400-7499 | \$247,906 | \$247,906 | \$0 |
| Indirect Costs | 7300-7399 | -\$213,157 | -\$193,269 | \$19,889 ⁴ |
| Total Expenditures | | \$46,669,751 ^b | \$46,205,831 | -\$463,922 |
| ADD: Interfund Transfers In | | | | (Column A - Column B) |
| Transfers In - Fund 20 (09/10 OPEB) | 8900-8929 | \$19,247 | \$19,247 | \$0 |
| Total Interfund Transfers In | | \$19,247 ^c | \$19,247 | \$0 |
| LESS: Interfund Transfers Out | | | | (Column B - Column A) |
| Transfer Out- Fund 13 (Contribution & Bad Debt) | 7600-7629 | \$175,000 | \$175,000 | \$0 |
| Transfer Out- Fund 17 (Golden Handshake) | 7600-7629 | \$0 | \$0 | \$0 |
| Transfer Out- Fund 40 (RDA Pass through Facilities Funds) | 7600-7629 | \$0 | \$0 | \$0 |
| Total Interfund Transfers Out | | \$175,000 ^d | \$175,000 | \$0 |
| LESS: Contributions (Reduction of Revenue from Unrestricted General Fund) *** | | | | (Column A - Column B) |
| Special Education - Resource 3310 & Resource 6500 | 8980 | -\$5,696,926 | -\$5,550,888 | -\$146,038 ⁵ |
| Routine Restricted Maintenance - Resource 8150 | 8980 | -\$1,795,381 | -\$1,795,381 | \$0 |
| Resource 9021 - Sierra Vista Center | 8980 | -\$187,631 | -\$187,631 | \$0 |
| Total Contributions | | -\$7,679,938 ^e | -\$7,533,900 | -\$146,038 |
| Net Revenue less Expenditures (a + c + e) - (b + d) | | -\$2,296,123 | -\$1,129,140 | |

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

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

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

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

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

**Sierra Sands Unified School District
General Fund Unrestricted
Budget Comparison Report
2019/2020 First Interim**

- 1 The Unduplicated Pupil Percentage (UPP) for 1st interim is estimated at 60%. Down 2.56% from the single year estimate and down 5.61% from 3 year rolling average at 19/20 Budget. The UPP affects the Supplemental and Concentration funding.
- 2 Salaries and Benefits reflect a .5% increase from 19/20 Budget as a result of settlement with all bargaining units for the 19/20 fiscal year. At budget time, a 1.5% increase was included. Negotiations resulted in a total compensation value of 2%.
- 3 The reduction of Services and other Operating expenses reflects the expectation of greater use of internal district services such as but not limited to field trips, fleet repairs and maintenance, printing services, and postage use.
- 4 Indirect costs associated with restricted programs such as Title I and other Title programs, ASES, and some specific Special Education Grants, have been adjusted in accordance with the posting of program carryover budgets.
- 5 Contributions to restricted programs such as Special Education have increased as a result of the settlement for 19/20 fiscal year with all bargaining units.

**Sierra Sands Unified School District
General Fund Restricted
Budget Comparison Report
2019/2020 First Interim**

| Objects | COLUMN A 2019/2020 First Interim | COLUMN B 2019/2020 Approved Budget | DIFFERENCE |
|---|---|---|------------------------------|
| Projected Fund Balance | | | |
| July 1 Beginning Fund Balance | \$1,966,404 | \$1,966,404 | |
| Add: Revenues* | 8000-8999 \$16,384,704 | \$15,580,006 | |
| Less: Expenditures** | 1000-7999 \$17,074,940 | \$15,943,812 | |
| June 30 Ending Fund Balance | <u>\$1,276,168</u> | <u>\$1,602,598</u> | |
| ADD: Revenues | | | <i>(Column A - Column B)</i> |
| Federal Revenues | 8100-8299 \$4,419,426 | \$3,890,422 | \$529,004 ¹ |
| Other State Revenues | 8300-8599 \$4,103,328 | \$3,980,684 | \$122,644 ² |
| Other Local Revenues | 8600-8799 \$182,012 | \$175,000 | \$7,012 |
| Total Revenues | <u>\$8,704,766</u> a | <u>\$8,046,106</u> | <u>\$658,660</u> |
| LESS: Expenditures | | | <i>(Column B - Column A)</i> |
| Certificated Salaries | 1000-1999 \$5,351,395 | \$5,380,449 | \$29,054 ³ |
| Classified Salaries | 2000-2999 \$3,156,277 | \$3,158,206 | \$1,930 ³ |
| Benefits - Current Employees | 3000-3999 \$3,455,839 | \$3,380,605 | -\$75,234 ⁴ |
| Books and Supplies | 4000-4999 \$1,201,758 | \$902,258 | -\$299,500 ⁵ |
| Services and Operating Expenses | 5000-5999 \$3,363,301 | \$2,584,601 | -\$778,700 ⁵ |
| Capital Outlay | 6000-6999 \$98,729 | \$95,363 | -\$3,366 |
| Other Outgo (Lease Rev Bond Paym) | 7100-7299 7400-7499 \$258,047 | \$258,047 | \$0 |
| Indirect Costs | 7300-7399 \$189,596 | \$184,284 | -\$5,312 |
| Total Expenditures | <u>\$17,074,940</u> b | <u>\$15,943,812</u> | <u>-\$1,131,128</u> |
| ADD: Contributions (Reduction of Revenue from Unrestricted General Fund) *** | | | <i>(Column A - Column B)</i> |
| Special Education - Resource 3310 & Resource 6500 | 8980 \$5,696,926 | \$5,550,888 | \$146,038 ⁶ |
| Routine Restricted Maintenance - Resource 8150 | 8980 \$1,795,381 | \$1,795,381 | \$0 |
| Resource 9021 - Sierra Vista Center | 8980 \$187,631 | \$187,631 | \$0 |
| Total Contributions | <u>\$7,679,938</u> c | <u>\$7,533,900</u> | <u>\$146,038</u> |
| Net Revenue less Expenditures (a + c) - b | <u>-\$690,236</u> | <u>-\$363,806</u> | |

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

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

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

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

**Sierra Sands Unified School District
General Fund Restricted
Budget Comparison Report
2019/2020 First Interim**

- 1 The increase in Federal Revenues reflects the posting of carryover for programs such as Title I and other Title programs.
- 2 The increase in Other State Revenue reflects an increase in our ASES allocation and the posting of the CTEIG carryover.
- 3 Reductions in Certificated and Classified salary budgets reflect the alignment of anticipated staffing levels.
- 4 Increases in benefits reflect the adjustments adjustments to health/welfare costs, and adjustments for other statutory benefits.
- 5 Increases in Book/Supplies and Services/Operating Expenses reflects the posting of carryover budgets for Title programs, CTEIG, and other adjustments related to increases in allocations or entitlements.
- 6 Contributions to restricted programs such as Special Education have increased as a result of the settlement for 19/20 fiscal year with all bargaining units.

12. CONSENT CALENDAR

12.1 Approval of “A” and “B” Warrants

CURRENT CONSIDERATIONS: “A” and “B” warrants released in November 2019 are submitted for approval. “A” warrants totaled \$3,304,645.31. “B” warrants totaled \$763,438.61.

FINANCIAL IMPLICATIONS: Warrants were issued as stated.

SUPERINTENDENT’S RECOMMENDATION: Approve “A” and “B” warrants for November 2019 as presented.

This list represents the "A" and "B" warrants released during the month of NOVEMBER 2019
 The "A" and "B" warrant registers are available in the business office for your review.

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

"A" WARRANTS

| <u>Type of Payroll</u> | <u>Amount</u> |
|----------------------------|-----------------------|
| End of month certificated | \$2,309,057.17 |
| End of month classified | \$816,681.97 |
| 10th of month certificated | \$103,284.30 |
| 10th of month classified | \$75,621.87 |
| 15th of month certificated | \$0.00 |
| 15th of month classified | \$0.00 |
| Total "A" Warrants | \$3,304,645.31 |

"B" WARRANTS

| <u>Register Number</u> | <u>Amount</u> |
|---------------------------|----------------------|
| Batch 64 | \$ 3,487.30 |
| Batch 65 | \$ 21,318.99 |
| Batch 66 | \$ 31,673.61 |
| Batch 67 | \$ 64,427.96 |
| Batch 68 | \$ 31,900.57 |
| Batch 70 | \$ 38,482.72 |
| Batch 71 | \$ 28,283.84 |
| Batch 72 | \$ 242,432.87 |
| Batch 73 | \$ 207,542.87 |
| Batch 74 | \$ 83,328.27 |
| Batch 76 | \$ 10,559.61 |
| Total "B" Warrants | \$ 763,438.61 |

12. CONSENT CALENDAR

12.2 Approval for Burroughs High School Key Club to Attend an Out of State Key Club District Convention in Reno, Nevada from March 13-15, 2020

BACKGROUND INFORMATION: Board approval is required when students travel out of the state on school activities.

CURRENT CONSIDERATIONS: The Burroughs High School Key Club would like to attend a Key Club District Convention from March 13-15, 2020. Eleven BHS Key Club members, the Key Club Advisor, and a female chaperone will leave for Reno, Nevada on the afternoon of Friday, March 13 and will stay at the Grand Sierra Resort in Reno. They will arrive back in Ridgecrest on the evening of Sunday, March 15. Students will stay three to a room. The male Key Club Advisor will have his own room and the female chaperone will have her own room.

FINANCIAL IMPLICATIONS: All transportation, lodging, and other considerations will be paid for by individual families with help from the BHS Key Club and the Ridgecrest Kiwanis Club with no cost to the district.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve the travel for the BHS Key Club to attend the out of state Key Club District Convention in Reno, Nevada from March 13-15, 2020.