



Putting
Children
First

Sacramento City Unified School District BOARD OF EDUCATION MEETING AND WORKSHOP

Board of Education Members

- Jessie Ryan, President, (Trustee Area 7)
- Darrel Woo, Vice President, (Trustee Area 6)
- Michael Minnick, Second Vice President (Trustee Area 4)
- Jay Hansen, (Trustee Area 1)
- Ellen Cochrane, (Trustee Area 2)
- Christina Pritchett, (Trustee Area 3)
- Mai Vang, (Trustee Area 5)
- Sarah Nguyen, Student Member

Thursday, February 15, 2018

4:30 p.m. Closed Session

6:00 p.m. Open Session

Serna Center

Community Conference Rooms
5735 47th Avenue
Sacramento, CA 95824

AGENDA

2017/18-15

Allotted Time

4:30 p.m. **1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

2.0 ANNOUNCEMENT AND PUBLIC COMMENT REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

3.0 CLOSED SESSION

While the Brown Act creates broad public access rights to the meetings of the Board of Education, it also recognizes the legitimate need to conduct some of its meetings outside of the public eye. Closed session meetings are specifically defined and limited in scope. They primarily involve personnel issues, pending litigation, labor negotiations, and real property matters.

3.1 Government Code 54957.6 (a) and (b) Negotiations/Collective Bargaining SCTA, SEIU, TCS, Teamsters, UPE, Unrepresented Management

3.2 Government Code 54956.9 Conference with Legal Counsel – Anticipated Litigation:

a) Existing litigation pursuant to subdivision (a) of Government Code section 54956.9 (OAH Case No. 2017101080)

b) Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9

c) Initiation of litigation pursuant to subdivision (d)(4) of Government Code section 54956.9

3.3 Government Code 54957 – Public Employee Discipline/Dismissal/Release/Reassignment

6:00 p.m. **4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE**

4.1 Broadcast Statement (Student Member Nguyen)

4.2 *The Pledge of Allegiance will be led by Rosemont High School's Wrestling Team.*

- *Presentation of Certificate by Member Pritchett.*

6:05 p.m. **5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

6:10 p.m. **6.0 AGENDA ADOPTION**

6:15 p.m. **7.0 SPECIAL PRESENTATION**

7.1 *Approve Resolution No: 2986: Recognition of Lunar New Year (Darrel Woo)* **Action**
5 minutes

6:20 p.m. **8.0 PUBLIC COMMENT** 15 minutes

Members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to two (2) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to District staff or calendar the issue for future discussion.

9.0 BOARD WORKSHOP/STRATEGIC PLAN AND OTHER INITIATIVES

6:35 p.m. 9.1 *Graduation and A-G Update (Iris Taylor and Vincent Harris)* **Information**
10 minute presentation
10 minute discussion

6:55 p.m. 9.2 *Sacramento City Unified School District Higher Education Partnership Update (Iris Taylor and Vincent Harris)* **Information**
15 minute presentation
10 minute discussion

7:20 p.m. 9.3 *Approve AB 1200 Disclosure Cost for Non-Represented/ Confidential Employees (Cancy McArn and Gerardo Castillo)* **Action**
5 minute presentation
5 minute discussion

7:30 p.m. **10.0 CONSENT AGENDA** 2 minutes

Generally routine items are approved by one motion without discussion. The Superintendent or a Board member may request an item be pulled from the consent agenda and voted upon separately.

10.1 Items Subject or Not Subject to Closed Session:

10.1a *Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval of Bid Awards, Approval of Declared Surplus Materials and Equipment, Change Notices and Notices of Completion (Gerardo Castillo)*

10.1b *Approve Personnel Transactions 2/15/18 (Cancy McArn)*

10.1c *Approve Business and Financial Report: Warrants, Checks and Electronic Transfers Issued for the Period of December 2017 and January 2018 (Gerardo Castillo)*

10.1d *Approve Resolution No. 2984: Approve Temporary Interfund Transfers of Special or Restricted Fund Monies (Gerardo Castillo)*

- 10.1e Approve Sutter Middle School Field Trip to Ashland, Oregon, March 6-8, 2018 (Iris Taylor and Mary Hardin Young)
- 10.1f Approve Luther Burbank High School Field Trip to Reno, Nevada, March 2-3, 2018 (Iris Taylor and Tu Moua-Carroz)
- 10.1g Approve Youth Development, Men's Leadership Academy (MLA) Field Trip to Atlanta, Georgia, April 5-8, 2018 (Lisa Allen and Doug Huscher)
- 10.1h Approve Albert Einstein Middle School Field Trip to Washington D.C., March 19-23, 2018 (Iris Taylor and Chad Sweitzer)
- 10.1i Approve C.K. McClatchy High School Field Trip to Ashland, Oregon, March 15-17, 2018 (Iris Taylor and Mary Hardin Young)
- 10.1j Approve Sutter Middle School Field Trip to Washington D.C., March 22-27, 2017 (Iris Taylor and Mary Hardin Young)
- 10.1k Approve School of Engineering and Sciences Field Trip to Boise, Idaho, March 27 - April 1, 2018 (Iris Taylor and Chad Sweitzer)
- 10.1l Approve Minutes of the February 1, 2018 Board of Education Meeting (Jorge A. Aguilar)

7:32 p.m. **11.0 BUSINESS AND FINANCIAL INFORMATION/REPORTS** *Receive Information*

11.1 Business and Financial Information:

- Purchase Order Board Report of the Period of November 15, 2017 through December 14, 2017
- Report on Contracts within the Expenditure Limitations Specified in Section PCC 20111 for November 1, 2017 through December 31, 2017

11.2 Head Start/Early Head Start Reports/Early Head Start Expansion Reports

7:34 p.m. **12.0 FUTURE BOARD MEETING DATES / LOCATIONS**

- ✓ March 1, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47th Avenue, Community Room, Regular Workshop Meeting
- ✓ March 15, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47th Avenue, Community Room, Regular Workshop Meeting

7:36 p.m **13.0 ADJOURNMENT**

13.1 In Memory of Mr. Anthony Egans, 4th grade teacher of Rosa Parks K-8 School.

NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 48 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education less than 72 hours in advance of the meeting and relating to an open session item are available for public inspection at 5735 47th Avenue at the Front Desk Counter and on the District's website at www.scusd.edu.



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 7.1

Meeting Date: February 15, 2018

Subject: Approve Resolution No. 2986: Recognition of Lunar New Year

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Board Office

Recommendation: Approve Resolution No. 2986: Recognition of Lunar New Year.

Background/Rationale: February 16, 2018 will usher in the Lunar New Year of 4716—The Year of the Dog, and will continue until March 2, 2018. The Resolution recognizes the important traditional, social and cultural events and values that are associated with the celebration of the Lunar New Year.

Financial Considerations: None

LCAP Goal(s): Family and Community Empowerment

Documents Attached:

1. Resolution No. 2986

Estimated Time of Presentation: 5 minutes

Submitted by: Darrel Woo, Board Vice President

Approved by: Jorge A. Aguilar, Superintendent

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

RESOLUTION NO. 2986

RECOGNITION OF THE LUNAR NEW YEAR

WHEREAS, February 16, 2018 will usher in the Lunar New Year of 4716—The Year of the Dog, and festivities will continue until March 2, 2018; and

WHEREAS, the Dog represents loyalty and honesty; and

WHEREAS, People born in the Year of the Dog are believed to be independent, sincere, loyal and decisive; and

WHEREAS, the Lunar New Year is of great significance and represents a major celebration for Chinese and many other Asian people throughout the world; and

WHEREAS, the Lunar New Year represents a number of important traditional, social, and cultural events and values, many of which have become customary to observe in the United States; and

WHEREAS, nearly 17 percent of Sacramento City USD’s student population is of Asian descent; and

WHEREAS, The celebration of the Lunar New Year is an occasion of reflection, cultural inclusivity and thanksgiving; now therefore, be it

RESOLVED, Sacramento City Unified School Board of Education does hereby offer its best wishes, and hand in solidarity, to all its students, staff, and constituents who observe the Lunar New Year; and

RESOLVED FURTHER, that the Sacramento City Unified School Board of Education encourages students, staff and constituents to join any number of Lunar New Year celebrations organized throughout our region.

PASSED AND ADOPTED by the Sacramento City Unified School District Board of Education on this 15th day of February, 2018, by the following vote:

A YES: ____

NOES: ____

ABSTAIN: ____

ABSENT: ____

ATTESTED TO:

Jessie Ryan
President of the Board of Education

Jorge A. Aguilar
Superintendent



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1

Meeting Date: February 15, 2018

Subject: Graduation and A-G Update

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office & Continuous Improvement and Accountability Office

Recommendation: None

Background/Rationale: This presentation will serve as an update to the Board on the district’s operationalized plan to implement its Equity, Access, and Social Justice guiding principle of *ensuring every student has an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.*

Items that will be highlighted during the presentation include: number and percentage of on-track, subject borderline, and off-track students for graduation and A-G, current strategies to support subject borderline and off-track students, and evidence of college applications submitted by SCUSD seniors. Student, counselor, and principal voices around these areas will also be highlighted in the presentation.

Financial Considerations: None

LCAP Goal(s): College, Career and Life Ready Graduates

Documents Attached:

1. Executive Summary

Estimated Time of Presentation: 10 minutes

Submitted by: Iris Taylor, Chief Academic Officer
 Vincent Harris, Chief of Continuous Improvement and Accountability

Approved by: Jorge A. Aguilar, Superintendent

Board of Education Executive Summary

Academic Office and Continuous Improvement and
Accountability Office: Graduation and A-G Update
February 15, 2018



I. Overview of Graduation Outcome Improvement Efforts

Sacramento City Unified School District's (SCUSD) Equity, Access and Social Justice Guiding Principle is to ensure every student has an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options. This report focuses on some of the efforts that are actualizing this guiding principle.

Improving the graduation rate in SCUSD cannot be the sole responsibility of a unit, department, or division. It takes seeing the system and deconstructing processes to identify entry points for leveraging change via business processes and appropriate communication protocols. It requires a change of mindset in the performance of daily operations to implement the desired change. This update will provide SCUSD's Board of Education with an opportunity to see the progress being made for district initiatives designed to change conditions in the present as they pertain to improving student outcomes by giving all students an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.

II. Driving Governance

The Equity, Access, and Social Justice Guiding Principle strives to ensure that every student has an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options and is the driving force that guides overall district work.

III. Budget

N/A

IV. Goals, Objectives and Measures

The Guiding Principle will be critical to guiding all district work going forward. Specific goals, objectives, and measures for increasing student outcomes in the areas of graduation and A-G completion are in process of being developed and will be completed via formative Articulated Measures of Success.

Board of Education Executive Summary

Academic Office and Continuous Improvement and
Accountability Office: Graduation and A-G Update
February 15, 2018



V. Major Initiatives

Graduation Task Force, Credit Recovery, and integrated Performance and Targeted Action Index are designed to improve graduation rate and related outcomes.

VI. Results

The following results will be highlighted as a result of our coordinated efforts:

- Number of students who are on track for graduation
- Number of students who are on track for A-G
- Number of Credit Recovery courses completed
- Summary of application to institutions of higher education (IHEs)

VII. Lessons Learned/Next Steps

The district has learned many lessons since embarking on a disciplined cycle of continuous improvement:

- Developing a graduation matrix that identifies students who are off track for graduation by subject area and course that allows counselors to respond proactively with students beginning in their freshmen year.
- There is a recognized need for the development of appropriate communication protocols across departments
- More intentional professional learning is needed for stakeholders responsible for components within a comprehensive business process.
- The need for fidelity in the collection and documentation of important data related to student-counselor interactions

Next steps in the district's standards implementation include the following:

- Creating more intentional activities to expose students to a wider array of postsecondary choices, including career and technical schools and certificate / specialized training programs to create relevancy for high school graduation
- Development and identification of more streamlined supports and options for students who are not on track graduate



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.2

Meeting Date: February 15, 2018

Subject: Sacramento City Unified School District Higher Education Partnership Update

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Superintendent's Office

Recommendation: None.

Background/Rationale: The purpose of this board agenda item is to provide an update on the initial steps of the Sacramento City Unified School District and Institutions of Higher Education Data Sharing Agreement.

On December 11, 2017 Sacramento City Unified, U. C. Davis, Sacramento State, U. C. Merced and the Los Rios Community College District signed an agreement to collect and share data that will enable SCUSD to identify the challenges that prevent students from obtaining a high school diploma and transition successfully to a college or university.

The agreement will help the district identify barriers to college success. It will also help higher education institutions gather data about students before they enter their system, to accurately place students into college-level courses sooner and decrease the need for remediation. Eliminating these barriers is expected to lead to more students completing their degrees, and doing so in a more timely and affordable manner.

Financial Considerations: None

LCAP Goal(s): College, Career and Life Ready Graduates

Documents Attached:

1. Executive Summary
2. Data Exchange Memorandum of Understanding

Estimated Time of Presentation: 15 minutes
Submitted by: Iris Taylor, Chief Academic Officer
 Vincent Harris, Chief of Continuous Improvement and Accountability
Approved by: Jorge A. Aguilar, Superintendent

Board of Education Executive Summary

Office of the Superintendent

Sacramento City Unified School District Higher Education Partnership Update



February 15, 2018

I. Overview/History of Department or Program

On December 11, 2017 Sacramento City Unified School District announced a major agreement with U.C. Davis, Sacramento State, U.C. Merced, and the Los Rios Community College District to collect and share data that will enable the district to identify the challenges that prevent students from obtaining a high school diploma and transition successfully to a college or university.

The agreement will help the district identify barriers to college success. It will also help higher education institutions gather data about students before they enter their system, to accurately place students into college-level courses sooner and decrease the need for remediation. Eliminating these barriers is expected to lead to more students completing their degrees, and doing so in a more timely and affordable manner.

As part of the agreement, Sac City Unified will adopt the following student-centered strategies aimed at removing the barriers that prevent students from reaching college success:

1. **Successful Transition:** Ensure student readiness and effective transitions from secondary school to college, and from community college to four-year college and universities;
2. **Aligned Institutions:** Create inter-segment partnership which aligns leaders, resources and decision-making and data-sharing among school districts, colleges, and their partners to advance student progress toward college degrees; and
3. **Improved Policy and Practice:** Work with practitioners and policymakers to address gaps between policies and practices at all levels affecting student success.

At the core of the agreement is enhancing the ability of all partners to access “real time” student data, develop critical indicators, and enable monitoring of student achievement from all educational resources. With enhanced data collection and sharing abilities, Sac City Unified can strategically create the most effective policies for programs and services to improve outcomes of high school graduation, increase A-G completion, increase transfer rates from community college and improve four-year degree completion rates.

Currently, Sac City Unified has no system in place that can track information once its students leave its high schools. The district now has the ability to track students beyond graduation, monitor their college enrollment and matriculation, and progress towards the completion of their bachelor’s degree through an aligned instructional system driven by formalized data sharing mechanisms. The district now leads one of the most ambitious efforts in California to use and exchange data between K-12 and higher education institutions.

Board of Education Executive Summary

Office of the Superintendent

Sacramento City Unified School District Higher Education Partnership Update



February 15, 2018

II. Driving Governance:

The Equity, Access, and Social Justice Guiding Principle (i.e. *“ensure all students have an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options”*) is the driving governance, in a broad sense, in that it guides overall district work.

III. Budget:

NA

IV. Goals, Objectives and Measures:

The critical measures of this initiative will focus on:

- Increase in high school graduation rates
- Reduction in students needing remedial courses in college/university
- Increase in transfer rate of students going from 2-year to 4-year college/university
- Ensure more students persistence in college
- Increase on-time graduation from college

V. Major Initiatives:

NA

VI. Results:

NA

VII. Lessons Learned/Next Steps:

- Over the next several weeks, SCUSD staff and IHE partners will be meeting to develop and implement an overall timeline of data sharing activities. The initial kick-off meeting is scheduled for Thursday, February 22nd at the Serna Center.

**AGREEMENT GOVERNING THE RELEASE OF PERSONALLY IDENTIFIABLE
STUDENT INFORMATION BY THE SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT FOR THE PURPOSE OF EVALUATING POSTSECONDARY
SUCCESS OF SACRAMENTO CITY UNIFIED SCHOOL DISTRICT STUDENTS
AT
THE LOS RIOS COMMUNITY COLLEGE DISTRICT, THE CALIFORNIA
STATE UNIVERSITY, SACRAMENTO, THE UNIVERSITY OF CALIFORNIA,
MERCED AND THE UNIVERSITY OF CALIFORNIA, DAVIS**

This Memorandum of Understanding ("Agreement"), dated December 11, 2017 states the conditions under which the Sacramento City Unified School District (hereinafter referred to as "SCUSD" or "District") will exchange personally identifiable student information ("Data") with the University of California, Merced, Center for Educational Partnerships (hereinafter referred to as "UC Merced CEP"), the University of California, Davis (hereinafter referred to as "UC Davis"), the California State University, Sacramento (hereinafter referred to as "CSU Sacramento"), and the Los Rios Community College District (hereinafter referred to as "LOS RIOS"), for the purpose of conducting studies and program evaluation in a manner consistent with the Family Educational Rights and Privacy Act of 1974 ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99) and the Privacy of Pupil Records provisions of the California Education Code (§ 49073 et seq.). UC MERCED CEP, UC Davis, CSU Sacramento, LOS RIOS and SCUSD are collectively referred to as the "Parties" and each of them individually as "Party".

PREAMBLE

Purpose and Scope of Agreement

SCUSD desires to work collaboratively with UC Merced CEP, UC Davis, CSU Sacramento, and LOS RIOS to improve the alignment of educational systems and the coordination of resources to result in the increase of student academic achievement, college preparation, matriculation and transition, university transfers, and the rate of bachelor's degree completion. This effort is intended to develop mechanisms for UC MERCED CEP, UC Davis, CSU Sacramento, LOS RIOS, and SCUSD to conduct "realtime" student data exchanges to guide continuous improvements to higher education preparation at the District as well as improve targeted student support activities, resources, and services provided at each named college/university.

Summary of Applicable Legal Authority

This Agreement to allow the release of personally identifiable student information is written under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records, as well as the parallel provisions of California Education Code § 49076. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA permits the release of personally identifiable student data without prior written parental or student consent if the release is to "organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering

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predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted." (20 USC 1232g (b)(1)(F); See, accord, California Education Code § 49076(a)(2)(E).)

The FERPA implementing regulation at 34 CFR § 99.31(a)(6) allows schools to disclose student records, without parental or student consent, to the following parties or under the following condition:

- o Organizations conducting certain studies for or on behalf of the school. (the "studies exception".)

FERPA further permits the release of personally identifiable student data without prior written parental or student consent if the release is to authorized representatives of State and local educational authorities for the purpose of auditing or evaluating a Federal or State supported educational program. (20 USC 1232g(b)(1)(C), (b)(3) and (b)(5); see accord, California Education Code § 49076(a)(1)(C).)

The FERPA implementing regulation at 34 CFR § 99.31(a)(3) allows schools to disclose student records, subject to the requirements of 34 CFR § 99.35, without parental or student consent to: Authorized representatives of State and local educational authorities. (the "audit or evaluation exception.")

Personally Identifiable Information from Education Records to be Disclosed

Under the FERPA "studies exception" (34 CFR § 99.31(a)(6)) for the purpose of improving instruction, as well as the FERPA "audit or evaluation exception" (34 CFR § 99.31(a)(3)) for the purpose of facilitating evaluation of the Parties' above, described higher education preparation and targeted student support programs, respectively, the Parties agree to the following disclosures, subject to the terms and conditions of this Agreement

SCUSD will disclose some or all of the following Data to UC MERCED CEP, CSU

Sacramento, and LOS RIOS: (UC Davis?)

- o Course enrollment;
- o A-G and other course grades;
- o Internal Assessments and/or benchmarks

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- o California High School Exit Examination data; o GPA;
- o A-G total units;
- o A-G units by subject area;
- o A-G Status;
- o SAT/ACT Registration;
- o SAT/ACT Scores;
- o Application Information to Institutions of Higher Education; o Admissions Information to Institutions of Higher Education; o Enrollment Plans to Institutions of Higher Education;
- o Student State Identification Number (SSID);
- o English Language Learner Status;
- o Ethnicity;
- o First Generation College Student;
- o Gender;
- o Foster status;
- o Family Income;
- o Parents Education Level;

UC MERCED CEP, UC Davis, CSU Sacramento, and LOS RIOS will disclose some or all of the following Data to SCUSD:

- o SCUSD student and graduate GPA
- o SCUSD student and graduate Application data;
- o SCUSD student and graduate Admission data;
- o SCUSD student and graduate Enrollment data;
- o SCUSD student and graduate Enrollment in credit bearing courses toward graduation;
- o SCUSD student and graduate remediation completion;
- o SCUSD student and graduate matriculation completion;
- o SCUSD student and graduate transfer completion;
- o SCUSD student and graduate CTE/Vocational certificate completion.

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I. ROLES AND RESPONSIBILITIES OF THE PARTIES

A. UC MERCED CEP, UC Davis, CSU Sacramento, LOS RIOS, and SCUSD

1. The Parties shall use a secure, mutually agreed upon means and schedule for identifying the appropriate data fields and for transferring confidential information.
2. The Parties acknowledge that the Data provided pursuant to this Agreement is confidential and agree to use commercially reasonable efforts to protect the Data from unauthorized disclosures to any third parties and to comply in all material respects with all applicable District, Local, State and Federal confidentiality laws and regulations including but not limited to FERPA.
3. The Parties shall use the Data only for the purposes described in this Agreement and UC MERCED CEP, UC Davis, CSU Sacramento, and LOS RIOS shall not use the Data for personal gain or profit of any individual, it being understood and acknowledged that the successful conclusion of the research contemplated by this Agreement should be beneficial to all Parties and their constituents.
4. The Parties shall keep all Data in a location physically and electronically secure from unauthorized access. Data shall be stored and processed in a way that unauthorized persons cannot retrieve nor alter the information by means of a computer, remote terminal, or other means.
5. The Parties shall employ qualified personnel that are proficient and experienced in managing secure, confidential data ("Qualified Personnel"). The Parties agree to restrict distribution of personally identifiable matched data to Qualified Personnel, with the understanding that personally identifiable information will be released only for the purposes established in this Agreement.
6. The Parties acknowledge and agree that any Data disclosed under this Agreement remains the property of the disclosing Party. As such, the Parties further agree that Data files shall be destroyed or returned to the Party disclosing the Data when no longer needed for the purpose for which it was obtained, in compliance with 34 CFR §99.31(6)(iii)(B); §99.35 (b)(2), or upon expiration or termination of this Agreement as set forth below. In accordance with the requirements of 34 CFR §99.31(b)(6)(iii)(C)(4) and §99.35(a)(3)(iv), the Parties agree that upon the occurrence of an event which

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- triggers a duty to destroy or return data as set forth above, the Data shall be destroyed or returned to the disclosing Party within thirty (30) days of the occurrence.
7. The Parties shall not redisclose any Data with or without identifying information to any other requesting individuals, agencies, or organizations that are not a party to this Agreement.
 8. The Parties will require all employees, contractors, and agents of any kind to comply with all applicable state and federal laws with respect to the data shared under this agreement, including but not limited to, the Federal Family Educational Rights and Privacy Act (20 USC 1232g), federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502), Federal Privacy Act, Gramm Leach Bliley Act with subsequent "Privacy" and "Safeguards" rulings, and the Information Practices Act of 1977, as amended. The Parties agree to require and maintain an appropriate confidentiality agreement from each employee, contractor, or agent with access to data pursuant to this Agreement. The Parties further agree that should any of them use a contractor, consultant or other agent to perform any "outsourced services" under 34 CFR § 99.31(a)(1)(B) which require the third party to access Data disclosed by any other Party under this Agreement, the Party shall extend all of its data confidentiality and security policies and procedures to the third party by contract. Any and all unauthorized access is prohibited.
 9. The Parties will use Data collected and shared under this Agreement for no purposes other than those set forth in this Agreement, as authorized under §99.31 of Title 34, Code of Federal Regulations. Nothing in this agreement may be construed to allow the maintenance, use, disclosure, or sharing of student information in a manner not allowed by federal law or regulation. In particular, the Parties will not disclose any data provided under this agreement in a manner that could identify any individual student or the student's parent(s)/guardian(s), per 34 CFR §99.31(6)(ii)(A).
 10. The Parties each designate one another as an "authorized representative" for purposes of disclosing data under the "audit or evaluation exception" in accordance with 34 CFR § 99.31(a)(3) and § 99.35(a)(3)(i).
 11. By the signature of its authorized representative below, each Party acknowledges that it has been provided with the notice required under 34 CFR § 99.33(d) that it is strictly prohibited from redisclosing student education records, or personally identifiable

**AGREEMENT GOVERNING THE RELEASE OF PERSONALLY IDENTIFIABLE
STUDENT INFORMATION BY THE SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT FOR THE PURPOSE OF EVALUATING POSTSECONDARY
SUCCESS OF SACRAMENTO CITY UNIFIED SCHOOL DISTRICT STUDENTS
AT**

**THE LOS RIOS COMMUNITY COLLEGE DISTRICT, THE CALIFORNIA
STATE UNIVERSITY, SACRAMENTO, THE UNIVERSITY OF CALIFORNIA,
MERCED AND THE UNIVERSITY OF CALIFORNIA, DAVIS**

information contained in student education records, that it receives pursuant to this Agreement to any other third party except as authorized by applicable law or regulation.

12. The Parties agree to comply with the requirements governing maintenance of records of each request for access to, and each disclosure of, student education records set forth under 34 CPR § 99.32, as applicable.
13. The Parties agree that all publications, reports, or findings, including research methodology and validation of data, will be vetted and approved in writing by all parties prior to being published or distributed. This paragraph will survive the termination of this agreement or the withdrawal of any party from this agreement.

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MERCED AND THE UNIVERSITY OF CALIFORNIA, DAVIS**

B. SCUSD Rights and Responsibilities

SCUSD will release data pursuant to this Agreement with the understanding that:

1. No individual student data shall be identifiable in any reports not created specifically for SCUSD.
2. The SCUSD reserves the right to withhold personally identifiable student data from UC MERCED CEP, UC Davis, CSU Sacramento, and LOS RIOS at any time.

II. CONFIDENTIALITY

- A. **Confidentiality.** The Parties to this Agreement shall maintain the confidentiality of any and all Data exchanged by each and every other Party pursuant to the terms of this Agreement. The confidentiality requirements under this paragraph shall survive the termination or expiration of this Agreement or any subsequent Agreement intended to supersede this Agreement or the withdrawal of any Party.
- B. **Unauthorized disclosure.** The Parties agree to promptly notify the other Parties of any actual or suspected unauthorized disclosure of the confidential and other non public information shared under this MOU. Any such notification shall be provided within seventy-two (72) hours of discovery of the actual or suspected breach, and shall include, at a minimum:
- i. The nature of the unauthorized use or disclosure (e.g., security breach, unauthorized, disclosure);
 - ii. The specific data that was used or disclosed without authorization;
 - iii. Who made the unauthorized use or received the unauthorized disclosure;
 - iv. What the Party has done or will do to mitigate any effects of the unauthorized use or disclosure; and,
- What corrective action the Party has taken or will take to prevent future occurrences.

III. TERM AND TERMINATION

- A Term. This Agreement shall be effective as of the Effective Date, and shall continue for an initial term of two years.

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- B. Termination. Any Party may terminate this Agreement at any time upon thirty (30) days with prior written notice to the other parties. The Agreement remains in effect between any non-terminating parties.

IV. MISCELLANEOUS PROVISIONS

- A. Entire Agreement. This Agreement contains the entire understanding of the Parties.
- B. Amendment. This Agreement may be amended only by the written agreement of the Parties.
- C. Waiver. Any waiver by any Party of the violation of any provision of this Agreement shall not bar any action for subsequent violations of the Agreement.
- D. Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement such provision shall be fully severable. All remaining provisions shall remain in full force and effect.
- E. Execution. Each of the persons signing this Agreement on behalf of a Party represents that he or she has authority to sign on behalf and to bind such Party.
- F. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and which together shall constitute one and the same document.

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Given when personally delivered or mailed by first class registered mail,
return receipt requested, or via overnight delivery addressed to the parties at
agreed upon addresses.

Jorge A. Aguilar, Superintendent
Sacramento City Unified School District

Date

Brian King, Chancellor
Los Rios Community College District

Date

Robert Nelsen, President
California State University, Sacramento

Date

Dorothy Leland, Chancellor
University of California, Merced

Date

Adela De La Torre, Vice Chancellor
University of California, Davis

Date

**AGREEMENT GOVERNING THE RELEASE OF PERSONALLY IDENTIFIABLE
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AT**

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STATE UNIVERSITY, SACRAMENTO, THE UNIVERSITY OF CALIFORNIA,
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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.3

Meeting Date: February 15, 2018

Subject: Approve AB 1200 Disclosure of Cost for Non-Represented/Confidential Employees

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Human Resource Services

Recommendation: Approve AB 1200 Disclosure of Cost for Non-Represented/Confidential Employees

Background/Rationale: Government Code section 3547.5 requires public school districts to provide, at a meeting of their governing Board, with a summary and costs of agreements before they are implemented. A format for such disclosures has been established by the Superintendent of Public Instruction. The disclosures for each tentative agreement, referenced below, are attached.

Financial Considerations: Attachment A will be available on 2/15/18

LCAP Goal(s): Safe, Emotionally Healthy and Engaged Students

Documents Attached:

1. Executive Summary
2. Attachment A - Sacramento County Office of Education – Public Disclosure of Collective Bargaining Agreement (available on 2/15/18)

Estimated Time of Presentation: 5 minutes

Submitted by: Cancy McArn, Chief Human Resources Officer
Gerardo Castillo, Chief Business Officer

Approved by: Jorge A. Aguilar, Superintendent

Board of Education Executive Summary

Human Resource Services

Approve AB 1200 Disclosure of Cost for Non-Represented / Confidential Employees

February 15, 2018 Board Meeting



I. OVERVIEW / HISTORY

Government Code §3547.5 requires public school districts to provide at a meeting of their governing Board with a summary and costs of agreements before they are implemented. The AB 1200 Disclosure provides a summary of the major provisions of the terms. In addition, the cost of the terms for the years of the agreement must also be presented to the public prior to the final approval.

II. DRIVING GOVERNANCE

- Board Policy – Administrative Regulation 4243.1 – Public Notice – Personnel Negotiations – Before entering into a negotiated agreement, the Board shall disclose, at a public meeting, the major provisions of the agreement, including but not limited to the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years.
- Government Code 3540.2 – A school district that has a qualified or negative certification pursuant to Section 42131 of the Education Code shall allow the county office of education in which the school district is located at least 10 working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer.

III. BUDGET

See Attachment A: Sacramento County Office of Education, Public Disclosure of Cost for Non-Represented / Confidential employees

IV. GOALS, OBJECTIVES, AND MEASURES

The Sacramento City Unified School District (“District”) continues to look at ways to recruit and retain employees, as well as creating a pathway for career advancements within the District by providing fair and competitive compensation.

V. MAJOR INITIATIVES

Non-Represented / Confidential Employees:

The key provisions are summarized as follows:

Board of Education Executive Summary

Human Resource Services

Approve AB 1200 Disclosure of Cost for Non-Represented / Confidential Employees

February 15, 2018 Board Meeting



- **Salary Compensation**

- 2.5% retro to January 1, 2017

- 2.5% retro to July 1, 2017

- 2.7% effective July 1, 2018

Doctoral Stipend increase from \$1,745 to \$3,000

- **Fringe Benefits**

- Increase health benefits from 75% to 100% Employee Only at the Kaiser Rate

- 50% Family coverage at the Kaiser Family Rate

- **Article 11 – Vacations**

- Capping the vacation carry over and

- Cash out vacation accruals beyond the cap

- **Other**

- Effective the 2018-19 school year, each employee will contribute to retiree health benefits at a sliding scale based upon their annual salary

VI. RESULTS

Competitive compensation that maintains the District's financial solvency and promotes positive outcomes to continue recruitment and retention.

VII. LESSONS LEARNED / NEXT STEPS

Approve AB 1200 Disclosure of Cost for Non-Represented / Confidential Employees.



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1a

Meeting Date: February 15, 2018

Subject: Approval of Grants, Entitlements, and Other Income Agreements
Ratification of Other Agreements
Approval of Bid Awards
Approval of Declared Surplus Materials and Equipment
Change Notices
Notices of Completion

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Recommend approval of items submitted.

Background/Rationale: None

Financial Considerations: See attached.

LCAP Goal(s): Operational Excellence

Documents Attached:

1. Expenditure and Other Agreements
2. Recommended Bid Awards – Facilities Projects
3. Notices of Completion – Facilities Projects

Estimated Time of Presentation: N/A

Submitted by: Gerardo Castillo, CPA, Chief Business Officer
Jessica Sulli, Contract Specialist

Approved by: Jorge A. Aguilar, Superintendent

EXPENDITURE AND OTHER AGREEMENTS

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
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FACILITIES SUPPORT SERVICES

SA18-00419 Premier Management Group	2/15/18 – Completion of Services: Provide construction management services for the Hiram Johnson Core Academic Renovation project.	\$114,000 Measure Q Funds
SA18-00420 Premier Management Group	2/15/18 – Completion of Services: Provide construction management services for the Hiram Johnson Field Improvement project.	\$175,500 Measure Q Funds

RECOMMENDED BID AWARDS – FACILITIES PROJECTS

Bid No. 0139-409, H.W. Harkness Outdoor Learning Space

Bids Received: January 30, 2018

Recommendation: Award to Sierra Valley Construction, Inc.

Amount/Funding: \$84,258 – LCFF Funds

BIDDER	BIDDER LOCATION	AMOUNT
AJ's Concrete & Landscape Contractors	West Sacramento, CA	\$125,279
BRCO Constructors	Rocklin, CA	\$143,000
Saenz Landscape Construction Co.	Rancho Cordova, CA	\$120,998
Sierra Valley Construction, Inc.	Lincoln, CA	\$84,258

Bid No. 0282-409, Phoebe Hearst Class Size Reduction Restroom

Bids Received: January 30, 2018

Recommendation: Award to JNT Building & Remodeling, Inc.

Amount/Funding: \$126,417 – Measure Q Funds

BIDDER	BIDDER LOCATION	AMOUNT
BRCO Constructors	Rocklin, CA	\$176,000
JNT Building & Remodeling, Inc.	Rocklin, CA	\$126,417

RECOMMENDED BID AWARDS – FACILITIES PROJECTS

Project: Lease-Leaseback Agreement for Transportation Facility & Warehouse Renovation

Recommendation: Approve lease-leaseback contract with Roebbelen for preconstruction services of \$72,327 for the Transportation Facility & Warehouse Renovation project. Authorize staff to pursue a lease-leaseback contract with Roebbelen for construction services for this project using a fee-based contract with a percentage fee of 7.86%. The cost of construction is estimated at \$21 million.

Funding: Measures Q & R Funds

Project: Lease-Leaseback Agreement for Sutter HVAC Replacement

Recommendation: Award to Roebbelen

Amount/Funding: \$5,942,517 – Measure Q Funds

Recent state legislation (AB2316) made significant changes to K-12 lease-leaseback statutes, Education Code §17400 et seq. AB2316 requires a competitive process in selecting the lease-leaseback contractor, and in some cases, authorizes pre-construction services by the same lease-leaseback contractor.

Per AB2316, staff solicited “Request for Proposals” by advertising and sending notices directly to contractors. Proposals received were evaluated and ranked based on scoring criteria used to determine “best value”.

NOTICES OF COMPLETION – FACILITIES PROJECTS

Contract work is complete and Notices of Completion may be executed.

Contractor	Project	Completion Date
Parker Landscape Development	John Still Irrigation Improvements	1/12/18



Construction Management Agreement

THIS CONSTRUCTION MANAGEMENT AGREEMENT is entered into as of February 15, 2018 by and between the Sacramento City Unified School District (the "District"), a California public school district, and Premier Management Group, Inc., an Independent Contractor, herein after referred to as ("Consultant" or "Construction Manager").

RECITALS:

WHEREAS, District is in the process of upgrading the Core Academic HVAC system at Hiram Johnson High School on its premises located at 6879 14th Avenue, Sacramento, California; and

WHEREAS, District is in need of Construction Project Management Services in relation to contract bidding, design coordination, construction coordination, expenditures, project completion, interagency coordination, internal communications and other matters as set forth herein; and

WHEREAS, Consultant possesses the necessary skills, experience, knowledge, including knowledge of State and School District requirements such as the Leroy F. Greene Act of 1998-SB-50 and the Education Facilities Bond, Proposition 47, and that required by Government Code section 4529.5, and technical and financial resources to undertake the performance and obligations of the Construction Project Management Services required herein; and

WHEREAS, Consultant is licensed and/or registered as defined in the State of California Government Code section 4525(e); and

WHEREAS, District may contract with any persons for the furnishing to the District of special services and advice as described above pursuant to California Education Code 35160 and 35160.1; and Government Code 53060, and may contract for Construction Project Management Services pursuant to Government Code 4526.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual acts and promises as contained herein, it is agreed by and between the District and Consultant as follows:

1. PROJECT:

Consultant services, as provided herein, are for and limited to all phases of construction and work necessary for the completion of District's Hiram Johnson Core Academic HVAC Upgrade project, hereinafter "Project," to be located at District's premises located at 6879 14th Avenue, Sacramento, California. "Project" as used in this Agreement shall include any and all tasks and related activities reasonable and necessary for the construction and completion of the Project, including acceptance by District.

This Agreement shall be governed by the laws of the State of California, including as applicable, regulations of the State Allocation Board, State of California Leroy F. Greene Lease-Purchase State Building Funds of 1998-SB50 and the Education Facilities Bond, Proposition 47, and of any other governmental agency with authority pertaining to reimbursement of such funds to the District, all of which shall be deemed incorporated herein by this reference and the Consultant shall be obligated to comply with the same.

No action or failure to act by the District or any District representative shall constitute a waiver of a right or duty afforded them under this Agreement, nor shall any such action or failure to act constitute approval of, or acquiescence in, a breach thereunder, except as may be specifically agreed in writing.

2. NATURE OF THE WORK:

Consultant has fully familiarized itself with all aspects of the Project and understands and agrees that Consultant shall further the interests of District by furnishing skill and judgment as a provider of Construction Project Management Services, in cooperation with District representatives and, where appropriate, in reliance upon the services of the Project Architect. Consultant agrees to furnish business administration and management services and to perform in an expeditious and economical manner consistent with the interests of District. Consultant shall be responsible, to the extent described in this Agreement, for ensuring that the Project is completed in a competent and professional manner within the District's budget and in accordance with the District's schedule for timely completion of the Project.

Consultant shall perform special services and provide advice on behalf of the District as follows:

- a. Technical advice regarding construction;
- b. Construction coordination, including progress schedules, change orders and problem solving;
- c. Interagency coordination including, but not necessarily limited to, coordination between Consultant and:
 - 1) Architect; and
 - 2) The State of California – Division of the State Architect, "DSA", where appropriate;
- d. Internal communications, including Board reports, internal staff updates and community updates. The Consultant shall develop a communication system to ensure clear communication between the District, the Consultant, the Architect, contractor and other parties involved with the Project. In developing this communication system, the Consultant shall meet with the District, the Architect and others to determine the type of information to be reported, the reporting format and the desired frequency for distribution of the various reports;
- e. Review of building specifications and scope of work, including any and all Project related contractual obligations owed to District by any third party;
- f. Review of all phases and elements of construction for all purposes including the assurance that various construction agreements and elements are properly coordinated, scheduled and assigned in such a way to maximize project efficiency;
- g. General construction management and overseeing of all project construction; and
- h. Provision of superintendency functions on the job site. Consultant shall, promptly, in writing and consistent with its duty of care, recommend to District and relevant employees of the District findings regarding said Project construction and make suggestions thereon.

In addition, Consultant shall perform the following activities:

SCHEMATIC DESIGN PHASE

- a. Construction Manager shall notify District in writing of potential complications, cost overruns, unusual conditions, and general needs that could significantly affect the Project budget and time line. Consultant shall prepare a construction management plan for the Project. The construction management plan shall: (1) provide a preliminary evaluation of the District's schedule, cost and design requirements for the Project; (2) develop an anticipated construction schedule; (3) develop a preliminary cost estimate for each type of work contemplated by the Project; (4) clarify and delineate the Architect's duties, the contractor's responsibilities, the District's responsibilities, the Consultant's responsibilities; and (5) set forth a plan for the administration and coordination of all work on the Project. The plan shall provide for Architect and District review and written acceptance.
- b. Construction Manager shall establish a preliminary construction budget or allowance in the format required by District, or if applicable, by the school construction funding agency identified by District, for written approval by the District. The purpose of the cost estimate is to show probable cost in relation to District's budget. If Construction Manager perceives site considerations, which render the Project expensive or cost prohibitive, Construction Manager shall disclose such conditions in writing to District immediately. Construction Manager shall provide a preliminary written time schedule for the performance of work on the Project. This master schedule shall specify the proposed starting and finishing dates and the dates by which certain construction activities must be complete. The Consultant shall submit the master schedule to the District for written acceptance and update the master schedule, as appropriate or at least on a monthly basis for District's acceptance.
- c. Consultant shall conduct periodic Project meetings attended by the District, Architect and others. Such meetings shall serve as a forum for the exchange of information concerning the Project and the review of design progress. The Consultant shall prepare and distribute minutes of these meetings to the District, Architect, and others in attendance.
- d. Consultant shall assist the District in preparing documents concerning the construction budget for use in obtaining or reporting on Project funding.

DESIGN DEVELOPMENT PHASE

- a. Construction Manager shall provide District an updated estimate of construction costs, containing detail consistent with the design development documents and containing a breakdown based on types of materials and specifications identified in the construction budget. Consultant shall prepare a Project and construction budget based on the separate divisions of the work required for the Project, following the Consultant's review of the Project plans and specifications prepared by the Architect. The Consultant shall review the budget with the District and the Architect and the Consultant shall submit the Project and construction budget to the District for acceptance. The Project and construction budget shall be revised by the Consultant as directed by the District and as necessary to ensure accuracy as changes are made throughout the Project. The proposed Project and construction budget may not be exceeded without prior written approval by District. Consultant shall make recommendations to the District concerning revisions to the Project and construction budget that may result from design changes. Consultant shall prepare

- and distribute Project cost reports that shall indicate actual or estimated costs compared to the Project and construction budget.
- b. Provide construction feasibility review.
 - c. Provide conceptual estimating assistance to Project Manager.
 - d. Provide constructability analysis consistent with its experience and qualifications.
 - e. Provide scheduling information, including providing and distributing periodic reports that compare actual progress with scheduled progress for this phase of the Project.
 - f. Provide cost evaluations of alternative materials and systems.

BIDDING PHASE

- a. Conduct a pre-bid walk with potential bidders, if required by the bidding documents.
- b. Conduct post-bid interview with successful bidder prior to start of work.

CONSTRUCTION PHASE:

The Construction Phase of the Project will commence with the award of the construction contract and will end sixty (60) days after acceptance of the Project by the District, as indicated by recording the Notice of Completion with the Sacramento County Recorder; provided that the Project Manager shall continue to be subject to certain construction phase services of the Consultant, as set forth in this Agreement, which extend beyond the expiration of the set sixty (60) day period.

- a. Provide general project management, including administrative, management, and related services as required to coordinate work of the contractor with any other contractor and with the activities and responsibilities of the Consultant, the District, and the Architect to complete the Project in accordance with the Project's plans and specifications, as well as the District's cost, time, and quality objectives. The Consultant shall be the party to whom all information shall be submitted.
- b. Require and review Master CPM construction schedule. Compare Contractor schedule with the schedule of any other contractor to determine if they result in a coordinated construction schedule. Require updates of schedule monthly. Prepare and distribute periodic reports that compare actual progress with scheduled progress. This evaluation shall serve as data for revision of the construction schedule report that shall be prepared and distributed to the Contractor, the District and the Architect by the Consultant. The construction schedule report shall be periodically updated to show current conditions as the work progresses. The report shall indicate actual progress compared to scheduled progress, and shall serve as the basis for progress payments to the Contractor.
- c. Material procurement consultation and advice, including recommending a schedule for the District's purchase of materials and equipment requiring long lead time procurement. Arrange for delivery and storage, protection and security for District purchased materials, systems and equipment which are part of the Project until such items are incorporated into the Project.
- d. Shop drawings and submittals review in cooperation with the Architect.
- e. Progress payment review, including preparing and distributing the progress payment reports. The reports shall state the total contract price, payment to date, current payment requested, retainage, and amounts owed. A portion of this report shall be a recommendation of payment that shall be signed by the Consultant and delivered to the District for use by the District in making payments to the Contractor.
- f. Recommend necessary or desirable changes to the Architect and the District and provide advice regarding such changes, including potential schedule impacts.

Implement change order procedures, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the Architect and the District, and if they are accepted, prepare and sign change orders for the Architect's and Contractor's signatures and District authorization, and maintain logs, files, and other necessary documentation relating thereto. Regarding Contractor change order requests, the Consultant shall review the contents of all Contractor-requested changes to the contract time or price, endeavor to determine the cause of the request, and assemble and evaluate information concerning the request. The Consultant shall provide to the Architect a copy of each change order request, and the Consultant shall, in its evaluations of the Contractor's requests, consider the Architect's comments regarding the proposed changes. The consultant shall periodically prepare and distribute change order reports. The report shall list all District-approved change orders by number, a brief description of the change order work, the cost, and percent of completion of the change order work. The report shall also include similar information for potential change orders of which the Consultant may be aware.

- g. Quality control. Consultant shall establish and implement a program to monitor the quality of the construction. The purpose of the program shall be to assist in guarding the District against work by the Contractor that does not conform to the requirements of the Construction Documents. The Consultant is not authorized to change, revoke, alter, enlarge, relax or release any requirements of the Construction Documents or to approve or accept any portion of the work not conforming to the requirements of the Construction Documents. Communication between the Consultant and Contractor with regard to quality review shall not in any way be construed as binding the Consultant, the Architect, or the District or releasing the Contractor from performing the work in accordance with the Construction Documents. No action taken by the Consultant shall relieve the Contractor of its obligation to perform the work in strict conformity with the requirements of the Construction Documents, and in strict conformity with all other applicable laws, rules and regulations. Consultant shall not be responsible for the failure of the Contractor to carry out work in accordance with the Construction Documents so long as Consultant has used all available means and undertaken good-faith efforts to secure the performance of the Contractor in accordance with the Construction Documents.
- h. Testing and inspection review. Consultant shall assist the District in selecting and retaining the professional services of special consultants and testing laboratories and coordinate their services. The Consultant shall receive a copy of all inspection and testing reports and shall provide a copy of such reports to the Architect.
- i. Agency approval's consultation and advice.
- j. Project close-out consultation and advice. Consultant shall determine, after consulting with District and Architect, when the Project and the Contractor's remaining work consists of punch list items. In consultation with the Architect, the Consultant shall prepare a list of incomplete work or work which does not conform to the requirements of the Construction Documents. The Consultant shall consult with the Architect and the District and shall determine when the Project and the Contractor's work are completed. The Consultant shall issue a Certificate of Final Completion, and shall provide to the District a written recommendation regarding payment to the Contractor.
- k. Provide occupancy consultation and advice, and in reviewing the Master Project Schedule consider the District's occupancy requirements.
- l. Conduct a pre-construction meeting with all parties, including Contractor.
- m. Participate in periodic meetings with District, Architect and Project Manager to discuss such matters as procedures, progress problems and scheduling.

- n. Conduct weekly coordination meetings with Contractor and distribute meeting minutes. Develop 3-week short internal schedules (SIS) for use in each weekly meeting.
- o. Continuous daily on-site representation to observe Contractor's work for general conformance with the plans and specifications and to confirm work is progressing in accordance with the Construction Documents and Master CPM construction schedule.
- p. Consultant shall demand that Contractor provide recovery schedules where appropriate and recommend appropriate steps to take if Contractor either does not provide such schedules or the schedules are not realistic. Recovery schedules shall reflect the correct action and extraordinary efforts Contractor shall undertake to recapture lost time and shall be distributed to Architect and Project Manager.
- q. Keep records of construction progress and time schedules. Advise Contractor and District of any deviations from the time schedule that could delay timely completion and occupancy of Project. Maintain daily log documenting daily progress by trade and building as well as problems and delays. The daily log will include, but not be limited to, the weather, Contractor's staffing, work accomplished, problems encountered, rejection of material or work and other similar relevant data as the District may require.
- r. Review and respond, in cooperation with the Architect, in a timely manner, to all schedules, submittals, shop drawings, samples, information requests, and other submissions of the Contractor for compliance with design and specifications, and ensure timely and uninterrupted progress of the work.
- s. Make offsite observations of fabricated materials and equipment within a one-hour radius. Observations outside of a sixty-mile radius will be billed on a time and materials basis.
- t. Advise regarding the amounts recommended to satisfy and assess liquidated damages, stop notices or other requirements of the construction contract documents.
- u. Analyze and advise District in cooperation with the Architect as to acceptability of test reports, methods, materials, equipment and systems.
- v. Review and advise District in cooperation with the Architect as to the acceptability of substitutions proposed by the Contractor.
- w. Review materials submitted by Contractor and assemble for and provide to District written warranties, guarantees, owners' manuals, instruction books, diagrams, record drawings ("as-builts"), and any other materials required from the Contractor and subcontractors in accordance with the Construction Documents.
- x. Use best efforts to achieve satisfactory performance from the Contractor. Consultant shall determine, through routine on-site inspections, that the work of the Contractor is being performed in accordance with the requirements of the Construction Documents in order to guard the District against defects and deficiencies in the work.
- y. When appropriate, advise the District and make recommendations to the District for exercising the District's prerogatives, such as giving the Contractor notice to recover progress on the schedule when the schedule goals are in jeopardy due to Contractor failings, withholding payment for cause and other prerogatives when required in an effort to achieve contract compliance.
- z. Determine in general that the work of Contractor is being performed in accordance with the requirements of the Contractor's contract. Use best efforts to protect the District against defects and deficiencies in the work. With Architect and the District, reject work that does not conform to the requirements of the Contractor's contract. Consultant shall consult with the Architect and the District if Contractor requests an interpretation of the meaning or intent of the drawings and specifications, and assist in

the resolution of questions which may arise; however, the Architect shall have primary responsibility for the interpretation of Project plans and specifications.

- aa. Maintain on a current basis: a record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record documents and revisions which arise out of Contractor's contract or work; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the contract or work. Make all records available to the District. At the completion of the Project, deliver all such records and "as built" plans to the District.
- bb. Construction progress photos/videos.
- cc. Consultant shall assist the District in obtaining approvals and permits from all authorities having jurisdiction over the Project. The Consultant shall also verify that all required permits, bonds, and insurance have been obtained from the Contractor.
- dd. Consultant shall prepare and distribute Project cost reports that shall indicate actual or estimated costs compared to the construction budget.
- ee. Consultant shall be responsible for reviewing Contractor's safety program.

POST CONSTRUCTION PHASE: Immediately upon the District's and Architect's approval of completion of the Project, and in addition to any additional submittals required by the Agreement, collect and submit the following close-out documentation to the District:

- a. Operations and maintenance data for equipment as required by the Contract Documents for the project.
- b. Warranties for equipment put into service.
- c. Tools, spare parts and maintenance materials.
- d. A list of Construction Contractor, Vendors, and Materialmen of every tier providing services, equipment, and/or materials in connection with the Project in a formal, adequately bound, catalogued form, including the names, addresses, telephone numbers and fax numbers of such persons, and shall further include notices as to where pertinent persons can and may be reached for emergency service, including nights, weekends, and holidays.
- e. Final payment consultation and advice.
- f. Change order documentation review, consultation and advice.
- g. Warranty item consultation and advice.
- h. Guarantees consultation and advice.
- i. Filing of as-built documents.
- j. Oversee and coordinate training, demonstrations and commissioning. Consultant shall review the Contractor's checkout of utilities, operational systems, and equipment or readiness and assist in their initial start-up and testing.
- k. Consultant shall also forward all of its documents and plans to the District upon completion of the Project and ensure all such plans and documents are well organized for any appropriate audit or review of the Project. All documents, daily logs, and any other written work product generated by Consultant shall be deemed the sole and exclusive property of District.

Provide advice to District on apparent deficiencies in construction during all warranty periods following acceptance of Project.

3. DESIGNATED REPRESENTATIVE:

District shall have the right to approve the designated representative of Consultant. Wayne Sjolund shall be the designated representative of Consultant who shall

personally provide all services as set forth in this Agreement unless otherwise agreed to by prior written agreement. Should Wayne Sjolund be unable at any time to perform the duties described herein, District shall have the right to approve a new designated representative of Consultant or to terminate this Agreement. District reserves the right to require that any designated representative or representatives of Consultant who proves not to be satisfactory to the District shall be removed upon written notice from the District.

4. PROJECT MANAGER:

District has designated Jim Dobson as the Director authorized to act in District's behalf with respect to the Project. Director shall examine documents and other writings submitted by Consultant and shall render decisions pertaining thereto promptly to avoid unreasonable delays in the progress of Consultant's services.

5. DISTRICT RESPONSIBILITY:

Notwithstanding anything contained herein and to the contrary, it is understood and agreed that District is responsible for:

- a. The District shall provide information regarding the requirements of the Project, including its objectives, constraints and criteria, including space requirements and relationships, flexibility and expendability requirements, special equipment and systems and site requirements.
- b. The District shall provide a budget for the Project, based on consultation with the Architect, which shall include contingencies for bidding, changes during construction and other costs that are the responsibility of the District.
- c. The District shall retain Architect whose services, duties and responsibilities are described in the "Agreement for Architectural/Engineering Services, between the District and Architect.
- d. If the District observes or otherwise becomes aware of any fault or defect in the Project, or nonconformance with the Contractor's Contract, the District shall give prompt written notice thereof to Consultant.
- e. The District shall make timely payments for all invoices that have been approved by the District, Architect and Consultant.
- f. The District shall furnish structural, mechanical, electrical, and other laboratory tests, inspections and reports as required by law or the Contractor's contract.
- g. The District shall provide the hook-up for telephone and power for Consultant.

6. PLACE OF WORK:

It is understood that Consultant services shall be rendered largely at the construction site located at 6879 14th Avenue, Sacramento, California and District offices located at 425 1st Avenue and 5735 47th Avenue, Sacramento, but the Consultant will, on request, provide services at such other places as designated by the District.

7. TIME DEVOTED TO WORK:

Consultant shall perform services described in Article 2 above, as expeditiously as is consistent with reasonable skill and care and the orderly progress of the Project, and to avoid any additional costs to District.

In the performance of Consultant's services, the services and the hours the Consultant is to work, on any given day, will be within Consultant's control and District will rely upon Consultant to put in such number of hours as is reasonably necessary to fulfill the spirit and purpose of this Agreement. Generally, the Parties anticipate Consultant will provide

services between 7:30 a.m. and 4:30 p.m., unless otherwise coordinated with the Project Manager, 5 days per week until the project is completed. It is understood and agreed that the estimated total number of hours required by Consultant to complete the required services, shall be approximately 160 hours per month, excluding travel time. If additional hours are required in order to complete the Project, such hours may be authorized but only upon prior written agreement of the Parties.

8. PAYMENT:

District shall pay Consultant the total not to exceed One Hundred Fourteen Thousand Dollars (\$114,000) payable in monthly installments based on the number of hours worked provided Consultant shall have submitted a prior monthly report of time spent on the Project to the District. It is understood and agreed that Consultant's hours may vary from month to month but on average will not exceed 160 hours per month except upon prior written agreement by the Parties.

District shall pay Consultant in accordance with its usual and customary accounts payable practices and payment cycles. In addition, Consultant shall be reimbursed for all pre-approved, in writing, travel and out-of-pocket expenses incurred on behalf of District while away from Consultant's principle place of business, as defined in Article 6 of this Agreement.

District will reimburse Consultant for all reasonable costs ("Reimbursable Costs") not otherwise anticipated under this Agreement that are necessarily incurred by Consultant in the proper performance of its services under this Agreement. Any Reimbursable Costs shall be subject to the District's prior written approval. Payment of allowable Reimbursable Costs shall be made within thirty (30) days upon receipt and approval of Consultant's invoice(s).

9. TRANSPORTATION:

For transportation by automobile out of the Sacramento area, Consultant shall be reimbursed at the rate of \$.545 per mile.

10. TERM:

The initial term of this Agreement shall commence on February 15, 2018 and shall continue until the Project is completed. It is understood services as provided herein will generally begin one month prior to the start of construction and end, except as otherwise stated herein, 60 days after acceptance by the District of the Project as reflected in the recording of the Notice of Completion. This Agreement may be extended upon mutual agreement of the Parties.

11. TERMINATION:

District may unilaterally terminate this Agreement for any reason, in its absolute discretion, by giving Consultant seven (7) days written notice of termination. This Agreement may also be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform their duties under this Agreement. In the event of early termination, the Consultant shall be compensated for all services satisfactorily performed to the termination date and any services pre-authorized by District in writing to wind up Consultant's services; provided however, District shall not be liable to pay more than the total amount of the Agreement. Upon receipt of a notice of termination, Consultant shall promptly discontinue all services affected, unless the notice directs otherwise.

Upon termination of this Agreement as provided herein, Consultant shall promptly provide and deliver to District all files, notes, writings, documents, and other materials in Consultant's possession or under Consultant's control related to the services Consultant has performed on behalf of the District regarding the Project.

12. RELATIONSHIP BETWEEN THE PARTIES:

The Parties agree and intend that the relationship between them, created by this Agreement, is that of independent contractor. Consultant is not an employee of District, or of Architect, and is not entitled to the benefits provided by the District to its employees including, but not limited to, group insurance and pensions plans.

In providing the services contemplated by this Agreement, the Consultant shall, on behalf of the District, maintain a professional working relationship with the District, Contractor, and the Architect. The Consultant shall furnish all services in accordance with the standards of the industry for similar public works projects in the State of California and in accordance with all applicable Federal, State and local laws. Nothing contained in this Agreement shall be deemed to create any contractual relationship between the Consultant and the Architect or the Contractor or subcontractors or material suppliers for the Project, nor shall anything contained in this Agreement be deemed to give any third party any claim or right of action against the District, the Architect or the Consultant. Consultant will be liable and solely responsible for paying all required taxes and workers' compensation and other obligations, including, but not limited to, federal and state income taxes and social security taxes. Consultant agrees to indemnify, defend and hold the District harmless from any liability which Consultant may incur to the Federal or State governments as a consequence of this Agreement. All payments to the Consultant shall be reported to the Internal Revenue Service.

13. INDEMNIFICATION:

Consultant shall defend, indemnify and hold the District, its board members, officers, agents and employees harmless from any and all claims, costs and liability for any damages, sickness, death, or injury to person(s) or property, including without limitation all consequential damages and attorney's fees and costs, from any cause whatsoever arising directly or indirectly from or connected with the operations or services of Consultant or its agents, employees or subcontractors under this Agreement. Consultant shall reimburse the District for any expenditure the District may make by reason of the matters that are the subject of this indemnification, and if requested by the District, will defend any claims or litigation to which this indemnification provision applies, at the sole cost and expense of Consultant. It is understood and agreed that such indemnification will survive the termination of this Agreement.

14. INSURANCE:

Prior to commencement of and during all times that Consultant is providing services pursuant to this Agreement, Consultant shall, at its sole expense, maintain in full force and effect:

1. Commercial general liability insurance coverage for bodily injury, property damage, and personal injury, with policy limits of not less than \$1,000,000 per occurrence and a general aggregate limit of not less than \$2,000,000. Consultant will also provide a written endorsement to such policy naming District and its officers, employees, and agents as an additional insured, and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If such insurance is not kept in force as

- required herein, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the Consultant to the District, or District may deduct the premium from any monies owing to Consultant under this Agreement.
2. Automobile insurance covering claims for damages because of bodily injury or death of any person, or property damage arising out of the ownership, maintenance and/or use of any motor vehicle, with a combined single limit of not less than \$1,000,000 per accident.
 3. Errors and omissions insurance covering the services furnished by Consultant pursuant to this Agreement, providing for coverage on per occurrence basis for a minimum of One Million Dollars (\$1,000,000.00). The insurance policy shall not contain a provision providing for any deductible greater than Fifty Thousand Dollars (\$50,000.00). If Construction Manager's errors and omissions insurance is in a claims made form, said insurance shall be carried and continued by Consultant for a period of three (3) years following the date the Notice of Completion is recorded for the Project.
 4. Insurance covering claims under worker's compensation, disability benefits and other similar employee benefit acts that are applicable to the work being performed under this Agreement.

Consultant shall provide written evidence of the above insurance coverage in the form of a certificate of insurance to the District prior to commencement of any work under this Agreement. At the District's request, Consultant shall provide a certified copy of each insurance policy.

Insurance industry's standard Accord Certificate of Insurance or binder forms shall bear an endorsement precluding the cancellation or reduction of coverage of any policy covered by such Certificate or binder before the expiration of thirty (30) days after the District shall have received notification of such cancellation, suspension, reduction, or voided coverage.

16. FINGERPRINTING REQUIREMENTS:

Education Code Section 45125.1 states that if employees of any contractor providing school site administrative or similar services may have any contact with any pupils, those employees shall be fingerprinted by the Department of Justice (DOJ) before entering to determine that they have not been convicted of a serious or violent felony. If the District determines that more than limited contact with students will occur during the performance of these services by Contractor, Contractor will not perform services until all employees providing services have been fingerprinted by the DOJ and DOJ fingerprinting clearance certification has been provided to District.

District has determined that Contractor's (Consultant) services **will result in limited contact** with pupils. Contractor is required to comply with the conditions listed in Exhibit A, Contractor's certification of compliance with District fingerprinting and security requirements. If Contractor is unwilling to comply, Contractor's employees may not enter any school site until Contractor provides certification of fingerprinting clearance by the DOJ for employees providing services. These requirements apply to self-employed contractors.

17. WORK STANDARDS:

The conduct and control of the work to be performed by Consultant, under the Agreement, shall lie solely with the Consultant. Consultant shall perform services for the District in accordance with currently approved methods and ethical standards applicable to its professional capacity. Consultant shall be free to practice its profession, for others, during those periods when it is not performing work, under this Agreement, for the District.

18. FURNISHING OF MATERIALS AND EQUIPMENT:

All materials and equipment needed by Consultant to carry out the work to be performed by Consultant, under this Agreement, shall be furnished by Consultant, at its expense, except that District shall be responsible for those items as set forth in Article 5 above.

19. CALLBACKS:

It is understood and agreed that Consultant shall not be responsible for callbacks or other concerns related to implied or expressed workmanship or product liability more than 60 days after Project acceptance by District except as otherwise set forth herein. Notwithstanding anything contained herein to the contrary, Consultant shall be fully responsible for performance of the terms and conditions of this Agreement.

20. RIGHT OF EMPLOYER TO SUPERVISE AND INSPECT:

Consultant, as an independent contractor, shall have the authority to control and direct the performance of the work done under this Agreement. However, the work shall be subject to the District's general right of inspection and supervision including the right of inspection and supervision through District's Project manager and independent inspector to secure the satisfactory completion thereof in accordance with project plans and specifications.

21. LIMITATION ON DELEGATION OF PERSONAL SERVICES BY CONSULTANT:

The work and services provided herein shall be performed by those principals, officers and employees of Consultant mutually agreed to by District in writing.

22. CONFLICT OF INTEREST:

The Consultant shall abide by and be subject to all applicable District policies, regulations, statutes or other laws regarding conflict of interest.

Consultant shall not hire any officer or employee of the District to perform any service covered by this Agreement. If the work is to be performed in connection with a Federal contract or grant, Consultant shall not hire any employee of the United States government to perform any service covered by this Agreement.

Consultant affirms to the best of his/her knowledge, there exists no actual or potential conflict of interest between Consultant's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to the District's attention in writing.

23. WRITTEN NOTICE:

All communications regarding this Agreement shall be sent to Consultant at 133 Riverside Avenue, Roseville, CA, unless notified to the contrary and to District at

Contracts Office, 5735 47th Avenue, Sacramento, CA 94824, unless notified to the contrary.

Any written notice hereunder shall become effective as of the date of personal service or mailing by registered or certified or overnight mail and shall be deemed sufficiently given if delivered or sent to the addressee at the address stated in this Agreement or such other address as may hereafter be specified by notice in writing.

24. GOVERNING LAW:

This Agreement shall be governed by the laws of the State of California and venue shall be appropriate in the appropriate Superior Court in Sacramento County, California. Consultant shall perform all services hereunder in accordance with all applicable governmental laws, rules and regulations.

25. OTHER PROVISIONS OF LAW:

Each and every provision of law and clause required by law to be inserted shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

26. APPROVAL OR RATIFICATION BY BOARD OF EDUCATION:

This Agreement is not enforceable and is invalid unless and until it is approved and/or ratified by the governing board of the Sacramento City Unified School District, as evidenced by a motion of said board duly passed and adopted, in compliance with the provisions of Education Code section 17604, SCUSD Board Regulation BP-3312 and SCUSD Board Resolution 2427.

27. SUCCESSORS AND ASSIGNS. The District and the Consultant, respectively, bind themselves, their successors, assigns, and legal representatives to the other party to this Agreement, and to the partners, successors, assigns, and legal representatives of such other party with respect to all terms of this Agreement. Consultant shall not assign or transfer any interest in this Agreement without the written consent of District.

28. SEVERABILITY. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

29. AMENDMENTS. This Agreement cannot be changed or supplemented orally and may be modified or superseded only by written instrument executed by both parties.

30. EXECUTION BY FACSIMILE OR IN COUNTERPARTS. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

31. INTERPRETATION. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

32. **ENTIRE AGREEMENT.** This Agreement constitutes the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instruction signed by both the District and Consultant.

**SACRAMENTO CITY
UNIFIED SCHOOL DISTRICT**

PREMIER MANAGEMENT GROUP, INC.

By: _____
Gerardo Castillo
Chief Business Officer

By: _____
Wayne Sjolund
President

February 15, 2018
Date

Date

EXHIBIT A

CONTRACTOR CERTIFICATION

Fingerprinting: Education Code section 45125.1 provides that any contractor providing school site administrative or similar services to a school district must certify that its employees providing that service who may come into contact with pupils have not been convicted of a serious or violent felony as defined by law. Those employees must be fingerprinted and the Department of Justice must report to the Contractor if they have been convicted of such felonies. No person convicted may be assigned to work under the Agreement. The school district may determine, under the totality of circumstances including (1) the length of time the employees will be on school grounds, (2) whether pupils will be in proximity of the site where the employees will be working and (3) whether the contractors will be working alone or with others, that the employees will have only limited contact with pupils and neither fingerprinting nor certification is required.

The District has determined that section 45125.1 is applicable to this Agreement. The District has also determined that the employees assigned to work at a school site under this Agreement will have only limited contact with pupils, provided the following conditions are met at all times:

1. Contractor employees shall not come into contact with pupils or work in the proximity of pupils at any time except under the direct supervision of school district employees.
2. Contractor employees shall use only restroom facilities reserved for District employees and shall not use student restrooms at any time.
3. Contractor will inform all of its employees who perform work at any school or District site of these conditions and require its employees, as a condition of employment, to adhere to them.
4. Contractor will immediately report to District any apparent violation of these conditions.
5. Contractor shall assume responsibility for enforcement of these conditions at all times during the term of this Agreement.

If, for any reason, Contractor cannot adhere to the conditions stated above, Contractor shall immediately so inform the District and assign only those employees who have been fingerprinted and cleared for employment by the Department of Justice. In that case, Contractor shall provide to the District the names of all employees assigned to perform work under this Agreement. Compliance with these conditions, or with the fingerprinting requirements, is a condition of this Agreement, and the District reserves the right to suspend or terminate the Agreement at any time for noncompliance.

Wayne Sjolund, President

Date



Construction Management Agreement

THIS CONSTRUCTION MANAGEMENT AGREEMENT is entered into as of February 15, 2018 by and between the Sacramento City Unified School District (the "District"), a California public school district, and Premier Management Group, Inc., an Independent Contractor, herein after referred to as ("Consultant" or "Construction Manager").

RECITALS:

WHEREAS, District is in the process of performing Field Improvements at Hiram Johnson High School on its premises located at 6879 14th Avenue, Sacramento, California; and

WHEREAS, District is in need of Construction Project Management Services in relation to contract bidding, design coordination, construction coordination, expenditures, project completion, interagency coordination, internal communications and other matters as set forth herein; and

WHEREAS, Consultant possesses the necessary skills, experience, knowledge, including knowledge of State and School District requirements such as the Leroy F. Greene Act of 1998-SB-50 and the Education Facilities Bond, Proposition 47, and that required by Government Code section 4529.5, and technical and financial resources to undertake the performance and obligations of the Construction Project Management Services required herein; and

WHEREAS, Consultant is licensed and/or registered as defined in the State of California Government Code section 4525(e); and

WHEREAS, District may contract with any persons for the furnishing to the District of special services and advice as described above pursuant to California Education Code 35160 and 35160.1; and Government Code 53060, and may contract for Construction Project Management Services pursuant to Government Code 4526.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual acts and promises as contained herein, it is agreed by and between the District and Consultant as follows:

1. PROJECT:

Consultant services, as provided herein, are for and limited to all phases of construction and work necessary for the completion of District's Hiram Johnson Field Improvements project, hereinafter "Project," to be located at District's premises located at 6879 14th Avenue, Sacramento, California. "Project" as used in this Agreement shall include any and all tasks and related activities reasonable and necessary for the construction and completion of the Project, including acceptance by District.

This Agreement shall be governed by the laws of the State of California, including as applicable, regulations of the State Allocation Board, State of California Leroy F. Greene Lease-Purchase State Building Funds of 1998-SB50 and the Education Facilities Bond, Proposition 47, and of any other governmental agency with authority pertaining to reimbursement of such funds to the District, all of which shall be deemed incorporated herein by this reference and the Consultant shall be obligated to comply with the same.

No action or failure to act by the District or any District representative shall constitute a waiver of a right or duty afforded them under this Agreement, nor shall any such action or failure to act constitute approval of, or acquiescence in, a breach thereunder, except as may be specifically agreed in writing.

2. NATURE OF THE WORK:

Consultant has fully familiarized itself with all aspects of the Project and understands and agrees that Consultant shall further the interests of District by furnishing skill and judgment as a provider of Construction Project Management Services, in cooperation with District representatives and, where appropriate, in reliance upon the services of the Project Architect. Consultant agrees to furnish business administration and management services and to perform in an expeditious and economical manner consistent with the interests of District. Consultant shall be responsible, to the extent described in this Agreement, for ensuring that the Project is completed in a competent and professional manner within the District's budget and in accordance with the District's schedule for timely completion of the Project.

Consultant shall perform special services and provide advice on behalf of the District as follows:

- a. Technical advice regarding construction;
- b. Construction coordination, including progress schedules, change orders and problem solving;
- c. Interagency coordination including, but not necessarily limited to, coordination between Consultant and:
 - 1) Architect; and
 - 2) The State of California – Division of the State Architect, "DSA", where appropriate;
- d. Internal communications, including Board reports, internal staff updates and community updates. The Consultant shall develop a communication system to ensure clear communication between the District, the Consultant, the Architect, contractor and other parties involved with the Project. In developing this communication system, the Consultant shall meet with the District, the Architect and others to determine the type of information to be reported, the reporting format and the desired frequency for distribution of the various reports;
- e. Review of building specifications and scope of work, including any and all Project related contractual obligations owed to District by any third party;
- f. Review of all phases and elements of construction for all purposes including the assurance that various construction agreements and elements are properly coordinated, scheduled and assigned in such a way to maximize project efficiency;
- g. General construction management and overseeing of all project construction; and
- h. Provision of superintendency functions on the job site. Consultant shall, promptly, in writing and consistent with its duty of care, recommend to District and relevant employees of the District findings regarding said Project construction and make suggestions thereon.

In addition, Consultant shall perform the following activities:

SCHEMATIC DESIGN PHASE

- a. Construction Manager shall notify District in writing of potential complications, cost overruns, unusual conditions, and general needs that could significantly affect the Project budget and time line. Consultant shall prepare a construction management plan for the Project. The construction management plan shall: (1) provide a preliminary evaluation of the District's schedule, cost and design requirements for the Project; (2) develop an anticipated construction schedule; (3) develop a preliminary cost estimate for each type of work contemplated by the Project; (4) clarify and delineate the Architect's duties, the contractor's responsibilities, the District's responsibilities, the Consultant's responsibilities; and (5) set forth a plan for the administration and coordination of all work on the Project. The plan shall provide for Architect and District review and written acceptance.
- b. Construction Manager shall establish a preliminary construction budget or allowance in the format required by District, or if applicable, by the school construction funding agency identified by District, for written approval by the District. The purpose of the cost estimate is to show probable cost in relation to District's budget. If Construction Manager perceives site considerations, which render the Project expensive or cost prohibitive, Construction Manager shall disclose such conditions in writing to District immediately. Construction Manager shall provide a preliminary written time schedule for the performance of work on the Project. This master schedule shall specify the proposed starting and finishing dates and the dates by which certain construction activities must be complete. The Consultant shall submit the master schedule to the District for written acceptance and update the master schedule, as appropriate or at least on a monthly basis for District's acceptance.
- c. Consultant shall conduct periodic Project meetings attended by the District, Architect and others. Such meetings shall serve as a forum for the exchange of information concerning the Project and the review of design progress. The Consultant shall prepare and distribute minutes of these meetings to the District, Architect, and others in attendance.
- d. Consultant shall assist the District in preparing documents concerning the construction budget for use in obtaining or reporting on Project funding.

DESIGN DEVELOPMENT PHASE

- a. Construction Manager shall provide District an updated estimate of construction costs, containing detail consistent with the design development documents and containing a breakdown based on types of materials and specifications identified in the construction budget. Consultant shall prepare a Project and construction budget based on the separate divisions of the work required for the Project, following the Consultant's review of the Project plans and specifications prepared by the Architect. The Consultant shall review the budget with the District and the Architect and the Consultant shall submit the Project and construction budget to the District for acceptance. The Project and construction budget shall be revised by the Consultant as directed by the District and as necessary to ensure accuracy as changes are made throughout the Project. The proposed Project and construction budget may not be exceeded without prior written approval by District. Consultant shall make recommendations to the District concerning revisions to the Project and construction budget that may result from design changes. Consultant shall prepare

- and distribute Project cost reports that shall indicate actual or estimated costs compared to the Project and construction budget.
- b. Provide construction feasibility review.
 - c. Provide conceptual estimating assistance to Project Manager.
 - d. Provide constructability analysis consistent with its experience and qualifications.
 - e. Provide scheduling information, including providing and distributing periodic reports that compare actual progress with scheduled progress for this phase of the Project.
 - f. Provide cost evaluations of alternative materials and systems.

BIDDING PHASE

- a. Conduct a pre-bid walk with potential bidders, if required by the bidding documents.
- b. Conduct post-bid interview with successful bidder prior to start of work.

CONSTRUCTION PHASE:

The Construction Phase of the Project will commence with the award of the construction contract and will end sixty (60) days after acceptance of the Project by the District, as indicated by recording the Notice of Completion with the Sacramento County Recorder; provided that the Project Manager shall continue to be subject to certain construction phase services of the Consultant, as set forth in this Agreement, which extend beyond the expiration of the set sixty (60) day period.

- a. Provide general project management, including administrative, management, and related services as required to coordinate work of the contractor with any other contractor and with the activities and responsibilities of the Consultant, the District, and the Architect to complete the Project in accordance with the Project's plans and specifications, as well as the District's cost, time, and quality objectives. The Consultant shall be the party to whom all information shall be submitted.
- b. Require and review Master CPM construction schedule. Compare Contractor schedule with the schedule of any other contractor to determine if they result in a coordinated construction schedule. Require updates of schedule monthly. Prepare and distribute periodic reports that compare actual progress with scheduled progress. This evaluation shall serve as data for revision of the construction schedule report that shall be prepared and distributed to the Contractor, the District and the Architect by the Consultant. The construction schedule report shall be periodically updated to show current conditions as the work progresses. The report shall indicate actual progress compared to scheduled progress, and shall serve as the basis for progress payments to the Contractor.
- c. Material procurement consultation and advice, including recommending a schedule for the District's purchase of materials and equipment requiring long lead time procurement. Arrange for delivery and storage, protection and security for District purchased materials, systems and equipment which are part of the Project until such items are incorporated into the Project.
- d. Shop drawings and submittals review in cooperation with the Architect.
- e. Progress payment review, including preparing and distributing the progress payment reports. The reports shall state the total contract price, payment to date, current payment requested, retainage, and amounts owed. A portion of this report shall be a recommendation of payment that shall be signed by the Consultant and delivered to the District for use by the District in making payments to the Contractor.
- f. Recommend necessary or desirable changes to the Architect and the District and provide advice regarding such changes, including potential schedule impacts.

Implement change order procedures, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the Architect and the District, and if they are accepted, prepare and sign change orders for the Architect's and Contractor's signatures and District authorization, and maintain logs, files, and other necessary documentation relating thereto. Regarding Contractor change order requests, the Consultant shall review the contents of all Contractor-requested changes to the contract time or price, endeavor to determine the cause of the request, and assemble and evaluate information concerning the request. The Consultant shall provide to the Architect a copy of each change order request, and the Consultant shall, in its evaluations of the Contractor's requests, consider the Architect's comments regarding the proposed changes. The consultant shall periodically prepare and distribute change order reports. The report shall list all District-approved change orders by number, a brief description of the change order work, the cost, and percent of completion of the change order work. The report shall also include similar information for potential change orders of which the Consultant may be aware.

- g. Quality control. Consultant shall establish and implement a program to monitor the quality of the construction. The purpose of the program shall be to assist in guarding the District against work by the Contractor that does not conform to the requirements of the Construction Documents. The Consultant is not authorized to change, revoke, alter, enlarge, relax or release any requirements of the Construction Documents or to approve or accept any portion of the work not conforming to the requirements of the Construction Documents. Communication between the Consultant and Contractor with regard to quality review shall not in any way be construed as binding the Consultant, the Architect, or the District or releasing the Contractor from performing the work in accordance with the Construction Documents. No action taken by the Consultant shall relieve the Contractor of its obligation to perform the work in strict conformity with the requirements of the Construction Documents, and in strict conformity with all other applicable laws, rules and regulations. Consultant shall not be responsible for the failure of the Contractor to carry out work in accordance with the Construction Documents so long as Consultant has used all available means and undertaken good-faith efforts to secure the performance of the Contractor in accordance with the Construction Documents.
- h. Testing and inspection review. Consultant shall assist the District in selecting and retaining the professional services of special consultants and testing laboratories and coordinate their services. The Consultant shall receive a copy of all inspection and testing reports and shall provide a copy of such reports to the Architect.
- i. Agency approval's consultation and advice.
- j. Project close-out consultation and advice. Consultant shall determine, after consulting with District and Architect, when the Project and the Contractor's remaining work consists of punch list items. In consultation with the Architect, the Consultant shall prepare a list of incomplete work or work which does not conform to the requirements of the Construction Documents. The Consultant shall consult with the Architect and the District and shall determine when the Project and the Contractor's work are completed. The Consultant shall issue a Certificate of Final Completion, and shall provide to the District a written recommendation regarding payment to the Contractor.
- k. Provide occupancy consultation and advice, and in reviewing the Master Project Schedule consider the District's occupancy requirements.
- l. Conduct a pre-construction meeting with all parties, including Contractor.
- m. Participate in periodic meetings with District, Architect and Project Manager to discuss such matters as procedures, progress problems and scheduling.

- n. Conduct weekly coordination meetings with Contractor and distribute meeting minutes. Develop 3-week short internal schedules (SIS) for use in each weekly meeting.
- o. Continuous daily on-site representation to observe Contractor's work for general conformance with the plans and specifications and to confirm work is progressing in accordance with the Construction Documents and Master CPM construction schedule.
- p. Consultant shall demand that Contractor provide recovery schedules where appropriate and recommend appropriate steps to take if Contractor either does not provide such schedules or the schedules are not realistic. Recovery schedules shall reflect the correct action and extraordinary efforts Contractor shall undertake to recapture lost time and shall be distributed to Architect and Project Manager.
- q. Keep records of construction progress and time schedules. Advise Contractor and District of any deviations from the time schedule that could delay timely completion and occupancy of Project. Maintain daily log documenting daily progress by trade and building as well as problems and delays. The daily log will include, but not be limited to, the weather, Contractor's staffing, work accomplished, problems encountered, rejection of material or work and other similar relevant data as the District may require.
- r. Review and respond, in cooperation with the Architect, in a timely manner, to all schedules, submittals, shop drawings, samples, information requests, and other submissions of the Contractor for compliance with design and specifications, and ensure timely and uninterrupted progress of the work.
- s. Make offsite observations of fabricated materials and equipment within a one-hour radius. Observations outside of a sixty-mile radius will be billed on a time and materials basis.
- t. Advise regarding the amounts recommended to satisfy and assess liquidated damages, stop notices or other requirements of the construction contract documents.
- u. Analyze and advise District in cooperation with the Architect as to acceptability of test reports, methods, materials, equipment and systems.
- v. Review and advise District in cooperation with the Architect as to the acceptability of substitutions proposed by the Contractor.
- w. Review materials submitted by Contractor and assemble for and provide to District written warranties, guarantees, owners' manuals, instruction books, diagrams, record drawings ("as-builts"), and any other materials required from the Contractor and subcontractors in accordance with the Construction Documents.
- x. Use best efforts to achieve satisfactory performance from the Contractor. Consultant shall determine, through routine on-site inspections, that the work of the Contractor is being performed in accordance with the requirements of the Construction Documents in order to guard the District against defects and deficiencies in the work.
- y. When appropriate, advise the District and make recommendations to the District for exercising the District's prerogatives, such as giving the Contractor notice to recover progress on the schedule when the schedule goals are in jeopardy due to Contractor failings, withholding payment for cause and other prerogatives when required in an effort to achieve contract compliance.
- z. Determine in general that the work of Contractor is being performed in accordance with the requirements of the Contractor's contract. Use best efforts to protect the District against defects and deficiencies in the work. With Architect and the District, reject work that does not conform to the requirements of the Contractor's contract. Consultant shall consult with the Architect and the District if Contractor requests an interpretation of the meaning or intent of the drawings and specifications, and assist in

the resolution of questions which may arise; however, the Architect shall have primary responsibility for the interpretation of Project plans and specifications.

- aa. Maintain on a current basis: a record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record documents and revisions which arise out of Contractor's contract or work; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the contract or work. Make all records available to the District. At the completion of the Project, deliver all such records and "as built" plans to the District.
- bb. Construction progress photos/videos.
- cc. Consultant shall assist the District in obtaining approvals and permits from all authorities having jurisdiction over the Project. The Consultant shall also verify that all required permits, bonds, and insurance have been obtained from the Contractor.
- dd. Consultant shall prepare and distribute Project cost reports that shall indicate actual or estimated costs compared to the construction budget.
- ee. Consultant shall be responsible for reviewing Contractor's safety program.

POST CONSTRUCTION PHASE: Immediately upon the District's and Architect's approval of completion of the Project, and in addition to any additional submittals required by the Agreement, collect and submit the following close-out documentation to the District:

- a. Operations and maintenance data for equipment as required by the Contract Documents for the project.
- b. Warranties for equipment put into service.
- c. Tools, spare parts and maintenance materials.
- d. A list of Construction Contractor, Vendors, and Materialmen of every tier providing services, equipment, and/or materials in connection with the Project in a formal, adequately bound, catalogued form, including the names, addresses, telephone numbers and fax numbers of such persons, and shall further include notices as to where pertinent persons can and may be reached for emergency service, including nights, weekends, and holidays.
- e. Final payment consultation and advice.
- f. Change order documentation review, consultation and advice.
- g. Warranty item consultation and advice.
- h. Guarantees consultation and advice.
- i. Filing of as-built documents.
- j. Oversee and coordinate training, demonstrations and commissioning. Consultant shall review the Contractor's checkout of utilities, operational systems, and equipment or readiness and assist in their initial start-up and testing.
- k. Consultant shall also forward all of its documents and plans to the District upon completion of the Project and ensure all such plans and documents are well organized for any appropriate audit or review of the Project. All documents, daily logs, and any other written work product generated by Consultant shall be deemed the sole and exclusive property of District.

Provide advice to District on apparent deficiencies in construction during all warranty periods following acceptance of Project.

3. DESIGNATED REPRESENTATIVE:

District shall have the right to approve the designated representative of Consultant. Wayne Sjolund shall be the designated representative of Consultant who shall

personally provide all services as set forth in this Agreement unless otherwise agreed to by prior written agreement. Should Wayne Sjolund be unable at any time to perform the duties described herein, District shall have the right to approve a new designated representative of Consultant or to terminate this Agreement. District reserves the right to require that any designated representative or representatives of Consultant who proves not to be satisfactory to the District shall be removed upon written notice from the District.

4. PROJECT MANAGER:

District has designated Jim Dobson as the Director authorized to act in District's behalf with respect to the Project. Director shall examine documents and other writings submitted by Consultant and shall render decisions pertaining thereto promptly to avoid unreasonable delays in the progress of Consultant's services.

5. DISTRICT RESPONSIBILITY:

Notwithstanding anything contained herein and to the contrary, it is understood and agreed that District is responsible for:

- a. The District shall provide information regarding the requirements of the Project, including its objectives, constraints and criteria, including space requirements and relationships, flexibility and expendability requirements, special equipment and systems and site requirements.
- b. The District shall provide a budget for the Project, based on consultation with the Architect, which shall include contingencies for bidding, changes during construction and other costs that are the responsibility of the District.
- c. The District shall retain Architect whose services, duties and responsibilities are described in the "Agreement for Architectural/Engineering Services, between the District and Architect.
- d. If the District observes or otherwise becomes aware of any fault or defect in the Project, or nonconformance with the Contractor's Contract, the District shall give prompt written notice thereof to Consultant.
- e. The District shall make timely payments for all invoices that have been approved by the District, Architect and Consultant.
- f. The District shall furnish structural, mechanical, electrical, and other laboratory tests, inspections and reports as required by law or the Contractor's contract.
- g. The District shall provide the hook-up for telephone and power for Consultant.

6. PLACE OF WORK:

It is understood that Consultant services shall be rendered largely at the construction site located at 6879 14th Avenue, Sacramento, California and District offices located at 425 1st Avenue and 5735 47th Avenue, Sacramento, but the Consultant will, on request, provide services at such other places as designated by the District.

7. TIME DEVOTED TO WORK:

Consultant shall perform services described in Article 2 above, as expeditiously as is consistent with reasonable skill and care and the orderly progress of the Project, and to avoid any additional costs to District.

In the performance of Consultant's services, the services and the hours the Consultant is to work, on any given day, will be within Consultant's control and District will rely upon Consultant to put in such number of hours as is reasonably necessary to fulfill the spirit and purpose of this Agreement. Generally, the Parties anticipate Consultant will provide

services between 7:30 a.m. and 4:30 p.m., unless otherwise coordinated with the Project Manager, 5 days per week until the project is completed. It is understood and agreed that the estimated total number of hours required by Consultant to complete the required services, shall be approximately 160 hours per month, excluding travel time. If additional hours are required in order to complete the Project, such hours may be authorized but only upon prior written agreement of the Parties.

8. PAYMENT:

District shall pay Consultant the total not to exceed One Hundred Seventy-Five Thousand Five Hundred Dollars (\$175,500) payable in monthly installments based on the number of hours worked provided Consultant shall have submitted a prior monthly report of time spent on the Project to the District. It is understood and agreed that Consultant's hours may vary from month to month but on average will not exceed 160 hours per month except upon prior written agreement by the Parties.

District shall pay Consultant in accordance with its usual and customary accounts payable practices and payment cycles. In addition, Consultant shall be reimbursed for all pre-approved, in writing, travel and out-of-pocket expenses incurred on behalf of District while away from Consultant's principle place of business, as defined in Article 6 of this Agreement.

District will reimburse Consultant for all reasonable costs ("Reimbursable Costs") not otherwise anticipated under this Agreement that are necessarily incurred by Consultant in the proper performance of its services under this Agreement. Any Reimbursable Costs shall be subject to the District's prior written approval. Payment of allowable Reimbursable Costs shall be made within thirty (30) days upon receipt and approval of Consultant's invoice(s).

9. TRANSPORTATION:

For transportation by automobile out of the Sacramento area, Consultant shall be reimbursed at the rate of \$.545 per mile.

10. TERM:

The initial term of this Agreement shall commence on February 15, 2018 and shall continue until the Project is completed. It is understood services as provided herein will generally begin one month prior to the start of construction and end, except as otherwise stated herein, 60 days after acceptance by the District of the Project as reflected in the recording of the Notice of Completion. This Agreement may be extended upon mutual agreement of the Parties.

11. TERMINATION:

District may unilaterally terminate this Agreement for any reason, in its absolute discretion, by giving Consultant seven (7) days written notice of termination. This Agreement may also be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform their duties under this Agreement. In the event of early termination, the Consultant shall be compensated for all services satisfactorily performed to the termination date and any services pre-authorized by District in writing to wind up Consultant's services; provided however, District shall not be liable to pay more than the total amount of the Agreement. Upon receipt of a notice of termination, Consultant shall promptly discontinue all services affected, unless the notice directs otherwise.

Upon termination of this Agreement as provided herein, Consultant shall promptly provide and deliver to District all files, notes, writings, documents, and other materials in Consultant's possession or under Consultant's control related to the services Consultant has performed on behalf of the District regarding the Project.

12. RELATIONSHIP BETWEEN THE PARTIES:

The Parties agree and intend that the relationship between them, created by this Agreement, is that of independent contractor. Consultant is not an employee of District, or of Architect, and is not entitled to the benefits provided by the District to its employees including, but not limited to, group insurance and pensions plans.

In providing the services contemplated by this Agreement, the Consultant shall, on behalf of the District, maintain a professional working relationship with the District, Contractor, and the Architect. The Consultant shall furnish all services in accordance with the standards of the industry for similar public works projects in the State of California and in accordance with all applicable Federal, State and local laws. Nothing contained in this Agreement shall be deemed to create any contractual relationship between the Consultant and the Architect or the Contractor or subcontractors or material suppliers for the Project, nor shall anything contained in this Agreement be deemed to give any third party any claim or right of action against the District, the Architect or the Consultant. Consultant will be liable and solely responsible for paying all required taxes and workers' compensation and other obligations, including, but not limited to, federal and state income taxes and social security taxes. Consultant agrees to indemnify, defend and hold the District harmless from any liability which Consultant may incur to the Federal or State governments as a consequence of this Agreement. All payments to the Consultant shall be reported to the Internal Revenue Service.

13. INDEMNIFICATION:

Consultant shall defend, indemnify and hold the District, its board members, officers, agents and employees harmless from any and all claims, costs and liability for any damages, sickness, death, or injury to person(s) or property, including without limitation all consequential damages and attorney's fees and costs, from any cause whatsoever arising directly or indirectly from or connected with the operations or services of Consultant or its agents, employees or subcontractors under this Agreement. Consultant shall reimburse the District for any expenditure the District may make by reason of the matters that are the subject of this indemnification, and if requested by the District, will defend any claims or litigation to which this indemnification provision applies, at the sole cost and expense of Consultant. It is understood and agreed that such indemnification will survive the termination of this Agreement.

14. INSURANCE:

Prior to commencement of and during all times that Consultant is providing services pursuant to this Agreement, Consultant shall, at its sole expense, maintain in full force and effect:

1. Commercial general liability insurance coverage for bodily injury, property damage, and personal injury, with policy limits of not less than \$1,000,000 per occurrence and a general aggregate limit of not less than \$2,000,000. Consultant will also provide a written endorsement to such policy naming District and its officers, employees, and agents as an additional insured, and such endorsement shall also state, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." If such insurance is not kept in force as

- required herein, District may procure the necessary insurance and pay the premium therefore, and the premium shall be paid by the Consultant to the District, or District may deduct the premium from any monies owing to Consultant under this Agreement.
2. Automobile insurance covering claims for damages because of bodily injury or death of any person, or property damage arising out of the ownership, maintenance and/or use of any motor vehicle, with a combined single limit of not less than \$1,000,000 per accident.
 3. Errors and omissions insurance covering the services furnished by Consultant pursuant to this Agreement, providing for coverage on per occurrence basis for a minimum of One Million Dollars (\$1,000,000.00). The insurance policy shall not contain a provision providing for any deductible greater than Fifty Thousand Dollars (\$50,000.00). If Construction Manager's errors and omissions insurance is in a claims made form, said insurance shall be carried and continued by Consultant for a period of three (3) years following the date the Notice of Completion is recorded for the Project.
 4. Insurance covering claims under worker's compensation, disability benefits and other similar employee benefit acts that are applicable to the work being performed under this Agreement.

Consultant shall provide written evidence of the above insurance coverage in the form of a certificate of insurance to the District prior to commencement of any work under this Agreement. At the District's request, Consultant shall provide a certified copy of each insurance policy.

Insurance industry's standard Accord Certificate of Insurance or binder forms shall bear an endorsement precluding the cancellation or reduction of coverage of any policy covered by such Certificate or binder before the expiration of thirty (30) days after the District shall have received notification of such cancellation, suspension, reduction, or voided coverage.

16. FINGERPRINTING REQUIREMENTS:

Education Code Section 45125.1 states that if employees of any contractor providing school site administrative or similar services may have any contact with any pupils, those employees shall be fingerprinted by the Department of Justice (DOJ) before entering to determine that they have not been convicted of a serious or violent felony. If the District determines that more than limited contact with students will occur during the performance of these services by Contractor, Contractor will not perform services until all employees providing services have been fingerprinted by the DOJ and DOJ fingerprinting clearance certification has been provided to District.

District has determined that Contractor's (Consultant) services **will result in limited contact** with pupils. Contractor is required to comply with the conditions listed in Exhibit A, Contractor's certification of compliance with District fingerprinting and security requirements. If Contractor is unwilling to comply, Contractor's employees may not enter any school site until Contractor provides certification of fingerprinting clearance by the DOJ for employees providing services. These requirements apply to self-employed contractors.

17. WORK STANDARDS:

The conduct and control of the work to be performed by Consultant, under the Agreement, shall lie solely with the Consultant. Consultant shall perform services for the District in accordance with currently approved methods and ethical standards applicable to its professional capacity. Consultant shall be free to practice its profession, for others, during those periods when it is not performing work, under this Agreement, for the District.

18. FURNISHING OF MATERIALS AND EQUIPMENT:

All materials and equipment needed by Consultant to carry out the work to be performed by Consultant, under this Agreement, shall be furnished by Consultant, at its expense, except that District shall be responsible for those items as set forth in Article 5 above.

19. CALLBACKS:

It is understood and agreed that Consultant shall not be responsible for callbacks or other concerns related to implied or expressed workmanship or product liability more than 60 days after Project acceptance by District except as otherwise set forth herein. Notwithstanding anything contained herein to the contrary, Consultant shall be fully responsible for performance of the terms and conditions of this Agreement.

20. RIGHT OF EMPLOYER TO SUPERVISE AND INSPECT:

Consultant, as an independent contractor, shall have the authority to control and direct the performance of the work done under this Agreement. However, the work shall be subject to the District's general right of inspection and supervision including the right of inspection and supervision through District's Project manager and independent inspector to secure the satisfactory completion thereof in accordance with project plans and specifications.

21. LIMITATION ON DELEGATION OF PERSONAL SERVICES BY CONSULTANT:

The work and services provided herein shall be performed by those principals, officers and employees of Consultant mutually agreed to by District in writing.

22. CONFLICT OF INTEREST:

The Consultant shall abide by and be subject to all applicable District policies, regulations, statutes or other laws regarding conflict of interest.

Consultant shall not hire any officer or employee of the District to perform any service covered by this Agreement. If the work is to be performed in connection with a Federal contract or grant, Consultant shall not hire any employee of the United States government to perform any service covered by this Agreement.

Consultant affirms to the best of his/her knowledge, there exists no actual or potential conflict of interest between Consultant's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to the District's attention in writing.

23. WRITTEN NOTICE:

All communications regarding this Agreement shall be sent to Consultant at 133 Riverside Avenue, Roseville, CA, unless notified to the contrary and to District at

Contracts Office, 5735 47th Avenue, Sacramento, CA 94824, unless notified to the contrary.

Any written notice hereunder shall become effective as of the date of personal service or mailing by registered or certified or overnight mail and shall be deemed sufficiently given if delivered or sent to the addressee at the address stated in this Agreement or such other address as may hereafter be specified by notice in writing.

24. GOVERNING LAW:

This Agreement shall be governed by the laws of the State of California and venue shall be appropriate in the appropriate Superior Court in Sacramento County, California. Consultant shall perform all services hereunder in accordance with all applicable governmental laws, rules and regulations.

25. OTHER PROVISIONS OF LAW:

Each and every provision of law and clause required by law to be inserted shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

26. APPROVAL OR RATIFICATION BY BOARD OF EDUCATION:

This Agreement is not enforceable and is invalid unless and until it is approved and/or ratified by the governing board of the Sacramento City Unified School District, as evidenced by a motion of said board duly passed and adopted, in compliance with the provisions of Education Code section 17604, SCUSD Board Regulation BP-3312 and SCUSD Board Resolution 2427.

27. SUCCESSORS AND ASSIGNS. The District and the Consultant, respectively, bind themselves, their successors, assigns, and legal representatives to the other party to this Agreement, and to the partners, successors, assigns, and legal representatives of such other party with respect to all terms of this Agreement. Consultant shall not assign or transfer any interest in this Agreement without the written consent of District.

28. SEVERABILITY. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

29. AMENDMENTS. This Agreement cannot be changed or supplemented orally and may be modified or superseded only by written instrument executed by both parties.

30. EXECUTION BY FACSIMILE OR IN COUNTERPARTS. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

31. INTERPRETATION. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

32. **ENTIRE AGREEMENT.** This Agreement constitutes the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instruction signed by both the District and Consultant.

**SACRAMENTO CITY
UNIFIED SCHOOL DISTRICT**

PREMIER MANAGEMENT GROUP, INC.

By: _____
Gerardo Castillo
Chief Business Officer

By: _____
Wayne Sjolund
President

February 15, 2018
Date

Date

EXHIBIT A

CONTRACTOR CERTIFICATION

Fingerprinting: Education Code section 45125.1 provides that any contractor providing school site administrative or similar services to a school district must certify that its employees providing that service who may come into contact with pupils have not been convicted of a serious or violent felony as defined by law. Those employees must be fingerprinted and the Department of Justice must report to the Contractor if they have been convicted of such felonies. No person convicted may be assigned to work under the Agreement. The school district may determine, under the totality of circumstances including (1) the length of time the employees will be on school grounds, (2) whether pupils will be in proximity of the site where the employees will be working and (3) whether the contractors will be working alone or with others, that the employees will have only limited contact with pupils and neither fingerprinting nor certification is required.

The District has determined that section 45125.1 is applicable to this Agreement. The District has also determined that the employees assigned to work at a school site under this Agreement will have only limited contact with pupils, provided the following conditions are met at all times:

1. Contractor employees shall not come into contact with pupils or work in the proximity of pupils at any time except under the direct supervision of school district employees.
2. Contractor employees shall use only restroom facilities reserved for District employees and shall not use student restrooms at any time.
3. Contractor will inform all of its employees who perform work at any school or District site of these conditions and require its employees, as a condition of employment, to adhere to them.
4. Contractor will immediately report to District any apparent violation of these conditions.
5. Contractor shall assume responsibility for enforcement of these conditions at all times during the term of this Agreement.

If, for any reason, Contractor cannot adhere to the conditions stated above, Contractor shall immediately so inform the District and assign only those employees who have been fingerprinted and cleared for employment by the Department of Justice. In that case, Contractor shall provide to the District the names of all employees assigned to perform work under this Agreement. Compliance with these conditions, or with the fingerprinting requirements, is a condition of this Agreement, and the District reserves the right to suspend or terminate the Agreement at any time for noncompliance.

Wayne Sjolund, President

Date



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1b

Meeting Date: February 15, 2018

Subject: Approve Personnel Transactions

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Human Resource Services

Recommendation: Approve Personnel Transactions

Background/Rationale: None

Financial Considerations: None

LCAP Goal(s): Safe, Emotionally Healthy and Engaged Students

Documents Attached:

1. Certificated Personnel Transactions Dated February 15, 2018
2. Classified Personnel Transactions Dated February 15, 2018

Estimated Time of Presentation: N/A

Submitted by: Cancy McArn, Chief Human Resources Officer

Approved by Jorge A. Aguilar, Superintendent

Attachment 1: CERTIFICATED 02/15/2018

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
EMPLOY							
SCHUMAKER PHAM	JOSETTE VU	B	Teacher, Elementary	ABRAHAM LINCOLN ELEMENTARY	1/16/2018	6/30/2018	EMPLOY PROB 1/16/18
BRANGACCIO PECK	MARLA BRIAN	B	Teacher, Middle School	FERN BACON MIDDLE SCHOOL	1/19/2018	6/30/2018	EMPLOY PROB 1/19/18
TERRELL HARRIS	LESLEY-ANNIE TIFFANY	B	Teacher, Spec Ed	JOHN MORSE THERAPEUTIC	1/24/2018	6/30/2018	EMPLOY PROB 1/24/18
HARRIS ESPINOSA	TIFFANY ANGELA	0	Teacher, Elementary	LEATAATA FLOYD ELEMENTARY	12/1/2017	6/30/2018	EMPLOY PROB 12/1/17
BLANKENSHIP DISANTIS	LORI MICHAEL	B	Assistant Principal, Elem Sch	EDWARD KEMBLE ELEMENTARY	11/15/2017	6/30/2018	EMPLOY PROB 0 11/15/17
		B	Site Instruction Coordinator	PACIFIC ELEMENTARY SCHOOL	1/16/2018	6/30/2018	EMPLOY PROB 1/16/18
		E	Teacher, Resource	HUBERT H BANCROFT ELEMENTARY	1/9/2018	6/30/2018	EMPLOY PROB 1/9/18
		B	Teacher, Elementary	NICHOLAS ELEMENTARY SCHOOL	1/22/2018	6/30/2018	EMPLOY TC 1/22-6/30/18
		B	Teacher, Elementary	NEW JOSEPH BONNHEIM	7/31/2017	9/20/2017	AMEND PROB 1 TO PROB 0, 7/31/17
LEAVES							
KURTULUS LINNANE	REBECCA JANISE	A	Teacher, Elementary	NEW JOSEPH BONNHEIM	1/28/2018	5/2/2018	LOA (PD) FMLA/CFRA/BABY, 1/28-5/2/18
HUNT HUNT	PAMELA JANISE	A	Teacher, Middle School	FERN BACON MIDDLE SCHOOL	3/6/2018	6/5/2018	LOA (PD) FMLA/CFRA/BB 3/6-6/5/18
LINNANE WEST	ALISON DONNA	A	Counselor, Middle School	ROSA PARKS MIDDLE SCHOOL	1/9/2018	4/13/2018	LOA (PD) FMLA/CFRA/HE 1/9-4/13/18
OLSON OLSON	DONNA DONNA	A	Teacher, Middle School	FERN BACON MIDDLE SCHOOL	4/14/2018	6/30/2018	LOA (PD) HE 4/14-6/30/18
COOK COOK	STEPHANIE JENNIFER	C	Lang. Speech & Hearing Specialist	SPECIAL EDUCATION DEPARTMENT	1/21/2018	3/5/2018	LOA (PD) PDL/HE 1/21-3/5/18
ELLERMAN CANTWELL	JANNA KIM	A	Teacher, Elementary Spec Subj	DAVID LUBIN ELEMENTARY SCHOOL	2/1/2018	4/12/2018	LOA (PD) PDL/HE, 2/1-4/12/18
NGUYEN KURTULUS	REBECCA PEGGIE	A	Teacher, Elementary Spec Subj	JOHN H. STILL - K-8	12/18/2017	6/30/2018	LOA ADMIN PD 12/18/17-6/30/18
DISANTIS BOYD	MICHAEL RYAN	A	Teacher, High School	CEO WASHINGTON CARVER	1/16/2017	6/30/2018	LOA ADMIN PD 12/18/17-6/30/18
ARRIAGA CHA	SHAUNNA MARY	0	Site Instruction Coordinator	ROSEMONT HIGH SCHOOL	1/22/2018	6/30/2018	LOA AMEND (PD) FMLA/CFRA/BABY TO 1/2-4/12/18
ARRIAGA HARRIS	SHAUNNA ELLIOT	A	Training Specialist, High Sch	CURRICULUM & PROF DEVELOP	1/23/2018	6/30/2018	LOA RTN (PD) FMLA/CFRA 1/23/18
		A	Teacher, High School	CAMELLIA BASIC ELEMENTARY	2/12/2018	6/30/2018	LOA RTN (PD) FMLA/CFRA, 2/12/18
		A	Teacher, Elementary	NEW JOSEPH BONNHEIM	5/3/2018	6/30/2018	LOA RTN (PD) FMLA/CFRA/BABY, 5/3/18
		B	Teacher, Middle School	ALBERT EINSTEIN MIDDLE SCHOOL	1/23/2018	6/30/2018	LOA RTN (PD) FMLA/CFRA/HE, 1/23/18
		0	Teacher, Elementary	NEW JOSEPH BONNHEIM	1/18/2018	6/30/2018	LOA RTN (UNPD) ADMIN, 1/8/18
		A	Teacher, Spec Ed	CESAR CHAVEZ INTERMEDIATE	1/18/2018	6/30/2018	LOA RTN ADMIN(UNPD) 1/18/18
		A	Asst Princl, Supt Prty(Mid)	WILL C. WOOD MIDDLE SCHOOL	1/25/2018	4/26/2018	LOA(PD)FMLA/CFRA/BABY BONDING 1/25-4/26/18
		A	Teacher, Spec Ed	WILL C. WOOD MIDDLE SCHOOL	1/3/2018	2/5/2018	LOA(PD)FMLA/CFRA/HEALTH 1/3-2/5/18
		A	Teacher, Spec Ed	WILL C. WOOD MIDDLE SCHOOL	11/1/2017	1/24/2018	LOA(PD)PDL/HEALTH 11/1-11/24/18
RE-ASSIGN/STATUS CHANGE							
HARRIS W/HARTON	JASON	Q	Teacher, High School	REASSIGNED	7/1/2017	6/30/2018	STCHG LT(A)/TR FR A.LEGION 7/1/17-6/30/18
		0	Teacher, Elementary Spec Subj	OAK RIDGE ELEMENTARY SCHOOL	1/29/2018	6/30/2018	REEMPLOY PROB 0 1/29/18
SEPARATE/RESIGN/RETIRE							
BURKE STAGNARO	JANNELLE MICHAEL	A	Teacher, K-8	GENEVIEVE DIDION ELEMENTARY	7/1/2017	6/30/2018	RETIRED RV 6/15/18
AYENI HOSE	JOHN DENISE	0	Teacher, Elementary	ABRAHAM LINCOLN ELEMENTARY	10/27/2017	1/12/2018	SEPRESIGN 1/12/18
RIPLEY EGIDI	DEANNA GRETA	A	Teacher, Elementary	ALICE BIRNEY WALDORF - K-8	7/1/2017	6/25/2018	SEPRESIGN RL 6/25/18
LEE NEVINS	JANET TERRY	A	Teacher, Elementary	A. M. WINN - K-8	7/1/2017	6/15/2018	SEPRETIRE 6/15/2018
RICHARDSON SHEPPARD	HELEN YOLANDA NIRUPA	A	Teacher, High School	SUTTERVILLE ELEMENTARY SCHOOL	7/1/2017	6/15/2018	SEPRETIRE RV 6/15/18
		A	Teacher, K-8	PHOEBE A HEARST BASIC ELEM.	7/1/2017	6/30/2018	SEPRETIRE, 6/30/18
		A	Teacher, High School	JOHN F. KENNEDY HIGH SCHOOL	7/1/2017	6/30/2018	SEPRETIRE 6/15/18
		A	Teacher, High School	CALIFORNIA MIDDLE SCHOOL	7/1/2017	6/30/2018	SEPRETIRE 6/15/18
		A	Teacher, High School	GENEVIEVE DIDION ELEMENTARY	7/1/2017	6/30/2018	SEPRETIRE 6/15/18
		A	Teacher, High School	JOHN F. KENNEDY HIGH SCHOOL	7/1/2017	6/30/2018	SEPRETIRE 6/15/18
		A	Teacher, High School	JOHN F. KENNEDY HIGH SCHOOL	7/1/2017	6/30/2018	SEPRETIRE 6/15/18

Attachment 2: CLASSIFIED 02/15/2018

NameLast	NameFirst	JobFerm	JobClass	PrimeSite	BegDate	EndDate	Comment
EMPLOY							
WEST	THEMARIS	B	Inst Aid, Spec Ed	PARKWAY ELEMENTARY SCHOOL	1/8/2018	6/30/2018	EMPLOY PROB 1/8/18
WILLIAMS	DANIELLE	B	Inst Aide Child Dev	CHILD DEVELOPMENT PROGRAMS	12/11/2017	6/30/2018	EMPLOY PROB 12/11/17
ESPARZA PLASCENCIA	ANNA	B	Personnel Tech I	HUMAN RESOURCE SERVICES	1/8/2018	6/30/2018	EMPLOY PROB. 1/8/18
GOMEZ	RUTH	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTMENT	9/18/2017	6/30/2018	EMPLOY PROB1 9/18/17
LEAVES							
ROGERS	LAURIE	A	School Office Manager III	HIRAM W. JOHNSON HIGH SCHOOL	10/25/2017	2/1/2018	LOA (PD) FMLA/CFRA/HE 10/25/17-2/1/18
DU PATY	MICHELLE	A	Lead Payroll Tech	EMPLOYEE COMPENSATION	12/6/2017	2/28/2018	LOA (PD) FMLA/CFRA/HE 12/6/17-2/28/18
KENNEDY	DENA	B	Clerk II	REASSIGNED	1/18/2018	3/5/2018	LOA (PD) HE 1/18-3/5/18
CORTEZ	ELENA	B	IEP Desig Inst Para-Sp Ed	SPECIAL EDUCATION DEPARTMENT	11/6/2017	2/6/2018	LOA (PD) HE, 11/6-2/6/18
SERRANO	GRETCHEN	B	School Office Manager I	NEW JOSEPH BONNHHEIM	1/29/2018	4/9/2018	LOA (PD) PDL/HE, 1/29-4/9/18
CEBALLOS	MARITZA	A	Home Visitor First 5 HB	CHILD DEVELOPMENT PROGRAMS	1/11/2018	3/31/2018	LOA EXT (UNPD) PARENTAL 1/1-3/31/18
STERN-LAUN	JANET	A	Warehouse Records Clerk	DISTRIBUTION SERVICES	1/11/2018	6/30/2018	LOA RTN (PD) FMLA/CFRA/HE 1/11/18
CREER JACKSON	PARIS	A	IEP Desig Inst Para-Sp Ed	SPECIAL EDUCATION DEPARTMENT	12/7/2017	6/30/2018	LOA RTN (PD) HE,12/7/17
GARCIA	AMANDA	A	Child Care Attendant, Child Dev	CHILD DEVELOPMENT PROGRAMS	1/15/2018	6/30/2018	LOA RTN (PD) PDL/HE 1/15/18
MARTINEZ	LORRAINE	A	Instructional Aide	A.WARREN McCLASKEY ADULT	1/8/2018	6/30/2018	LOA(PD)ADMIN 1/8-6/30/18
GARCIA	MARIA	A	Instructional Aide	A.WARREN McCLASKEY ADULT	1/9/2018	4/13/2018	LOA(PD)FMLA/CFRA/BABY BONDING 1/9-4/13/18
BROWN	ELIZABETH	B	School Plant Ops Mngr II	WILL C. WOOD MIDDLE SCHOOL	11/27/2017	2/1/2018	LOA(PD)FMLA/CFRA/HEALTH 11/27/17-2/1/18
STOUT	EBONY	A	Child Care Attendant, Child Dev	CHILD DEVELOPMENT PROGRAMS	2/12/2018	4/23/2018	LOA(PD)PDL/HE 2/12-4/23/18
RE-ASSIGN/STATUS CHANGE							
LOUCKS	DIANA	B	Inst Aid, Spec Ed	CAMELLIA BASIC ELEMENTARY	1/8/2018	6/30/2018	REA FR 'IA,' 1/8/17
SANDOVAL	ANTONIO	B	School Plant Ops Mngr I	BUILDINGS & GROUNDS/OPERATIONS	1/10/2018	6/30/2018	REA FR CUSTODIAN, 1/10/18
HAYNESWORTH	KATON	B	School Intrvntn Monitor, Sp Ed	JOHN MORSE THERAPEUTIC	1/8/2018	6/30/2018	REA/STCHG 1/8/18
GOMEZ	MARTHA	B	Mngr III, Adult Education	NEW SKILLS & BUSINESS ED. CTR	1/1/2018	6/30/2018	REA/STCHG/WVG 1/1/18
RODRIGUEZ	MARCELLA	B	Spec II Student Support Svcs	INTEGRATED COMMUNITY SERVICES	11/1/2017	6/30/2018	STCHG 11/1/17
MOLINA	HANNA CARMEN	A	Clerk II	SEQUOIA ELEMENTARY SCHOOL	1/9/2018	6/30/2018	STCHG/TR/WVG, 1/9/18
RE-EMPLOY							
NICHOLSON	CORTLAND	A	Site Cmpttr Suprt Tech I	INFORMATION SERVICES	3/31/2018	6/30/2018	REEMPL FR 39MO RR, 3/31/18
SEPARATE/RESIGN/RETIRE							
BREWER	JASON	A	Inst Aid, Spec Ed	ROSEMONT HIGH SCHOOL	9/1/2017	1/1/2018	SEP/RESIGN 1/1/18
LEON MARTINEZ	NORMA	B	Child Care Attendant, Child Dev	CHILD DEVELOPMENT PROGRAMS	8/31/2017	1/2/2018	SEP/RESIGN 1/12/18
FITZGERALD	CHRISTOPHER	A	Inst Aid, Spec Ed	DAVID LUBIN ELEMENTARY SCHOOL	7/1/2017	1/8/2018	SEP/RESIGN 1/8/18
MARTIN	RAYMOND	A	HVAC Technician	FACILITIES MAINTENANCE	7/1/2017	1/12/2018	SEP/RESIGN, 1/12/18
GARCIA	GUADALUPE	B	Office Tchncn III	EQUITY, ACCESS & EXCELLENCE	9/1/2017	1/19/2018	SEP/RESIGN, 1/19/18
CHACON	LENY	B	Parent Advisor	JOHN D.SLOAT BASIC ELEMENTARY	9/18/2017	1/26/2018	SEP/RESIGNED 1/26/18
BYTHELL	STEVEN	A	Tech Support Spec I	INFORMATION SERVICES	11/1/2017	12/30/2017	SEP/RETIRE, 12/30/17
LOPEZ	NOVELLA	A	Fd Sv Asst III	NUTRITION SERVICES DEPARTMENT	7/1/2017	3/1/2018	SEP/RETIRE 3/1/18
GUTIERREZ	JESSE	A	Bus Driver	TRANSPORTATION SERVICES	9/18/2017	4/13/2018	SEP/RETIRE 4/13/18
JORDAN	JOSHUA	B	Fiscal Services Tech I	EMPLOYEE COMPENSATION	7/1/2017	1/24/2018	SEP/TERM 1/24/18



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1c

Meeting Date: February 15, 2018

Subject: Approve Business and Financial Report: Warrants, Checks and Electronic Transfers Issued for the period of December 2017 and January 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Approve attached list of warrants and checks.

Background/Rationale: The detailed list of warrants, checks and electronic transfers issued for the period of December 2017 and January 2018 are available for the Board members upon request.

Financial Considerations: Normal business items that reflect payments from district funds.

LCAP Goal(s): Family and Community Empowerment; Operational Excellence

Documents Attached:

1. Warrants, Checks and Electronic Transfers – December 2017 and January 2018

Estimated Time: N/A

Submitted by: Gerardo Castillo, CPA, Chief Business Officer

Amari Watkins, Director, Accounting Services

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
Warrants, Checks, and Electronic Transfers
December 2017

<u>Account</u>	<u>Document Numbers</u>	<u>Fund</u>	<u>Amount by Fund</u>	<u>Total by Account</u>
County Accounts Payable Warrants for Operating Expenses	97-351987 - 97-352966	General (01)	\$ 7,150,688.36	
		Charter (09)	\$ 143,897.91	
		Adult Education (11)	\$ 178,241.14	
		Child Development (12)	\$ 21,215.70	
		Cafeteria (13)	\$ 1,304,045.15	
		Deferred Maintenance (14)	\$ 6,752.30	
		Building (21)	\$ 751,248.78	
		Developer Fees (25)	\$ 381.41	
		Mello Roos Capital Proj (49)	\$ 2,284.31	
		Self Insurance (67/68)	\$ 790,076.83	
		Payroll Revolving (76)	\$ 96,203.83	
				<u>\$ 10,445,035.72</u>
Alternate Cash Revolving Checks for Emergency Accounts Payable and Payroll	00001588 - 00001620	General (01)	\$ 4,375.00	
		Payroll Revolving (76)	\$ 30,513.17	
				<u>\$ 34,888.17</u>
Payroll and Payroll Vendor Warrants	97819892 - 97821727	General (01)	\$ 1,305,515.13	
		Charter (09)	\$ 50,820.66	
		Adult Education (11)	\$ 7,164.14	
		Child Development (12)	\$ 94,915.80	
		Cafeteria (13)	\$ 105,801.83	
		Payroll Revolving (76)	\$ 2,915,071.61	
				<u>\$ 4,479,289.17</u>
Payroll ACH Direct Deposit	ACH-01097906 - ACH-01104228	General (01)	\$ 13,641,092.83	
		Charter (09)	\$ 455,415.10	
		Adult Education (11)	\$ 204,780.17	
		Child Development (12)	\$ 671,663.43	
		Cafeteria (13)	\$ 372,832.64	
		Building (21)	\$ 40,109.99	
		Self Insurance (67/68)	\$ 18,410.71	
		Payroll Revolving (76)	\$ 32,817.20	
				<u>\$ 15,437,122.07</u>
County Wire Transfers for Benefits, Debt Service, and Tax Payments	9700348687 - 9700348698	General (01)	\$ 325,394.41	
		Payroll Revolving (76)	\$ 1,100,888.88	
				<u>\$ 1,426,283.29</u>
Total Warrants, Checks, and Electronic Transfers				<u>\$ 31,822,618.42</u>

Sacramento City Unified School District
Warrants, Checks, and Electronic Transfers
January 2018

<u>Account</u>	<u>Document Numbers</u>	<u>Fund</u>	<u>Amount by Fund</u>	<u>Total by Account</u>
County Accounts Payable Warrants for Operating Expenses	97-352967 - 97-353805	General (01)	\$ 3,476,066.87	
		Charter (09)	\$ 49,607.71	
		Adult Education (11)	\$ 46,975.35	
		Child Development (12)	\$ 15,234.65	
		Cafeteria (13)	\$ 668,684.14	
		Deferred Maintenance (14)	\$ 43,928.75	
		Building (21)	\$ 2,428,208.82	
		Developer Fees (25)	\$ 786,858.08	
		Mello Roos Capital Proj (49)	\$ 105,172.60	
		Self Insurance (67/68)	\$ 13,241.10	
		Payroll Revolving (76)	\$ 12,919.96	
				<u>\$ 7,646,898.03</u>
Alternate Cash Revolving Checks for Emergency Accounts Payable and Payroll	00001621 - 00001647	General (01)	\$ 30,007.00	
		Child Development (12)	\$ 124.25	
		Self Insurance (67/68)	\$ 266.52	
		Payroll Revolving (76)	\$ 15,083.42	
				<u>\$ 45,481.19</u>
Payroll and Payroll Vendor Warrants	97821728 - 97822963	General (01)	\$ 1,210,315.62	
		Charter (09)	\$ 46,857.17	
		Adult Education (11)	\$ 14,733.89	
		Child Development (12)	\$ 105,464.49	
		Cafeteria (13)	\$ 114,858.76	
		Payroll Revolving (76)	\$ 2,987,404.56	
				<u>\$ 4,479,634.49</u>
Payroll ACH Direct Deposit	ACH-01104229 - ACH-01110344	General (01)	\$ 14,388,133.78	
		Charter (09)	\$ 494,136.76	
		Adult Education (11)	\$ 214,522.20	
		Child Development (12)	\$ 708,259.87	
		Cafeteria (13)	\$ 384,570.44	
		Building (21)	\$ 40,161.18	
		Self Insurance (67/68)	\$ 17,164.21	
		Payroll Revolving (76)	\$ 31,771.20	
County Wire Transfers for Benefits, Debt Service, and Tax Payments	9700348699 - 9700348713	General (01)	\$ 40,823.53	
		Payroll Revolving (76)	\$ 16,769,296.20	
				<u>\$ 16,810,119.73</u>
Total Warrants, Checks, and Electronic Transfers				<u>\$ 45,260,853.08</u>



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1d

Meeting Date: February 15, 2018

Subject: Approve Resolution No. 2984: Approve Temporary Interfund Transfers of Special or Restricted Fund Monies

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Approve Resolution No. 2984, To Establish Temporary Interfund Transfers of Special or Restricted Fund Monies, and rescind prior Resolution No. 2923, Effective February 15, 2018.

Background/Rationale: As a result of the budget challenges facing the State of California, the Governor has proposed delays in funding to California schools from June to July, creating a potential cash flow shortage for this district. In prior years, the district has opted to issue Tax and Revenue Anticipation Notes (TRAN) as a form of external borrowing to cover any potential shortfalls in a timely manner. The current financial market makes this form of borrowing a more costly option for the district, and not recommended at this point.

Education Code Section 42603 allows the district to engage in internal borrowings between any fund. This option may be used in addition to the issuance of a TRAN. Monies may be temporarily transferred to another fund for payment of obligations. The transferred amounts shall not be available for appropriation or considered income to the borrowing fund and shall be repaid in the same fiscal year or in the following fiscal year if the transfer occurs within the final 120 calendar days of the fiscal year. Borrowing shall occur only when the receiving fund will earn sufficient income in the current fiscal year to repay the amount transferred, and no more than 75 percent of the maximum of monies held in any fund during a current fiscal year may be transferred.

Financial Considerations: Provides flexibility to ensure sufficient cash flow.

LCAP Goal(s): Family and Community Empowerment; Operational Excellence

Documents Attached:

1. Resolution No. 2984, To Establish Temporary Interfund Transfers of Special or Restricted Fund Monies

Estimated Time: N/A

Submitted by: Gerardo Castillo, CPA, Chief Business Officer

Approved by: Jorge A. Aguilar, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

RESOLUTION NO. 2984

Approve Temporary Interfund Transfers of Special or Restricted Fund Monies

WHEREAS, the governing board of any school district may direct that monies held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

BE IT RESOLVED AND ORDERED that the Sacramento City Unified School District Board of Education, in accordance with the provisions of Education Code section 42603, adopts the following authorization for fiscal year 2017-18 to temporarily transfer monies between funds provided that all transfers are approved by the Superintendent or designee.

PASSED AND ADOPTED by the Sacramento City Unified School District Board of Education on this 15th day of February, 2018, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

Jessie Ryan
President of the Board of Education

ATTESTED TO:

Jorge A. Aguilar
Secretary of the Board of Education



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

Meeting Date: February 15, 2018

Subject: Approve Sutter Middle School Field Trip to Ashland, Oregon, March 6-8, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve Sutter Middle School Field Trip to Ashland, Oregon from March 6, 2018 to March 8, 2018.

Background/Rationale: On March 6, 2018 a group of 73 students, 20 parent chaperones, and two teacher chaperones from Sutter Middle School will travel via charter bus to Ashland, Oregon to see plays at the Oregon Shakespeare Festival. This will allow students to experience acclaimed literature and a series of plays performed professionally.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Mary Hardin Young, Instructional Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Sutter Middle School Date 12 / 21 / 2017
 Teacher's Name Elaine Tom Room # 216 Telephone # 916-395-5370
 Fax # 916-264-3436

Field Trip Destination Ashland, Oregon
 Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)
 Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities
 Route I - 5 North

Educational nature of field trip/excursion Students will participate in the Oregon Shakespeare Festival in Ashland, Oregon.

Depart Date 3 / 6 / 18 Time 8:30 AM am/pm Return Date 3 / 8 / 18 Time 2:45 PM am/pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source parents Financial Assistance Available? Yes No

Number of students participating: 73

Adult Chaperones/Drivers: DRIVER DRIVER
 1) _____ yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

Teachers and Staff Attending:
 1) Elaine Tom yes no 2) Robert Cortes yes no
 3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 1/23/18

Risk Management Approval (Unusual Activities) [Signature] Date 2/2/18

Segment Administrator Approval [Signature] Date 2/2/18

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

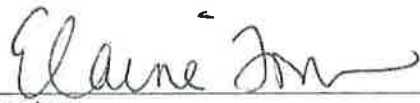
1. Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
2. Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
3. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
7. Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
8. Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

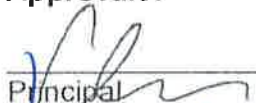



School Name Sutter Middle School Date 11 / 13 / 17
 Teacher's Name Elaine Tom Room # 216 Telephone # 916-395-5370
 Field Trip Destination Ashland, Oregon Shakespeare Festival

Reason for travel Students will stay at the Southern Oregon University and experience college life, watch two plays from the Oregon Shakespeare Festival, take four hours of workshop provided by the Ctr for Shakespeare educators and learn about the history.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed 
 Teacher

Approvals:

<u></u>	<u>11 / 23 / 18</u>
Principal	Date
<u></u>	<u>2 / 2 / 18</u>
Risk Management Dept	Date
<u></u>	<u>2 / 2 / 18</u>
Segment Administrator	Date
<u></u>	<u>2 / 5 / 18</u>
Superintendent	Date

/ /
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
--	---	--

School/Department Sutter Middle School Date Jan 9, 2018

Date(s) of Event March 6-8, 2018 Location Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose* Students will participate in college life and watch two plays performed by the Oregon Shakespeare Festival.

*(what value does this activity give students, attendees, staff, department/site or community?)
This travel will align with the strategic plan by providing students with History and Language Arts

How does this travel align with the District's strategic plan? Common Core Standards.

How will this activity/event be used and shared? _____

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Elaine Tom	Teacher	No <input type="checkbox"/>		
Robert Cortes	Teacher	No <input type="checkbox"/>		
		No		
		No		
		No		

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770** Additional Attendees Attached

Approvals: <div style="margin-bottom: 10px;"> _____ Principal/Department Head Signature & Print Name <u>1/23/18</u> Date </div> <div style="margin-bottom: 10px;"> _____ Cabinet Level or Designee Signature <u>2/2/18</u> Date </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature <u>2/12/18</u> Date </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature <u>2/5/18</u> Date </div>	District cost for all attendees (estimate) Registration Fee *** <input type="text"/> Meals included? <input checked="" type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <input type="text"/>
---	---

Categorical Budget Code(s): _____ \$ _____
 General Fund/Unrestricted _____ \$ _____

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #	Dollar Amount
Registration Fee	_____
Hotel	_____
Airfare ****	_____
Car Rental ****	_____

**** If airfare or car rental is requested send a copy of this form to Purchasing Box 830



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1f

Meeting Date: February 15, 2018

Subject: Approve Luther Burbank High School Field Trip to Reno, Nevada,
March 2-3, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve Luther Burbank High School Field Trip to Reno, Nevada
March 2-3, 2018

Background/Rationale: March 2-3, 2018, a group of 45 students, and six teacher and parent chaperones from Luther Burbank High School will travel via charter bus to Reno, Nevada, to participate in an NJROTC All Navy Drill Meet. Students will have the opportunity to demonstrate championship level drill team skills learned in their ROTC class. All drill teams will demonstrate their specific areas of drill excellence against 20 other teams from across the west coast. They will experience team building, hone their leadership skills, and bring lessons learned back to the ROTC.

Financial Considerations: No cost to the district. Expenses paid through the NJROTC. Financial assistance from NJROTC was made available for students in need.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Tu Moua-Carroz, Instructional Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Luther Burbank High School Date 12 / 20 / 2017
 Teacher's Name Eric Salcedo Room # H-7 Telephone # 433-5145
 Fax # _____

Field Trip Destination NJROTC Drill Meet, Damonte Ranch High School, 10500 Rio Wrangler Parkway Reno, NV 89521

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)

Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route CA-99 N, I-80, US-580 S to Veterans Parkway and onto Rio Wrangler Parkway.

Educational nature of field trip/excursion Cadets will compete in an West Coast all Navy Drill Competition, Hone leadership skills, work on team building and camaraderie.

Depart Date 03 / 02 / 2018 Time 8am am/pm Return Date 03 / 03 / 2018 Time 7pm am/pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source NJROTC Financial Assistance Available? Yes No

Number of students participating: 45

Adult Chaperones/Drivers: DRIVER DRIVER
 1) Karen Jones yes no 2) Richard Diaz yes no
 3) Sue Diaz yes no 4) _____ yes no

Teachers and Staff Attending:
 1) Tom Jones yes no 2) Eric Salcedo yes no
 3) Nina Linskiy yes no 4) _____ yes no

Principal Approval [Signature] Date 12/21/17

Risk Management Approval (Unusual Activities) [Signature] Date 1/23/18

Segment Administrator Approval [Signature] Date 1/24/18

Distribution: Refer to the Field Trip Information Form RSK 105F for the forms and distribution required for each trip:

1. Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
2. Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
3. Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
7. Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education
8. Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

School Name Luther Burbank High School Date 03 / 23 / 2018

Teacher's Name Eric Salcedo Room # H-7 Telephone # 936-730-6789

Field Trip Destination All Navy Drill Meet, Reno Nevada

Reason for travel This trip offers students the opportunity to demonstrate championship level drill team skills learned in their ROTC class. All drill teams will demonstrate their specific areas of drill excellence against 20 other teams from across the West Coast. The will team build, hone leadership skills, bring lessons learned back to the ROTC. This experience cannot be duplicated.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed 
 Teacher

Approvals:

 12/21/17
 Principal Date

 1/23/18
 Risk Management Dept. Date

 1/24/18
 Segment Administrator Date

 1/26/18
 Superintendent Date

 / /
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
--	---	--

School/Department Luther Burbank High School Date Dec 20, 2017

Date(s) of Event 3/2-3/18 Location Damonte Ranch High School - Reno, NV

Event Title (attach brochure) NJROTC Drill Meet

Purpose* Cadets competition


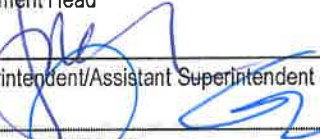
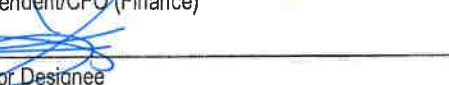

*(what value does this activity give students, attendees, staff, department/site or community?)

What Board goal/priority does this travel support? Career Readiness

How will this activity/event be used and shared? During Class

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Tom Jones	Teacher	No	<input type="checkbox"/>	
Eric Salcedo	Teacher	No	<input type="checkbox"/>	
Nina Linsky	Teacher	No	<input type="checkbox"/>	
		Yes	<input type="checkbox"/>	

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770** Additional Attendees Attached

Approvals:  _____ Principal/Department Head Date <u>1/9/18</u>	District cost for all attendees (estimate) Registration Fee *** <input type="checkbox"/> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <input type="checkbox"/>
 _____ Associate Superintendent/Assistant Superintendent Date <u>1/24/18</u>	
 _____ Deputy Superintendent/CFO (Finance) Date <u>2/25/18</u>	
 _____ Superintendent or Designee Date <u>1/26/18</u>	

Categorical Budget Code(s): No cost to district - Navy will reimburse \$ 0.00

General Fund/Unrestricted _____ \$ _____

**If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

	Requisition #	Dollar Amount
Registration Fee	_____	_____
Hotel	_____	_____
Airfare ****	_____	_____
Car Rental ****	_____	_____

Luther Burbank High School
Field Trip Adult Chaperones List (Add'l. Names)
Damonte Ranch High School – Reno, Nevada
March 2-3, 2018

Jones, Karen

Diaz, Sue

Diaz, Richard



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1g

Meeting Date: February 15, 2018

Subject: Approve Youth Development, Men's Leadership Academy (MLA) Field Trip to Atlanta, Georgia from April 5 – 8, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Deputy Superintendent

Recommendation: Approve Youth Development, Men's Leadership Academy to attend the Student African American Brotherhood National Conference in Atlanta, Georgia from April 5, 2018 – April 8, 2018.

Background/Rationale: On April 5, 2018 – April 8, 2018, the Men's Leadership Academy students will travel by commercial airline to Atlanta, Georgia to attend the Student African American Brotherhood National Conference.

Financial Considerations: There is no cost to the District. Expenses will be paid by the Stuart Foundation Grand funds.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out-of-state field trip documents

Estimated Time of Presentation: N/A

Submitted by: Lisa Allen, Deputy Superintendent

Doug Huscher, Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Youth Development Date 1 / 17 / 2018

Teacher's Name Adrian Williams Room # _____ Telephone # 916-643-9227
 Fax # _____

Field Trip Destination Atlanta, Georgia

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)

Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Southwest flight from Sacramento, CA to Atlanta, GA

Educational nature of field trip/excursion To attend the Student African American Brotherhood National Conference

Depart Date 4 / 5 / 18 Time 5:30a am/pm Return Date 4 / 8 / 18 Time 1:30p am/pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source Stuart Foundation Grant Financial Assistance Available? Yes No

Number of students participating: 15

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) <u>Dylan Fisher</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Wellington Smith</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Marcus Strother</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Adrian Williams</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date _____

Risk Management Approval (Unusual Activities) [Signature] Date 1/29/18

Segment Administrator Approval _____ Date 1/25/18

Distribution: Refer to the Field Trip Information Form R3K 100F for the forms and distribution required for each trip:

- Local Trip (bus/walking):** (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to the Field Trip Office.
- Local Trip:** (50-mile radius: driver led trip) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Forward approved copy to the Field Trip Office.
- Out-of-Town:** (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Forward approved copy to the Field Trip Office.
- Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Forward approved a copy to the Field Trip Office.
- Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Forward approved copy to the Field Trip Office.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.)** - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Segment Administrator will forward to Risk Management for additional approval. Forward approved copy to the Field Trip Office. May require **Special Event Liability Insurance**.
- Out-of-State/Country:** Submit to Principal for approval then forward to Segment Administrator for approval SIX (6) WEEKS prior to trip. Segment Administrator will forward to Risk Management for additional approval. Must have Superintendent and Board approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.
- Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.**

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <i>Student Conference</i> <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
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School/Department YOUTH DEVELOPMENT DEPARTMENT Date Jan 12, 2018

Date(s) of Event 4/6 - 4/7/18 (TRAVEL 4/5 - 4/7/18) Location ATLANTA, GA

Event Title (attach brochure) 14TH ANNUAL SAAB NATIONAL CONFERENCE 2018

Purpose* TO COLLABORATE AND BUILD RELATIONSHIPS THAT WILL ENLIGHTEN LIKEMINDED PROFESSIONALS, COMMUNITY ACTIVISTS, AND SCHOLARS WHO STRIVE TO MAKE A DIFFERENCE IN THE LIVES OF YOUNG MEN OF COLOR.

*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? CONTINUING TO STRIVE FOR EQUITY AND ACCESS TO ALL STUDENTS, INCLUDING BMOC WITHIN SCUSD

How will this activity/event be used and shared? STUDENTS WILL SHARE THROUGH COUNCIL MEETINGS AND LEADERSHIP PROGRAMS

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
MARCUS STOTHER	COORDINATOR	No		
ADRIAN WILLIAMS	SPECIALIST	No		
DYLAN FISHER	PROG ASSOCIATE	No		
WELLINGTON (PJ) SMITH	PROG ASSOCIATE	No		
STACEY AULT	DIRECTOR	No		

**IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770 Additional Attendees Attached

Approvals:

[Signature] 1/12/18
 Principal/Department Head Signature & Print Name Date

[Signature] _____
 Cabinet Level or Designee Signature Date 1/19/18

[Signature] _____
 Chief Business Officer Signature Date 1/22/18

[Signature] _____
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee *** 1225.00

Meals included? No

B L D

Lodging 1,286.51

Transportation 3,103.19

Meals 862.50

Other _____

TOTAL \$6,477.20 .00

Categorical Budget Code(s): 01-9063-0-5230-00-0000-2100-000-0767-000 \$ 6,477.20

General Fund/Unrestricted _____ \$ _____

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

	Requisition #	Dollar Amount
Registration Fee	<u>V18-01094</u>	<u>1225.00</u>
Hotel	<u>V18-01092</u>	<u>1286.51</u>
Airfare ****	<u>V18-01093</u>	<u>2645.00</u>
Car Rental ****	<u>B18-01008</u>	<u>458.19</u>

**** If airfare or car rental is requested, send a copy of this form to Purchasing, Box 830

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

School Name JFK, West Campus, Sac High, Rosemont, CKM, Health Professions Date 1 / 17 / 18

Teacher's Name Adrian Williams Room # _____ Telephone # 916-643-9227

Field Trip Destination Atlanta, Georgia - April 5-8, 2018

Reason for travel Sacramento City Unified School District - Men's Leadership Academy has the opportunity to take

15 students to the Student African American Brotherhood National Conference held in Atlanta, Georgia on April 6-7, 2018.

One of our MLA leaders has been selected to introduce the Keynote Speaker who will be Mr. Aranthan "AJ" Jones II,

Chief of Staff, W.K. Kellogg Foundation. Students will attend various sessions where they will learn new leadership skills.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed 
 Teacher

Approvals:

 _____ / ____ / ____
 Principal Date

 1 / 29 / 18
 Risk Management Dept. Date

 1 / 25 / 18
 Segment Administrator Date

 1 / 30 / 18
 Superintendent Date

_____/_____/_____
 Board Approval Date



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1h

Meeting Date: February 15, 2018

Subject: Approve Albert Einstein Middle School Field Trip to Washington D.C.,
March 19-23, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve Albert Einstein Middle School Field Trip to Washington, D. C. from March 19, 2018 to March 23, 2018.

Background/Rationale: On March 19, 2018 a group of 22 students and three teacher chaperones from Einstein Middle School will travel via commercial airline to Washington D.C. They will explore the nation's most important historic sites and experience first-hand what they have been learning in school.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Chad Sweitzer, Instructional Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student field trip, See reference distribution section for details concerning each type of trip.

School Name Albert Einstein Middle School Date December 12, 2017

Teacher's Name Anna Ruggiero, Amie Leas and Thomas McKenna Room # 67 Telephone # 916-395-5310
Fax # _____

Field Trip Destination Washington DC

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Sacramento International Airport to Dulles International Airport in Washington DC. Charter Bus to hotel and all other activities

Educational nature of field trip/excursion 8th grade US History Curriculum Enrichment

Depart Date 3/19/18 Time 5am am/pm Return Date 3/23/18 Time 11pm am/pm

- TRANSPORTATION will be provided by: Walking School Bus – Contact Transportation Field Trip Office
- Chartered Bus Company Certified: yes no – Check Risk Management Web Site
 - Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 - Parent Driver – Must have fingerprint clearance, check with Volunteer Office.
 - Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 - Public Transportation Train Commercial Airline Other: _____

Funding Source Parent/Student Paid Financial Assistance Available? yes no

Number of students participating: 22

Adult Supervisors/ Drivers:	DRIVER	DRIVER
1) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	2) _____ <input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Anna Ruggiero</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Amie Leas</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) <u>Thomas McKenna</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval *Madhukar* Date 1/12/18

Risk Management Approval (Unusual Activities) *Amie Leas* Date 1/29/18

Segment Administrator Approval *Amie Leas* Date 2-1-18

Distribution: Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip.

- Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator and Risk Management **SIX (6) WEEKS** prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

School Name ALBERT EINSTEIN Date 1 / 12 / 18
 Teacher's Name ANNA RUGGIERO Room # 67 Telephone # 395-5310
 Field Trip Destination WASHINGTON DC

Reason for travel ANNUAL 8TH GRADE US HISTORY TRIP TO
 EXPLORE THE NATIONAL CAPITAL. GUIDED TOUR
 WILL INCLUDE WALL MONUMENT, WHITE HOUSE, CONGRESS
 FORD'S THEATER, 9/11 MEMORIAL SITE AND OTHERS

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed *Anna Ruggiero* 1/12/18
 Teacher

Approvals:
Michael Holt 1/12/18
 Principal Date
[Signature] 1/29/18
 Risk Management Dept. Date
[Signature] 2/1/18
 Segment Administrator Date
[Signature] 2/5/18
 Superintendent Date

 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
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School/Department ALBERT EINSTEIN MIDDLE SCHOOL Date 1/17/18

Date(s) of Event MRCH 19-23, 2018 Location WASHINGTON, DC

Event Title (attach brochure) 2018 WASHINGTON DC FIELD TRIP

Purpose* STUDENTS WILL EXPLORE THE NATION'S MOST IMPORTANT HISTORIC SITES AND EXPERIENCE FIRST HAND WHAT THEY HAVE BEEN LEARNING IN SCHOOL.

*(what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan? SAFE, EMOTIONALLY HEALTHY AND ENGAGED STUDENTS. PROVIDE ADDITIONAL OPPORTUNITIES FOR HIGH QUALITY LEARNING.

How will this activity/event be used and shared? This activity will be used to bring history alive to the 8th grade students enrolled in US history.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
Anna Ruggiero	Teacher	Yes	5	01-0007-0-1102-15-1110-1000-000-0410-000
Amie Leas	Teacher	Yes	5	01-0007-0-1102-15-1110-1000-000-0410-000
Thomas McKenna	Teacher	No		
		No		
		No		

Additional Attendees Attached

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770**

Approvals: <u>Michael Holt</u> <u>1/17/18</u> Principal/Department Head Signature & Print Name Date <u>[Signature]</u> <u>2-1-18</u> Cabinet Level or Designee Signature Date <u>[Signature]</u> <u>2-1-18</u> Chief Business Officer Signature Date <u>[Signature]</u> <u>2/5/18</u> Superintendent or Designee Signature Date	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input checked="" type="checkbox"/> Yes B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0.00</u> Transportation <u>0.00</u> Meals <u>0.00</u> Other <u>0.00</u> TOTAL \$ 0.00
--	--

Categorical Budget Code(s): _____ \$ _____
 General Fund/Unrestricted _____ \$ _____

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #	Dollar Amount
Registration Fee	_____
Hotel	_____
Airfare ****	_____
Car Rental ****	_____



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1i

Meeting Date: February 15, 2018

Subject: Approve C.K. McClatchy High School Field Trip to Ashland, Oregon,
March 15-17, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve C.K. McClatchy High School Field Trip to Ashland, Oregon from March 15, 2018 to March 17, 2018.

Background/Rationale: On March 15, 2018 a group of 40 students and four teacher chaperones from C.K. McClatchy High School will travel via charter bus to Ashland, Oregon to the Oregon Shakespeare Festival. Students in the Humanities Program will be exposed to great theater.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer
Mary Hardin Young, Instructional Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name C.K. McClatchy Date 01 / 08 / 2018
 Teacher's Name Tim Douglas Room # 212 Telephone # 2644400
 Fax # 2644499

Field Trip Destination Oregon Shakespeare Festival

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)

Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route 15 north to Ashland exit

Educational nature of field trip/excursion Great theater

Depart Date 03 / 15 / 2018 Time 9am am/pm Return Date 03 / 17 / 2018 Time 4pm am/pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source parents Financial Assistance Available? Yes No

Number of students participating: 40

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:
 1) Tim Douglas yes no 2) Theresa Oram yes no
 3) Brett Limonoff yes no 4) Bridgett Martinez yes no

Principal Approval [Signature] Date 1/12/18

Risk Management Approval (Unusual Activities) [Signature] Date 1/24/18

Segment Administrator Approval [Signature] Date 1/24/18

- Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
 - Local Trip: (50-mile radius; driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
 - Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
 - Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
 - Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
 - Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
 - Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
 - Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

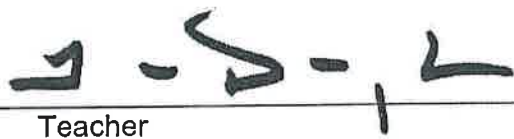
School Name C.K. McClatchy Date 01 / 08 / 2018

Teacher's Name Tim Douglas Room # 212 Telephone # 5489558

Field Trip Destination Oregon Shakespeare Festival

Reason for travel See great theater to augment humanities curriculum

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed 
 Teacher

Approvals:

 1 / 12 / 18
 Principal Date

 1 / 24 / 18
 Risk Management Dept. Date

 1 / 25 / 18
 Segment Administrator Date

 1 / 30 / 18
 Superintendent Date

 / /
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
--	---	--

School/Department C.K. McClatchy High School Date 3/15/18

Date(s) of Event 3/15-3/17/2018 Location Ashland, Oregon Shakespeare Festival

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose* Expose students in Humanities Program to great theater

*(what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan? Powerful Teaching and Learning

How will this activity/event be used and shared? _____

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
Tim Douglas	teacher	Yes <input checked="" type="checkbox"/>	2	3114 HISP
Theresa Oram	teacher	No		
Bridgett Martinez	teacher	No		
Brett Limonoff	teacher	No		
		No		

Additional Attendees Attached

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770**

Approvals: Principal/Department Head Signature & Print Name _____ Date <u>1/17/18</u> Cabinet Level or Designee Signature _____ Date <u>1/25/18</u> Chief Business Officer Signature _____ Date <u>1/26/18</u> Superintendent or Designee Signature _____ Date <u>1/28/18</u>	District cost for all attendees (estimate) Registration Fee *** 0 Meals Included? <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL 0
--	--

Categorical Budget Code(s): _____ \$ _____
 General Fund/Unrestricted _____ \$ _____

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

	Requisition #	Dollar Amount
Registration Fee	_____	_____
Hotel	_____	_____
Airfare ****	_____	_____
Car Rental ****	_____	_____



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1j

Meeting Date: February 15, 2018

Subject: Approve Sutter Middle School Field Trip to Washington D.C.,
March 22-27, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve Sutter Middle School Field Trip to Washington, D. C. from March 22, 2018 to March 27, 2018.

Background/Rationale: On March 22, 2018 a group of 42 students, three parent chaperones and two teacher chaperones from Sutter Middle School will travel via commercial airline to Washington D.C. This trip will give students hands on experiences as a culminating study of 8th grade history. Builds on the core values of achievement to help students build a better understanding of concepts learned. Also addresses key issues towards tolerance through Holocaust and African-American Smithsonian museums.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer
Mary Hardin Young, Instructional Assistant Superintendent

Approved by: Jorge Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student field trip, See reference distribution section for details concerning each type of trip.
School Name Sutter Middle School Date 1/9/2018

Teacher's Name Terri Lee Brandt Room # 116 Telephone # 395-5370
Fax # 264-3436

Field Trip Destination Washington DC, Williamsburg, Gettysburg

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
 Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Commercial airline and commercial bus

Educational nature of field trip/excursion Study historical sites, monuments, memorials and museums as they
to the birth and development of the United States

Depart Date 3/22/18 Time 10:00 am/pm Return Date 3/27/18 Time 11:00 am/pm

TRANSPORTATION will be provided by: Walking School Bus – Contact Transportation Field Trip Office
 Chartered Bus Company Certified: yes no – Check Risk Management Web Site
 Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 Parent Driver – Must have fingerprint clearance, check with Volunteer Office.
 Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 Public Transportation Train Commercial Airline Other: _____

Funding Source students Financial Assistance Available? yes no

Number of students participating: 42

Adult Supervisors/ Drivers: DRIVER DRIVER
1) Michael Brandt yes no 2) Michele Schmech yes no
3) Dawn Santos yes no 4) _____ yes no

Teachers and Staff Attending:
1) Terri Brandt yes no 2) Chris Chavez yes no
3) _____ yes no 4) _____ yes no

Principal Approval [Signature] Date 1/24/18

Risk Management Approval (Unusual Activities) [Signature] Date 1/29/18

Segment Administrator Approval [Signature] Date 1/30/18

Distribution: Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

1. Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
2. Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
3. Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
4. Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
5. Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator and Risk Management 6 weeks prior to trip. Must purchase Special Event Liability Insurance.
6. Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator and Risk Management SIX (6) WEEKS prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
 TRAVEL REQUEST**

School Name Sutter Middle School Date 01 / 09 / 2018
 Teacher's Name Terri Lee Brandt Room # 116 Telephone # 395-5370
 Field Trip Destination Washington DC, Williamsburg, Gettysburg

Reason for travel To study the historical sites, museum, government buildings, memorials and monuments as they pertain to the development and growth of the United States.

Students will also study and explore various laws and policies as they relate to tolerance though the Holocaust museum and Smithsonian museum.

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed *Terri Lee Brandt*
 Teacher

Approvals:

[Signature] 1 / 24 / 18
 Principal Date

[Signature] 1 / 29 / 18
 Risk Management Dept. Date

[Signature] 1 / 30 / 18
 Segment Administrator Date

[Signature] 2 / 2 / 18
 Superintendent Date

 / /
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
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School/Department Sutter Middle School Date 1/23/2018

Date(s) of Event 3/22/2018 to 3/27/2018 Location Washington DC, Williamsburg, & Gettysburg

Event Title (attach brochure) School Tours of America--Washington DC, Gettysburg and Colonial Williamsburg

Purpose* To give students hands on experiences as a culminating study of 8th grade history. Builds on the core values of achievement to help students build a better understanding of concepts learned and equity as all students on campus were invited to attend. Also address key issues towards tolerance through Holocaust and African-American Smithsonian museums.

*(what value does this activity give students, attendees, staff, department/site or community?)
It will be used in the teaching of United States History and to share with other CORE teacher's during CPT.

How does this travel align with the District's strategic plan?
It will be used in the teaching of United States History and to share with other CORE teacher's during CPT.

How will this activity/event be used and shared?

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* **	No. of Days Required	Budget Code (for substitute)
Terri Lee Brandt	Teacher	Yes	1	
Christine Chavez	Teacher	Yes	1	
		No		
		No		
		No		

Additional Attendees Attached

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770**

Approvals: <div style="margin-bottom: 10px;"> Cristina TAKARA-MARTIN Principal/Department Head Signature & Print Name </div> <div style="margin-bottom: 10px;"> Cabinet Level or Designee Signature </div> <div style="margin-bottom: 10px;"> Chief Business Officer Signature </div> <div> Superintendent or Designee Signature </div>	District cost for all attendees (estimate) Registration Fee *** \$0.00 Meals included? <input checked="" type="checkbox"/> Yes B <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/> Lodging <u>included</u> Transportation <u>included</u> Meals <u>included</u> Other <u>included</u> TOTAL
--	--

Categorical Budget Code(s): _____ \$ _____
 General Fund/Unrestricted _____ \$ _____

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #	Dollar Amount
Registration Fee	_____
Hotel	_____
Airfare ****	_____
Car Rental ****	_____



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1k

Meeting Date: February 15, 2018

Subject: Approve School of Engineering and Science Field Trip to Boise, Idaho,
March 27 - April 1, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve School of Engineering and Science Field Trip to Boise, Idaho from March 27, 2018 to April 1, 2018.

Background/Rationale: On March 27, 2018 a group of 34 students, three adult chaperones and two teacher chaperones from the School of Engineering and Science will travel via rental vehicle to Boise, Idaho. They will compete in the FIRST Robotics Competition. This will give students the opportunity to demonstrate their skill proficiency and collaborate with peers.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Chad Sweitzer, Instructional Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student field trip, See reference distribution section for details concerning each type of trip.
 School Name School of Engineering and Sciences Date 1/9/2018

Teacher's Name Kenneth Davis Room # B5 Telephone # 395-5040
 Fax # 433-2959

Field Trip Destination Boise, ID

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight
 Out-of-State/Country Involving Swimming or Wading Unusual Activities
 Route I-80 Reno, US 95N to ID-55 N Boise, ID

Educational nature of field trip/excursion FIRST Robotics Competition

Depart Date 3/27/18 Time 6:00 am am/pm Return Date 4/1/18 Time 7:00 pm am/pm

TRANSPORTATION will be provided by: Walking School Bus – Contact Transportation Field Trip Office
 Chartered Bus Company Certified: yes no – Check Risk Management Web Site
 Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 Parent Driver – Must have fingerprint clearance, check with Volunteer Office.
 Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.
 Public Transportation Train Commercial Airline Other: _____

Funding Source Fundraising Financial Assistance Available? yes no

Number of students participating: 34

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) <u>Berta Serrato</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Chris Merica</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Lynn Plocher</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Ken Davis</u>	<input type="checkbox"/> yes <input type="checkbox"/> no	2) <u>Julio Olivares</u>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval [Signature] Date 1/9/2018

Risk Management Approval (Unusual Activities) [Signature] Date _____

Segment Administrator Approval [Signature] Date 2-2-18

- Distribution: Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:
- Local Trip:** (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
 - Out-Of-Town:** (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
 - Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
 - Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
 - Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.)** - Submit to Principal for approval then forward to Segment Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
 - Out-of-State/Country:** Submit to Principal for approval then forward to Segment Administrator and Risk Management **SIX (6) WEEKS** prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	Purpose for Attending: <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
--	---	--

School/Department School of Engineering and Sciences Date 1/10/2018

Date(s) of Event 3/27 - 4/1/2018 Location Boise, ID

Event Title (attach brochure) FIRST Robotics Competition

Purpose* Opportunity for students to demonstrate their skills proficiency and collaborate with peers.

*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? College and Career Readiness - After school programs such as FRC have been shown to increase rate of HS graduation and post-secondary education.

How will this activity/event be used and shared? Results from competition will be shared among Linked Learning community.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Ken Davis	Teacher	No		
Julio Olivares	Teacher	No		
Lynn Plocher	CTE Coordinator	No		
		No		
		No		

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770** Additional Attendees Attached

Approvals: <div style="margin-bottom: 10px;"> _____ Principal/Department Head Signature & Print Name </div> <div style="margin-bottom: 10px;"> _____ Cabinet Level or Designee Signature </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature </div>	District cost for all attendees (estimate) Registration Fee *** 0.00 Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL \$ 0.00
---	--

Categorical Budget Code(s): _____ \$ _____
 General Fund/Unrestricted _____ \$ _____

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #	Dollar Amount
Registration Fee	_____
Hotel	_____
Airfare ****	_____
Car Rental ****	_____



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.11

Meeting Date: February 15, 2018

Subject: Approve Minutes of the February 1, 2018 Board of Education Meeting

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Superintendent's Office

Recommendation: Approve Minutes of the February 1, 2018 Board of Education Meeting.

Background/Rationale: None

Financial Considerations: None

LCAP Goal(s): Family and Community Empowerment

Documents Attached:

1. Minutes of the February 1, 2018 Board of Education Regular Meeting
2. Strategic Time Breakdown of February 1, 2018 Meeting Minutes

Estimated Time of Presentation: N/A

Submitted by: Jorge A. Aguilar, Superintendent

Approved by: N/A



Putting
Children
First

Sacramento City Unified School District BOARD OF EDUCATION MEETING AND WORKSHOP

Board of Education Members

- Jessie Ryan, President, (Trustee Area 7)*
- Darrel Woo, Vice President, (Trustee Area 6)*
- Michael Minnick, Second Vice President (Trustee Area 4)*
- Jay Hansen, (Trustee Area 1)*
- Ellen Cochrane, (Trustee Area 2)*
- Christina Pritchett, (Trustee Area 3)*
- Mai Vang, (Trustee Area 5)*
- Sarah Nguyen, Student Member*

Thursday, February 1, 2018

4:30 p.m. Closed Session

6:00 p.m. Open Session

Serna Center

Community Conference Rooms

5735 47th Avenue

Sacramento, CA 95824

MINUTES

2017/18-14

1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL

Meeting called to order at 4:36 p.m.

Present:

President Ryan

Vice President Woo

2nd Vice President Minnick

Member Hansen

Member Vang

Member Cochrane and Member Pritchett arrived in Closed Session.

A quorum was reached.

2.0 ANNOUNCEMENT AND PUBLIC COMMENT REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

No public comment.

3.0 CLOSED SESSION

While the Brown Act creates broad public access rights to the meetings of the Board of Education, it also recognizes the legitimate need to conduct some of its meetings outside of the public eye. Closed session meetings are specifically defined and limited in scope. They primarily involve personnel issues, pending litigation, labor negotiations, and real property matters.

3.1 Government Code 54956.9 Conference with Legal Counsel – Anticipated Litigation:

- a) Existing litigation pursuant to subdivision (a) of Government Code section 54956.9 (OAH Case No. 2017101080)*
- b) Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9*
- c) Initiation of litigation pursuant to subdivision (d)(4) of Government Code section 54956.9*

3.2 *Government Code 54957.6 (a) and (b) Negotiations/Collective Bargaining TCS, SCTA, SEIU, Teamsters, UPE, Unrepresented Management*

3.3 *Government Code 54957 – Public Employee Discipline/Dismissal/Release/Reassignment*

4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE

Open Session called back to order at 6:20 p.m. All members are present.

4.1 *Broadcast Statement (Student Member Nguyen)*

4.2 *The Pledge of Allegiance was led by Olivia Howard an 8th grade student at Albert Einstein Middle School. Member Pritchett presented Olivia with a certificate.*

5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

None.

6.0 AGENDA ADOPTION

President Ryan adopted the agenda.

7.0 SPECIAL PRESENTATION

7.1 *Approve Resolution No. 2981: Recognition of National Black History Month, February 2018 (Mai Vang)*

Member Vang presented Resolution.

Vice President Woo – Motion to approve

President Ryan – 2nd

Student Member Nguyen preferential vote – Aye

Board Unanimous

7.2 *Approve Resolution No. 2982: Recognition of National No One Eats Alone Day, February 9, 2018 (Jessie Ryan)*

President Ryan presented Resolution.

Member Hansen – Motion to approve

Member Pritchett – 2nd

Student Member Nguyen preferential vote – Aye

Board Unanimous

7.3 *Approve Resolution No. 2983: Recognition of Teen Dating Violence Awareness and Prevention Month, February 2018 (Michael Minnick)*

2nd Vice President Minnick presented Resolution to My Sister's House, WEAVE and California Partnership to End Domestic Violence.

President Ryan – Motion to approve

Member Pritchett – 2nd

Student Member Nguyen preferential vote – Aye

Board Unanimous

8.0 PUBLIC COMMENT

Members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to two (2) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.

1. Poonie Holst
2. Bob Hammes
3. Molly Close
4. Lisa Curry
5. Olivia Iniguez
6. Joseph Powell
7. Lashanya Breazell
8. Tiarra Netter

9.0 PUBLIC HEARING

9.1 *Public Hearing on the Renewal Charter Petition and Petition Admission Preferences for Aspire Capitol Heights Academy (Jack Kraemer and Lane Weiss)*

Jack Kraemer, Director of Innovative Schools and Charter Oversight presented along with Dr. Steph Sanders, Mr. Lane Weiss and Mr. Tony Solina representing Aspire Capitol Heights Academy.

Public Comment:

Adolfo Mercado
Mercedes Macumber
Margaret West

Board Comment:

2nd Vice President Minnick curious since this is a K-5 school where do the 6th grade students transition? Also, how many of the students reside within Sacramento City Unified School District (SCUSD) boundaries? Dr. Sanders responds that the 6th grade students transition to their other charter PS7 located at St. Hope and 65% of students are within SCUSD.

Vice President Woo has a question about slide 5 from Aspire's PowerPoint. Indicates enrollment for Memphis, what does this have to do with Sacramento. Dr. Sanders responds he wanted to show the school as a whole scope. President Ryan wants to thank all the families who came out tonight to support Aspire. Proud of work being done in Oak Park.

This is a Conference/First Reading Item, no action at this time.

9.2 *Public Hearing on the Renewal Charter Petition and Petition Admission Preferences for Bowling Green Charter School (Jack Kraemer, Susan Gibson and Sylvia Silva-Torres)*

Jack Kraemer, Director of Innovative Schools and Charter Oversight presented along with Susan Gibson and Sylvia Silva-Torres representing the Bowling Green Charter sites.

Public Comment:

Alison Simes
Marinda Burton
Nicole Gordon
Suriah Yang
Llova Santamaria
David Rodriguez

Athena de Quiroz

Sheng Thao

Woman made a public comment regarding Capital City School, name inaudible.

Kevin Mejia

Board Comment:

President Ryan wants to thank all the families, teachers and young people for coming out to make their voices heard tonight.

This is a Conference/First Reading Item, no action at this time.

10.0 BOARD WORKSHOP/STRATEGIC PLAN AND OTHER INITIATIVES

*10.1 Discuss and Approve the Naming of C.K. McClatchy High School Athletic Field
(Cathy Allen and Peter Lambert)*

Action

Cathy Allen, Chief Operations Officer and Peter Lambert presented and were joined by members of Restore the Roar, Denis Ishisaka and Bob Sertich.

Public Comment:

None

Board Comment:

Member Hansen thanks our staff and Nathaniel Browning. Special thanks to Restore the Roar, Denis and Bob have been great supporters in the past and continue supporting our students and the school. We will continue to see champions come out of McClatchy who are going to learn that academics and athletics go hand in hand and can be really successful. Very proud to support this proposal. Great school.

Member Pritchett thanks Member Hansen for bringing this to the Facilities Committee at the last meeting. One question, there be little or no cost to the district for this, correct? Denis responds, absolutely correct. If this is approved, Restore the Roar will go out to the community to raise funds to get marquee.

President Ryan, thank you, appreciates energy and efforts.

Member Hansen – Motion to approve

Member Pritchett – 2nd

Student Member Nguyen preferential vote – Aye

Board Unanimous

10.2 Approve AB 1200 Disclosure Cost and Approval of the Tentative Agreements with Bargaining Unit - Service Employee International Union, Local 1021 (SEIU) (Cancy McArn and Gerardo Castillo)

Action

Cancy McArn, Chief Human Resource Officer; Gerardo Castillo, Chief Business Officer; Ted Appel, Assistant Superintendent, Labor Relations; and Cindy Nguyen, Director, Employee Relations presented.

Public Comment:

None

Board Comment:

President Ryan slide number 9, is the total allowed for childbirth in addition to State mandated leave? Cancy responds yes increasing from 1 to 3 days.

This was an item discussed in Closed Session, therefore Student Member Nguyen cannot vote.

Member Pritchett – Motion to approve

Vice President Woo – 2nd

Board Unanimous

10.3 Approve AB 1200 Disclosure Cost and Approval of the Tentative Agreements with Bargaining Unit – Teamsters, Local 150 (Cancy McArn and Gerardo Castillo) **Action**

Cancy McArn, Chief Human Resource Officer; Gerardo Castillo, Chief Business Officer; Ted Appel, Assistant Superintendent, Labor Relations; and Cindy Nguyen, Director, Employee Relations presented.

Public Comment:

None

Board Comment:

None

This was an item discussed in Closed Session, therefore Student Member Nguyen cannot vote.

Vice President Woo – Motion to approve

Member Hansen – 2nd

Board Unanimous

10.4 Approve AB 1200 Disclosure Cost and Approval of the Tentative Agreements with Bargaining Unit – Teamsters Classified Supervisors, Local 150 (TCS) (Cancy McArn and Gerardo Castillo) **Action**

Cancy McArn, Chief Human Resource Officer; Gerardo Castillo, Chief Business Officer; Ted Appel, Assistant Superintendent, Labor Relations; and Cindy Nguyen, Director, Employee Relations presented.

Public Comment:

None

Board Comment:

None

This was an item discussed in Closed Session, therefore Student Member Nguyen cannot vote.

Member Pritchett – Motion to approve

Member Hansen – 2nd

Board Unanimous

11.0 CONSENT AGENDA

Generally routine items are approved by one motion without discussion. The Superintendent or a Board member may request an item be pulled from the consent agenda and voted upon separately.

Member Hansen – Motion to approve Consent Agenda
President Ryan – 2nd
Student Member Nguyen preferential vote – Aye
Board Unanimous

11.1 Items Subject or Not Subject to Closed Session:

- 11.1a Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval of Bid Awards, Approval of Declared Surplus Materials and Equipment, Change Notices and Notices of Completion (Gerardo Castillo, CPA)*
- 11.1b Approve Personnel Transactions 2/1/18 (Cancy McArn)*
- 11.1c Approve C.K. McClatchy High School Field Trip to Las Vegas, Nevada February 2-5, 2018 (Lisa Allen and Mary Hardin Young)*
- 11.1d Approve Renewal Charter Petition Admission Preferences for Aspire Capitol Heights Academy (Iris Taylor and Jack Kraemer)*
- 11.1e Approve Renewal Charter Petition Admission Preferences for Bowling Green Charter School (Iris Taylor and Jack Kraemer)*
- 11.1f Approve MOU with Sacramento Metro Chamber Foundation for 1,000 Strong Program (Nathaniel Browning)*
- 11.1g Approve Resolution No. 2985: Resolution Regarding Board Stipends (Jessie Ryan)*
- 11.1h Approve Minutes of the January 18, 2018 Board of Education Meeting (Jorge A. Aguilar)*

12.0 COMMUNICATIONS

12.1 Employee Organization Reports:

- *TCS – N/A*
- *SCTA – David Fisher*
- *SEIU – N/A*
- *Teamsters – N/A*
- *UPE – N/A*

12.2 District Parent Advisory Committees:

- *Community Advisory Committee – N/A*
- *District English Learner Advisory Committee – N/A*
- *Local Control Accountability Plan/Parent Advisory Committee – N/A*

12.3 Superintendent's Report (Jorge A. Aguilar)

Would like to start by saying how fortunate we are to have such dedicated and skilled staff in our schools. Our Human Resources Department is engaged in massive teacher recruitment. Some of the events scheduled are 2/2 an informational sessions for teachers at Serna Center and on 2/7, Serna Center, recruit college students from our Sac State Intern Cohort. These are the recent events; a number of other events are in the works right now. Encourages everyone to visit our website, SCUSD.edu/teach for the latest updates and information regarding

recruitment events and how to apply for a teaching job in Sac City. Earlier this week visited Camellia Basic with Member Minnick. Later on that same evening, visited Hiram Johnson with Member Minnick and had a sit down conversation/pizza dinner with the night shift custodians. Just today, had the opportunity to visit Luther Burbank as part of the ROTC programs annual review. Was impressed by the discipline that our young students displayed and the level of respect for one another in their behavior. Finished off school site visits at Pacific Elementary as part of their Career Day and was able to speak to Mr. Mario Martin's 5th grade class. Wants to thank Mike Breverly who is SEIU 1021's Vice President. Later this year, Mike will have completed thirty years of service in Sac City. Would like to remind everyone, 2/28 is the deadline to nominate an outstanding classified employee for an Annual Classified Champions Award. This is an annual event that recognizes classified employees for their outstanding accomplishments while performing their duties. Also wants to remind parents that Open Enrollment for kindergarten through 8th grade starts 2/6 and will run through 2/20. More information is on the homepage of our website. Finally a reminder that our District schools and offices will be closed on 2/12 and 2/19 for the Presidential holidays.

12.4 President's Report (Jessie Ryan)

Every morning before sending six and seven year olds off to school, I remind them to listen, learn and be kind. That last point is particularly important because of the astonishing uptick in hate speech and intolerant rhetoric that's even begun to permeate our playgrounds. More important than being smart or beautiful is being kind. As a district, we cannot change the hearts or words of national leaders; we can lead locally by example. That is why this week the district has launched a Random Acts of Kindness campaign. we know that doing kinds things helps grow our children's social and emotional skills. A simple word or gesture can help a child who feels isolated or unwelcomed. Each of us is responsible for creating an environment that is safe, welcoming and inclusive. April 20th will be a showcase for Random Acts of Kindness. On January 20th the Board engaged in a half day learning session as a tool for ensuring we can come in, maximize our effectiveness in Board meetings but also be real partner in understanding how to meet the needs of students and the families across the district at large.

12.5 Student Member Report

Second semester started. Many students are energized and excited for the new year. Student Advisory Council moving forward on next initiative. Working on a survey to gather data on schools sites that will be targeted.

12.6 Information Sharing By Board Members

2nd Vice President Minnick had two cool experiences this week with the Sacramento Tree Foundation. Early Saturday morning there were between 150-200 people out at Elder Creek Elementary planting trees to create more shade. On Tuesday there was another tree planting event at Peter Burnett Elementary. West Campus High School will be having a play February 2nd, 6:00 p.m. Crimson House Murder.

Vice President Woo sits on as a Member of Board Directors on the California School Board Association last Friday and this Saturday met as a Board of Directors. Will be happy to send notes from that Board meeting if colleagues would like them.

12.7 Board Committee Reports

- *Board Facilities Committee N/A*
- *Board Budget Committee next meeting 2/15/18, 3:30 p.m. in usual room, assuming it is open.*
- *Board Governance & Policy Committee next meeting 2/9/18, 11:30 a.m. Serna Center.*
- *Board Evaluation Committee N/A*

13.0 BUSINESS AND FINANCIAL INFORMATION/REPORTS

President Ryan received reports.

13.1 Business and Financial Information:

- *Enrollment and Attendance Report for Month 4 Ending December 15, 2017*

14.0 FUTURE BOARD MEETING DATES / LOCATIONS

- ✓ *February 15, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47th Avenue, Community Room, Regular Workshop Meeting*
- ✓ *March 1, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47th Avenue, Community Room, Regular Workshop Meeting*

15.0 ADJOURNMENT

President Ryan, before asking for Student Member Nguyen to adjourn would like to point out that we are finishing tonight's meeting at 8:15 p.m. Our goal for the year should be for us to have this be a regular occurrence. If we can finish meetings before 9:00 p.m. we get families, students, community members home on school nights and we encourage greater participation. Thus are more transparent in the work that we are doing.

Student Member Nguyen – Motion to adjourn

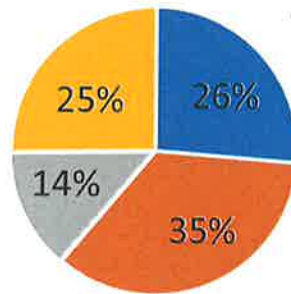
President Ryan – 2nd

Board Unanimous.

Meeting adjourned at 8:15 p.m.

Jorge A. Aguilar, Superintendent/Board Secretary

February 1, 2018 Board Meeting
Strategic Time Breakdown



- Student Success
- Operational Excellence
- Human Resources
- Community Engagement

The SCUSD Board of Education has set a goal to focus on Student Success for no less than 33% of each meeting. This is a recap of each category of time spent at the February 1, 2018 meeting.

Definitions:

Student Success encompasses any Board agenda item that involves the academic, social, emotional, and related outcomes of students.

Operational Excellence incorporates Board items that cover operations, budget, customer service, program efficiencies, and similar topics.

Human Resources entails any topic related to employee relations, collective bargaining agreements, and other similar Board items.

Community Engagement includes any Board item that includes community group communications items, public comment, sharing from Board Members and the Superintendent, and other similar topics.



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1

Meeting Date: February 15, 2018

Subject: Business and Financial Information

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Receive business and financial information.

Background/Rationale:

- Purchase Order Board Report for the Period of November 15, 2017 through December 14, 2017
- Report on Contracts within the Expenditure Limitations Specified in Section PCC 20111 for November 1, 2017 through December 31, 2017

Financial Considerations: Reflects standard business information.

LCAP Goal(s): Family and Community Empowerment; Operational Excellence

Documents Attached:

1. Purchase Order Board Report for the Period of November 15, 2017 through December 14, 2017
2. Report on Contracts within the Expenditure Limitations Specified in Section PCC 20111 for November 1, 2017 through December 31, 2017

Estimated Time: N/A

Submitted by: Gerardo Castillo, CPA, Chief Business Officer

Approved by: Jorge A. Aguilar, Superintendent

Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
B18-00660	RISO PRODUCTS OF SACRAMENTO	RISO SUPPLIES 2017-2018 SY	LEONARDO da VINCI ELEMENTARY	01	700.00
B18-00719	HURST CHEMICAL COMPANY	GRAPHIC ARTS PROGRAM SUPPLIES	A.WARREN McCLASKEY ADULT	11	800.00
B18-00720	U S BANK/SCUSD	Nutrition Services Employment add	NUTRITION SERVICES DEPARTMENT	13	200.00
B18-00721	XIAO GUAN OR ZHEN YU	PARENT MILEAGE REIMBURSEMENT	SPECIAL EDUCATION DEPARTMENT	01	2,700.00
B18-00722	HOME DEPOT	SUPPLIES - ENGINEERING CONSTR. DESIGN PRGM-RHS	CAREER & TECHNICAL PREPARATION	01	1,500.00
B18-00723	CHANTEL McGINNIS	PARENT MILEAGE REIMBURSEMENT	SPECIAL EDUCATION DEPARTMENT	01	1,100.00
B18-00724	RISO PRODUCTS OF SACRAMENTO	2017-2018 Riso Lease	GEO WASHINGTON CARVER	09	2,500.00
B18-00725	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	FACILITIES MAINTENANCE	01	3,000.00
B18-00726	SIGNATURE REPROGRAPHICS	0844-428 TRANSPORTATION SERV RELOCATION-BLUEPRINT	FACILITIES SUPPORT SERVICES	21	500.00
B18-00727	JAMES LYDA	SETTLEMENT OAH 2017031156	SPECIAL EDUCATION DEPARTMENT	01	38,782.50
B18-00728	STANDARD APPLIANCE PARTS INC.	MATERIALS/SUPPLIES AS NEEDED FOR HVAC SHOP	FACILITIES MAINTENANCE	01	500.00
B18-00729	CORNERSTONE COPIES INC	Overflow printing for Central Printing Services	CENTRAL PRINTING SERVICES	01	60,000.00
B18-00730	MARIA RAMIREZ-ZAVALA	PARENT MILEAGE REIMBURSEMENT	SPECIAL EDUCATION DEPARTMENT	01	2,700.00
CHB18-00396	OFFICE DEPOT	PRINTER INK	CESAR CHAVEZ INTERMEDIATE	01	1,200.00
CHB18-00397	OFFICE DEPOT	OFFICE DEPOT LPPA INSTRUCTIONAL SUPPLIES	C. K. McCLATCHY HIGH SCHOOL	01	1,000.00
CHB18-00398	OFFICE DEPOT	(INSTRUCTIONAL MATERIALS) OFFICE DEPOT CHARGEBACK	JAMES W MARSHALL ELEMENTARY	01	1,859.62
CHB18-00399	OFFICE DEPOT	OFFICE SUPPLIES	ROSA PARKS MIDDLE SCHOOL	01	5,000.00
CHB18-00400	OFFICE DEPOT	TITLE I - SUPPLEMENTARY MATERIALS	LUTHER BURBANK HIGH SCHOOL	01	10,000.00
CHB18-00401	US BANK - SCUSD CAL CARD	CAL CARD 17-18 - ALEX	COMMUNICATIONS OFFICE	01	1,000.00
CHB18-00402	US BANK - SCUSD CAL CARD	RECONCILIATION/REIMBURSEMENT TO CALCARD	ROSEMONT HIGH SCHOOL	01	196.35
CS18-00240	FRONTLINE TECHNOLOGIES GROUP	SYSTEM OPTIMIZATION FOR ABSENCE AND TIME PRACTICES	INFORMATION SERVICES	01	9,500.00
CS18-00241	SACRAMENTO COUNTY OFFICE OF ED FINANCIAL SERVICES	SCOE SERVICES FOR PD AND INSTRUCTIONAL ROUNDS	C. K. McCLATCHY HIGH SCHOOL	01	12,750.00
CS18-00242	TOM CRANE	ST PATRICK ACADEMY TITLE I A PARENT INVOLVEMENT	CONSOLIDATED PROGRAMS	01	23.00

*** See the last page for criteria limiting the report detail.

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ESCAPE ONLINE

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
CS18-00243	READING PARTNERS	READING PARTNERS	H.W. HARKNESS ELEMENTARY	01	25,000.00
CS18-00244	SONJA BIGGS EDUCATIONAL SERVICES INC	EDUCATIONAL EVALUATION	SPECIAL EDUCATION DEPARTMENT	01	5,000.00
CS18-00245	DR GRAPHIX	NEGOTIATIONS CHART	COMMUNICATIONS OFFICE	01	1,925.00
CS18-00246	FLORENCE SOARES-DABALOS	CSUS SUPERVISOR SERVICES - 2017-2018 SCHOOL YEAR.	SUCCESS ACADEMY	01	2,000.00
CS18-00247	SOL COLLECTIVE	SOL Collective	ACADEMIC OFFICE	01	7,000.00
CS18-00248	A PLUS APPS LLC	A PLUS APPS	JOHN H. STILL - K-8	01	2,814.00
CS18-00249	SACRAMENTO THEATRE CO c/o EDUCATION PROGRAM	SUPPLEMENTAL CONTRACTOR 2017-18	YOUTH DEVELOPMENT	01	41,240.00
CS18-00250	HATCHING RESULTS	FOR TRAINING AND CONSULTATION SERVICES BY TRISH	CONTINUOUS IMPROVEMENT & ACCREDITABILITY	01	5,000.00
CS18-00251	ASTRID QIRKO KINN	RANCHO CORDOVA COLLEGE READINESS	GEO WASHINGTON CARVER	09	4,360.00
CS18-00252	EXCEL INTERPRETING	PASHTO INTERPRETER SEPT 27	WOODBINE ELEMENTARY SCHOOL	01	170.00
CS18-00253	BRIAN LATOUR LATOUR MUSIC STUDIO	BRIAN LATOUR	GEO WASHINGTON CARVER	09	10,000.00
CS18-00254	HIBSER YAMAUCHI ARCHITECTS	0110-416 ETHEL PHILLIPS RESTROOM-A/E SERVICE	FACILITIES SUPPORT SERVICES	21	57,000.00
CS18-00255	CORE INC	3 DAYS FOLLOW UP SIPP SUPPORT	H.W. HARKNESS ELEMENTARY	01	6,930.00
CS18-00256	THINK SOCIAL PUBLISHING	JANUARY 11 & 12 WORKSHOP	SPECIAL EDUCATION DEPARTMENT	01	6,100.00
CS18-00257	WE LEVERAGE FOUNDATION INC	LAW ACADEMY - CAREER DEV FOR STUDENTS	HIRAM W. JOHNSON HIGH SCHOOL	01	2,520.00
CS18-00258	BROOKE PURVES	COLLEGE MENTORING	HIRAM W. JOHNSON HIGH SCHOOL	01	2,600.00
CS18-00259	NATIONAL ANALYTICAL LAB INC	0130-409 GOLDEN EMPIRE ROOF & HVAC-CONST TEST	FACILITIES SUPPORT SERVICES	21	675.00
CS18-00260	NATIONAL ANALYTICAL LAB INC	0110-416 ETHEL PHILLIPS RR-CONST TESTING	FACILITIES SUPPORT SERVICES	21	720.00
CS18-00261	NATIONAL ANALYTICAL LAB INC	0390-401 WOODBINE RR-CONST TESTING	FACILITIES SUPPORT SERVICES	21	625.00
CS18-00262	MTW GROUP	0570-401 AMER LEGION IRRIGATION IMPROV-ARCH SERV	FACILITIES SUPPORT SERVICES	21	11,739.00
CS18-00263	MTW GROUP	0139-409 H.W. HARKNESS OUTDOOR LEARNING-A/E SERV	H.W. HARKNESS ELEMENTARY	01	8,505.00
CS18-00264	CA DESIGN WEST ARCHITECTS INC	417 CSR SEWER & WATER-A/E SERVICE	FACILITIES SUPPORT SERVICES	21	17,000.00
CS18-00265	CLUB Z! TUTORING	CLUB Z	NEW JOSEPH BONNHEIM	09	12,000.00
CS18-00266	FRANKLIN COVEY CLIENT SALES INC.	FRANKLIN COVEY SERVICE AGREEMENT/LEADER IN ME	SUTTERVILLE ELEMENTARY SCHOOL	01	5,950.00

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CS18-00267	SACRAMENTO THEATRE CO c/o EDUC ATION PROGRAM	STC SCHOOL OF THE ARTS	JOHN D SLOAT BASIC ELEMENTARY	01	8,000.00
CS18-00268	UC DAVIS A3WP ATTN KAREN SMITH	SPEAKER UTILIZED TO ENCHANCE ELA TEACHING	LEONARDO da VINCI ELEMENTARY	01	6,000.00
CS18-00269	GREAT VALLEY DESIGN, INC	0570-424 AMER LEGION OUTDOOR LEARNING-A/E SERV	FACILITIES SUPPORT SERVICES	21	2,700.00
CS18-00270	MANUEL PICKETT	CONTRACT - MANUEL PICKETT	NEW JOSEPH BONNHEIM	09	225.00
CS18-00271	CATHERINE COLE	CATHY COLE - EARLY CARE - TEACHING STAFF	CHILD DEVELOPMENT PROGRAMS	12	1,650.00
CS18-00272	JANETTE SENCION DE PERFECTO	FOLCLORICO INSTRUCTION	CESAR CHAVEZ INTERMEDIATE	01	1,000.00
CS18-00273	DWIGHT TAYLOR SR	STAFF CULTURE WORKSHOP	SEQUOIA ELEMENTARY SCHOOL	01	300.00
CS18-00274	DR GRAPHIX	SCUSD-CIA OFFICE ENVELOPE DESIGN	CONTINUOUS IMPRVMT & ACCNTBLTY	01	1,100.00
CS18-00275	CLEAR CHANNEL OUTDOOR	ATTENDANCE CAMPAIGN KIOSKS	ENROLLMENT CENTER	01	2,970.00
CS18-00276	SCHOLAR ATHLETES GLOBALLY EMER GING	MLA ARCHITECTS OF HOPE	WOODBINE ELEMENTARY SCHOOL	01	10,000.00
CS18-00277	WALLACE KUHL & ASSOCIATES	0521-409 WEST CAMPUS ATHLETIC IMPROV-CONST TESTING	FACILITIES SUPPORT SERVICES	21	25,000.00
CS18-00278	YOGESH PRABHU	HS Specialty Programs & Open Enrollment 2018-2019	ENROLLMENT CENTER	01	30,000.00
CS18-00279	NATIONAL ANALYTICAL LAB INC	0560-409 MET SACRAMENTO ROOF-CONST TESTING	FACILITIES SUPPORT SERVICES	21	1,295.00
CS18-00280	LEE MARKETING & ADVERTISING GR OUP, INC.	SMALL SCHOOL NETWORK MEDIA CAMPAIGN	AREA ASSISTANT SUPERINTENDENTS	01	5,600.00
CS18-00281	PROJECT LEAD THE WAY	PROJECT LEAD THE WAY - INVOICE	WEST CAMPUS	01	3,000.00
CS18-00282	WILLIAMS + PADDON, ARCHITECTS + PLANNERS, INC	0267-401 O.W. ERLEWINE ROOF & ASPHALT- A/E SERV	FACILITIES SUPPORT SERVICES	21	293,000.00
CS18-00283	WILLIAMS + PADDON, ARCHITECTS + PLANNERS, INC	0130-409 GOLDEN EMPIRE ROOF & HVAC-A/E SERV	FACILITIES SUPPORT SERVICES	21	177,500.00
CS18-00284	SACRAMENTO COUNTY OFFICE OF ED FINANCIAL SERVICES	TITLE II PD-NPS -HOLY SPIRIT PARISH/SCOE	CONSOLIDATED PROGRAMS	01	4,000.00
CS18-00285	LEE MARKETING & ADVERTISING GR OUP, INC.	SERVICE AGREEMENT LEE MARKETING	CAPITAL CITY SCHOOL	01	15,000.00
CS18-00286	BRENT FITZPATRICK	Configure Open Enrollment Form for 2018-19 Period	ENROLLMENT CENTER	01	1,550.00
CS18-00287	AUSTIN BAKER	NPS TITLE I TUTOR-ST. ROBERT 2017-18	CONSOLIDATED PROGRAMS	01	506.00
N18-00057	KAARY OGARD MS CCC	AGENCY SERVICES (SPEECH)	SPECIAL EDUCATION DEPARTMENT	01	4,500.00

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N18-00058	BURGER PHYSICAL THERAPY INC	AGENCY SERVICES (OT/PT)	SPECIAL EDUCATION DEPARTMENT	01	10,000.00
P18-01208	TROXELL COMMUNICATIONS INC ATT N: BILL PITZNER	RECHARGABLE BATTERIES FOR CLASSROOM SPEAKERS	JOHN CABRILLO ELEMENTARY	01	454.65
P18-01572	SCHOLASTIC INC SCHOLASTIC MAGA ZINES	PEIXOTO SCHOLASTIC NEWS FOR CLASS	JAMES W MARSHALL ELEMENTARY	01	130.41
P18-01879	VIRCO MANUFACTURING CORP	STUDENT SCIENCE LAB & ARTS ROOM EQUIPMENT	WILLIAM LAND ELEMENTARY	01	2,883.21
P18-01932	JUAN FLORES	LIBRARY BOOKS THE HMONG REFUGEES AMOUNG US	SUSAN B. ANTHONY ELEMENTARY	01	73.68
P18-01979	AMAZON CREDIT PLAN DEPT 30 - 2 2000248272	P.E. CLASS STUDENT INSTRUCTION	CAPITAL CITY SCHOOL	01	128.82
P18-02100	OFFICE DEPOT	CONNECT PRINTER INK	INTEGRATED COMMUNITY SERVICES	01	353.04
P18-02101	OFFICE DEPOT	Storage and Table Cloths for Student events	HEALTH PROFESSIONS HIGH SCHOOL	01	217.06
P18-02102	PEARSON CLINICAL ASSESSMENT OR DERING DEPARTMENT	PSYCH EVAL FORMS (NAVARRO)	SPECIAL EDUCATION DEPARTMENT	01	1,857.30
P18-02103	TROXELL COMMUNICATIONS INC ATT N: BILL PITZNER	CAFETERIA PROJECTOR AND SCREEN INSTALLATION	PARKWAY ELEMENTARY SCHOOL	01	4,833.54
P18-02104	20TH CENTURY FOOD PRODUCTS	6303 RANCH SALAD DRESSING 12/4/2017	NUTRITION SERVICES DEPARTMENT	13	5,424.00
P18-02105	SYSCO FOOD SVCS OF SACRAMENTO	6258 CONDIMENTS/SNACK ITEMS 12/05/2017	NUTRITION SERVICES DEPARTMENT	13	8,133.30
P18-02106	SYSCO FOOD SVCS OF SACRAMENTO	6259 TOWELS AND BUN PAN BAGS 12/12/2017	NUTRITION SERVICES DEPARTMENT	13	5,748.08
P18-02107	SYSCO FOOD SVCS OF SACRAMENTO	6260 CONDIMENTS/ SNACK ITEMS 12/12/2017	NUTRITION SERVICES DEPARTMENT	13	6,462.50
P18-02108	APPLE & EVE	6263 VARIOUS FLAVOR JUICE 1/10/2017	NUTRITION SERVICES DEPARTMENT	13	23,291.36
P18-02109	SNACK-KING CORP	6252 TORTILLA CHIPS 12/12/2017	NUTRITION SERVICES DEPARTMENT	13	6,740.25
P18-02110	LAND O LAKES INC	6306 CHEESE SAUCE CUPS 12/7/2017	NUTRITION SERVICES DEPARTMENT	13	21,788.10
P18-02111	LA TAPATIA TORTILLERIA INC	6304 TACO SHELLS 12/12/2017	NUTRITION SERVICES DEPARTMENT	13	4,089.67
P18-02112	LA TAPATIA TORTILLERIA INC	6305 TACO SHELLS 1/9/2017	NUTRITION SERVICES DEPARTMENT	13	5,445.83
P18-02113	FARMINGTON FRESH	6312 FRESH SLICED APPLES 11/21/2017	NUTRITION SERVICES DEPARTMENT	13	9,615.00
P18-02114	LINGS	6307 SWEET AND SOUR CHICKEN 12/0/2017	NUTRITION SERVICES DEPARTMENT	13	10,869.60
P18-02115	LINGS	6308 SWEET & SOUR CHICKEN 12/21/17	NUTRITION SERVICES DEPARTMENT	13	10,869.60

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02116	LAKESHORE LEARNING CORP ATTENTION: JON BELL	Microscopes 2nd-6th	JOHN BIDWELL ELEMENTARY	01	514.08
P18-02117	SCHOLASTIC INC SCHOLASTIC MAGAZINES	COPPOLA & STUMP SCHOLASTIC CLASSROOM MAGAZINE	JAMES W MARSHALL ELEMENTARY	01	214.63
P18-02118	IXL LEARNING INC	ONLINE MATH AND ENGLISH SUPPORT	OAK RIDGE ELEMENTARY SCHOOL	01	539.00
P18-02119	CURRICULUM ASSOCIATES LLC	TOOLBOX FOR I-READY	H.W. HARKNESS ELEMENTARY	01	4,577.27
P18-02121	OFFICE DEPOT	CORPORATE ACADEMY STORAGE BXS	HIRAM W. JOHNSON HIGH SCHOOL	01	606.03
P18-02122	HOUGHTON MIFFLIN HARCOURT	SCHOLASTIC READ 180 & READING COUNTS LICENSE	WILL C. WOOD MIDDLE SCHOOL	01	4,250.00
P18-02123	GOPHER SPORT PLAY WITH A PURPOSE	PE INSTRUCTIONAL MATERIALS	WEST CAMPUS	01	520.47
P18-02124	SHANNON'S IMPERIAL BRAND	6282 DINNER ROLLS, BUNS 11/17/18	NUTRITION SERVICES DEPARTMENT	13	3,051.63
P18-02125	AMAZON CREDIT PLAN DEPT 30 - 2 2000248272	Book order Mai Xi Lee	ACADEMIC OFFICE	01	64.96
P18-02126	MELODY MO	MELODY MO - REIMB - CLASSROOM MAT'LS	HIRAM W. JOHNSON HIGH SCHOOL	01	551.76
P18-02127	AMAZON CREDIT PLAN DEPT 30 - 2 2000248272	THE DIFFERENTIATED INSTRUCTION BOOK OF LISTS	JOHN F. KENNEDY HIGH SCHOOL	01	157.68
P18-02128	SACRAMENTO CONVENTION CENTER	GRADUATION HALL RENTAL	LUTHER BURBANK HIGH SCHOOL	01	5,500.00
P18-02129	BARNES & NOBLE BOOKSTORE	LwL 4-6 books	MULTILINGUAL EDUCATION DEPT.	01	466.02
P18-02130	BARNES & NOBLE BOOKSTORE	LwL 4-6	MULTILINGUAL EDUCATION DEPT.	01	441.01
P18-02131	OFFICE DEPOT	PRINTER FOR ELECTRICAL DEPT	FACILITIES MAINTENANCE	01	181.31
P18-02132	OFFICE DEPOT	OFFICE DEPOT SUPPLIES	NEW TECH	09	48.32
P18-02133	CENTER FOR NEUROBEHAVIORAL	EDUCATIONAL EVALUATION (ZiBa)	SPECIAL EDUCATION DEPARTMENT	01	1,950.00
P18-02134	INTERNATIONAL BACCALAUREATE	IB WORK SHOP FEES JACOBSEN	AREA ASSISTANT SUPERINTENDENTS	01	600.00
P18-02135	INTERNATIONAL BACCALAUREATE	IB WORKSHOPR FEES MCLEAN	AREA ASSISTANT SUPERINTENDENTS	01	600.00
P18-02136	US BANK - SCUSD CAL CARD	MARTINEZ/TARGET	JOHN D SLOAT BASIC ELEMENTARY	01	82.23
P18-02137	US BANK - SCUSD CAL CARD	JOHNSTON/TARGET	JOHN D SLOAT BASIC ELEMENTARY	01	21.64
P18-02138	NWN CORPORATION	MEDIA COMPUTER	YOUTH DEVELOPMENT	01	1,110.84
P18-02139	THE BOOKSOURCE	GLLR Books for Abraham Lincoln	ACADEMIC OFFICE	01	18,745.60
P18-02140	THE BOOKSOURCE	GLLR books for Cesar Chavez	ACADEMIC OFFICE	01	17,924.12
P18-02141	THE BOOKSOURCE	GLLR books for Earl Warren	ACADEMIC OFFICE	01	10,947.54

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02142	THE BOOKSOURCE	GLLR books for Edward Kemble	ACADEMIC OFFICE	01	23,538.92
P18-02143	THE BOOKSOURCE	GLLR books for Elder Creek	ACADEMIC OFFICE	01	28,345.57
P18-02144	THE BOOKSOURCE	GLLR books for Father Keith B Kenny	ACADEMIC OFFICE	01	6,419.32
P18-02145	THE BOOKSOURCE	GLLR books for Isador Cohen	ACADEMIC OFFICE	01	11,847.96
P18-02146	THE BOOKSOURCE	GLLR books for John Bidwell	ACADEMIC OFFICE	01	13,784.61
P18-02147	THE BOOKSOURCE	GLLR books for John Cabrillo	ACADEMIC OFFICE	01	13,831.09
P18-02148	THE BOOKSOURCE	GLLR books for New Joseph Bonnheim	ACADEMIC OFFICE	01	13,179.15
P18-02149	THE BOOKSOURCE	GLLR books for Nicholas	ACADEMIC OFFICE	01	19,410.36
P18-02150	THE BOOKSOURCE	GLLR books for Rosa Parks	ACADEMIC OFFICE	01	13,483.22
P18-02151	BARNES & NOBLE BOOKSTORE	LwL 2-3 books	MULTILINGUAL EDUCATION DEPT.	01	232.52
P18-02152	CITY OF SACRAMENTO SACRAMENTO CONVENTION CENTER	SAC CONVENTION CENTER RENTAL FOR 2018 GRADUATION	ROSEMONT HIGH SCHOOL	01	2,600.00
P18-02153	CDW-G C/O PAT HEIN	COMPUTER MEMORY/HEADSET	ALBERT EINSTEIN MIDDLE SCHOOL	01	482.43
P18-02154	TROXELL COMMUNICATIONS INC ATT N: BILL PITZNER	CAFETERIA AUDIO SYSTEM PLUS INSTALATION	PARKWAY ELEMENTARY SCHOOL	01	4,549.28
P18-02155	APPLE INC	APPLE INC EDUCATION	LEATAATA FLOYD ELEMENTARY	01	2,711.99
P18-02156	CDW-G C/O PAT HEIN	PROJECTORS FOR CLASSROOMS	MATSUYAMA ELEMENTARY SCHOOL	01	2,917.34
P18-02157	CDW-G C/O PAT HEIN	DOCUMENT CAMERAS FOR CLASSROOMS	MATSUYAMA ELEMENTARY SCHOOL	01	1,250.50
P18-02158	NWN CORPORATION	PRINTERS FOR CLASSROOMS	MATSUYAMA ELEMENTARY SCHOOL	01	803.85
P18-02159	NWN CORPORATION	LAPTOPS FOR CLASSROOMS	MATSUYAMA ELEMENTARY SCHOOL	01	4,846.18
P18-02160	CDW-G C/O PAT HEIN	FUSION LICENSES (PARKWAY)	INTEGRATED COMMUNITY SERVICES	01	113.56
P18-02162	CDW-G C/O PAT HEIN	CHROMEBOOK COVERS/CASES	JOHN D SLOAT BASIC ELEMENTARY	01	4,315.75
P18-02163	APPLE INC	APPLE INC EDUCATION	LEATAATA FLOYD ELEMENTARY	01	6,465.10
P18-02164	PERLMUTTER PURCHASING POWER	OUTDOOR CAMERA;BG CH - RICHARD CONN	CHILD DEVELOPMENT PROGRAMS	12	1,602.10
P18-02165	CDW-G C/O PAT HEIN	PORT/CABLES/SURGE PROTECTOR - THERESA PEREZ	CHILD DEVELOPMENT PROGRAMS	12	62.08
P18-02166	APPLE INC	MACBOOK AIR 13" - DARREN SOTO	INFORMATION SERVICES	01	1,113.26
P18-02167	RISO PRODUCTS OF SACRAMENTO	RISO/GR1700 AGREEMENT 12.5.17-12.5.18	LEONARDO da VINCI ELEMENTARY	01	425.00
P18-02168	ZYTECH SOLUTIONS INC	KEYBOARD REPAIR	GOLDEN EMPIRE ELEMENTARY	01	293.91

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02169	IVS COMPUTER TECHNOLOGIES	SERVICE CALL CHARGE 9/26/17	GOLDEN EMPIRE ELEMENTARY	01	125.00
P18-02170	IVS COMPUTER TECHNOLOGIES	SERVICE CALL 10/9/17	GOLDEN EMPIRE ELEMENTARY	01	125.00
P18-02171	APPLE INC	APPLE ITUNES CREDIT	JOHN D SLOAT BASIC ELEMENTARY	01	100.00
P18-02172	B & H PHOTO	Black Ink	JOHN MORSE THERAPEUTIC	01	162.36
P18-02173	AMADOR STAGE LINES INC	TRANSPORTATION - COURT TRIP - B. WILLIAMS	JOHN F. KENNEDY HIGH SCHOOL	01	409.82
P18-02174	CDW-G C/O PAT HEIN	Displayport to VGA Adapter	THE MET	09	187.81
P18-02175	UPS FREIGHT	HOUSTON SCHOOLS CLOTHING/DONATIONS SHIPPED	DEPUTY SUPERINTENDENT	01	1,316.60
P18-02176	SUPPLY WORKS	AFTER SCHOOL CUSTODIAL SUPPLIES	ETHEL I. BAKER ELEMENTARY	01	1,501.12
P18-02177	EFFIE YEAW NATURE CENTER	LIFE SCIENCES CLASSROOM PRESENTATIONS / 6TH GRADE	H.W. HARKNESS ELEMENTARY	01	640.00
P18-02178	SILK SCREEN PRO	SHIRT ORDER FOR MAI XI LEE	SCHOOL CLIMATE	01	296.73
P18-02179	SAC CITY MIDDLE SCHOOL ATHLETIC LEAGUE	BASKETBALL LEAGUE FEES	ROSA PARKS MIDDLE SCHOOL	01	1,100.00
P18-02180	CA DEPT OF CONSERVATION CALIFO RNIA GEOLOGICAL SURVEY	0810-428 NUTRITION SERVICES CNTR-GEOLOGICAL SURVEY	FACILITIES SUPPORT SERVICES	21	3,600.00
P18-02181	SCHOOL SPECIALTY EDUCATION DAN A MCADAMS TERRITORY MGR	REPLACEMENT FLAGS FOR SITE	BG CHACON ACADEMY	09	180.85
P18-02182	CA DEPT OF CONSERVATION CALIFO RNIA GEOLOGICAL SURVEY	0844-428 TRANSPORTATION SERV RELOCATION-CGS FEES	FACILITIES SUPPORT SERVICES	21	3,600.00
P18-02183	TROXELL COMMUNICATIONS INC ATT N: BILL PITZNER	PROJECTOR INSTALLATION	AMERICAN LEGION HIGH SCHOOL	01	1,001.60
P18-02184	CDW-G C/O PAT HEIN	ERGONOMIC DESKTOP STAND # 33-349-200	RESEARCH & EVALUATION SERVICES	01	680.26
P18-02185	SCHOOL SPECIALTY EDUCATION DAN A MCADAMS TERRITORY MGR	SCHOOL FLAG REPLACEMENT	A.WARREN McCLASKEY ADULT	11	106.92
P18-02186	APPLE INC	AV ADAPTER FOR ADMIN	ELDER CREEK ELEMENTARY SCHOOL	01	106.09
P18-02187	APPLE INC	IPAD 5TH GEN (HALE)	SP ED - TECHNOLOGIST	01	427.67
P18-02188	APPLE INC	13-inch MacBook Air x3	THE MET	09	3,339.80
P18-02189	RICH CHICKS LLC ACCOUNTS RECEIVABLE	6309 CHICKEN PATTIES 12/1/2017	NUTRITION SERVICES DEPARTMENT	13	8,874.60
P18-02190	RICH CHICKS LLC ACCOUNTS RECEIVABLE	6310 CHICKEN PATTY 1/12/2018	NUTRITION SERVICES DEPARTMENT	13	8,874.60
P18-02191	TRUE NATURAL FOODS INC	6311 BEAN & CHEESE BURRITO 12/06/2017	NUTRITION SERVICES DEPARTMENT	13	10,860.48

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02192	DON LEE FARMS	6266 BEEF STEAK BURGER 12/21/2017	NUTRITION SERVICES DEPARTMENT	13	17,601.37
P18-02193	S A PIAZZA & ASSOC LLC	6298 PEPPERONI PIZZA 11/30/2017	NUTRITION SERVICES DEPARTMENT	13	8,791.68
P18-02194	S A PIAZZA & ASSOC LLC	6299 PEPPERONI PIZZA 12/14/201	NUTRITION SERVICES DEPARTMENT	13	6,593.76
P18-02195	FOOD 4 THOUGHT LLC	6313 FRESH WHOLE APPLES 11/27/17	NUTRITION SERVICES DEPARTMENT	13	3,127.50
P18-02196	JOHNSTONE SUPPLY INC	REFRIGERANT FOR HVAC UNITS	FACILITIES MAINTENANCE	01	24,187.38
P18-02197	JONES SCHOOL SUPPLY CO INC	STUDENT RECOGNITION - AWARDS	JOHN CABRILLO ELEMENTARY	01	2,111.15
P18-02198	CURTIS MILLER dba MILLER'S CIT RUS GROVE	6346 FRESH MANDARINS 12/1/17	NUTRITION SERVICES DEPARTMENT	13	5,912.50
P18-02199	FARMINGTON FRESH	6347 FRESH SLICED APPLES 12/1/2017	NUTRITION SERVICES DEPARTMENT	13	10,738.50
P18-02200	FOOD 4 THOUGHT LLC	6348 FRESH WHOLE APPLES 12/4/17	NUTRITION SERVICES DEPARTMENT	13	3,127.50
P18-02201	JSB INDUSTRIES	6323 SUNBUTTER SANDWICHES 12/13/2017	NUTRITION SERVICES DEPARTMENT	13	15,513.00
P18-02202	JSB INDUSTRIES	6324 SUNBUTTER SANDWICHES 12/11/2017	NUTRITION SERVICES DEPARTMENT	13	15,513.00
P18-02203	20TH CENTURY FOOD PRODUCTS	6314 RANCH DRESSING 12/18/2017	NUTRITION SERVICES DEPARTMENT	13	5,424.00
P18-02204	20TH CENTURY FOOD PRODUCTS	6315 SALAD DRESSING 1/22/2018	NUTRITION SERVICES DEPARTMENT	13	5,424.00
P18-02205	DANIELSEN CO INC	6316 MIXED FRUIT CUP 12/20/2017	NUTRITION SERVICES DEPARTMENT	13	6,708.52
P18-02206	STATE OF CA FOOD DISTRIBUTION	6349/6350 USDA SHREDDED CHEDDAR 12/4, 12/18/17	NUTRITION SERVICES DEPARTMENT	13	1,040.00
P18-02207	BAKE CRAFTERS FOOD COMPANY	6345 CROSSIANT & hOAGIE SANDWICHES 12/04/2017	NUTRITION SERVICES DEPARTMENT	13	19,856.35
P18-02208	LA FOODS	6344 SALSA POUCHES 12/13/2017	NUTRITION SERVICES DEPARTMENT	13	3,285.00
P18-02209	OFFICE DEPOT	LIBRARY - CTE PROGRAMS	NEW SKILLS & BUSINESS ED. CTR	11	30.19
P18-02210	OFFICE DEPOT	LOCKING FILE CABINET (CPH-RIOS)	SPECIAL EDUCATION DEPARTMENT	01	108.24
P18-02211	OFFICE DEPOT	Office Depot Items	RESEARCH & EVALUATION SERVICES	01	72.96
P18-02212	OFFICE DEPOT	SAFETY GOGGLES	WOODBINE ELEMENTARY SCHOOL	01	566.04
P18-02213	OFFICE DEPOT	STUDENT SUPPORT CENTER	WOODBINE ELEMENTARY SCHOOL	01	414.66
P18-02214	DISCOUNT SCHOOL SUPPLY	INST MTRLS - LAURI MAYFIELD	CHILD DEVELOPMENT PROGRAMS	12	352.40
P18-02215	DISCOUNT SCHOOL SUPPLY	INST MTLs - VEL BUCKINGHAM & SIERRA APPLEBY	CHILD DEVELOPMENT PROGRAMS	12	204.36

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02216	DISCOUNT SCHOOL SUPPLY	INST MTRLS - IRINA ZOLNIKOV	CHILD DEVELOPMENT PROGRAMS	12	313.14
P18-02217	DISCOUNT SCHOOL SUPPLY	INST MTLs-BLUE DIAMOND - DOME CASILLAS & REENA S	CHILD DEVELOPMENT PROGRAMS	12	361.86
P18-02218	DISCOUNT SCHOOL SUPPLY	INST MTLs - LAURI MAYFIELD	CHILD DEVELOPMENT PROGRAMS	12	350.34
P18-02219	LAKESHORE LEARNING CORP ATTENTION: JON BELL	INS MATERIAL - PLAYGROUPS	CHILD DEVELOPMENT PROGRAMS	12	109.12
P18-02220	OFFICE DEPOT	TASK CHAIR TO REPLACE BROKEN CHAIR	CENTRAL PRINTING SERVICES	01	214.32
P18-02221	LAKESHORE LEARNING CORP ATTENTION: JON BELL	LAKESHORE STADNIK	WOODBINE ELEMENTARY SCHOOL	01	268.03
P18-02222	RISO PRODUCTS OF SACRAMENTO	RISO MASTERS & INK	PETER BURNETT ELEMENTARY	01	714.45
P18-02223	RISO PRODUCTS OF SACRAMENTO	RISO SUPPLIES FOR STAFF AND TEACHERS	CALIFORNIA MIDDLE SCHOOL	01	757.75
P18-02224	RISO PRODUCTS OF SACRAMENTO	RISO INK AND MASTERS	SAM BRANNAN MIDDLE SCHOOL	01	340.99
P18-02225	CURRICULUM ASSOCIATES LLC	Diagnostic and Intervention K-6th grade	JOHN BIDWELL ELEMENTARY	01	16,900.00
P18-02226	CURRICULUM ASSOCIATES LLC	KA IREADY GRADE 4 READING BOOKS	WOODBINE ELEMENTARY SCHOOL	01	377.38
P18-02227	CURRICULUM ASSOCIATES LLC	READY CCSS MATERIALS/4TH & 5TH GRADE	H.W. HARKNESS ELEMENTARY	01	875.96
P18-02228	CURRICULUM ASSOCIATES LLC	IREADY CCSS KINDER	WOODBINE ELEMENTARY SCHOOL	01	1,069.94
P18-02229	CURRICULUM ASSOCIATES LLC	I READY COMPUTER	ISADOR COHEN ELEMENTARY SCHOOL	01	11,900.00
P18-02230	MIKE'S CAMERA INC	Digital Media Equipment- per CBMA grant	YOUTH DEVELOPMENT	01	6,382.38
P18-02231	NWN CORPORATION	CLASSROOM PRINTERS	WOODBINE ELEMENTARY SCHOOL	01	357.27
P18-02232	NWN CORPORATION	CHROMBOOK 11 (MORRIS/CLANCY)	SP ED - TECHNOLOGIST	01	500.05
P18-02233	US BANK - SCUSD CAL CARD	MAGNETS - ORDER FOR MAI XI LEE	SCHOOL CLIMATE	01	291.71
P18-02234	MOORE MEDICAL CORP ACCT 171864 7	FEMININE PRODUCTS	SUTTER MIDDLE SCHOOL	01	229.57
P18-02235	WOLTERS KLUWER HEALTH	NURSING PROGRAM SUPPLY-VN PREREQUISITES - RESALE	NEW SKILLS & BUSINESS ED. CTR	11	10,519.67
P18-02236	MACKIN EDUCATIONAL RESOURCES	MACKIN EDUCATIONAL RESOURCES	LEATAATA FLOYD ELEMENTARY	01	20,008.89
P18-02237	SCHOLASTIC INC SCHOLASTIC MAGAZINES	SCHOLASTIC INVOICE M6146814	CAPITAL CITY SCHOOL	01	1,417.46
P18-02239	FOLLETT SCHOOL SOLUTIONS	Library Books Parkway	LIBRARY/TEXTBOOK SERVICES	01	8,865.27

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02240	KOMBAT SOCCER INC	SHORTS AND T'S WITH LOGO - PT GEAR - CJA PROGRAM	JOHN F. KENNEDY HIGH SCHOOL	01	874.66
P18-02241	SACRAMENTO THEATRE CO c/o EDUC ATION PROGRAM	STC-DIARY OF ANNE FRANK	SUTTER MIDDLE SCHOOL	01	2,115.00
P18-02242	SACRAMENTO THEATRE CO c/o EDUC ATION PROGRAM	STC - A CHRISTMAS CAROL	SUTTER MIDDLE SCHOOL	01	4,720.00
P18-02243	FOLLETT SCHOOL SOLUTIONS	BOOKS FOR APPLE BAGS -PG	CHILD DEVELOPMENT PROGRAMS	12	1,872.90
P18-02244	GOPHER SPORT	EQUIPMENT PE CLASSES REPLACEMENT ITEM TO P16-01090	WILL C. WOOD MIDDLE SCHOOL	01	33.57
P18-02245	CENGAGE LEARNING ATTN: ORDER F ULLFILLMENT	E-BOOKS YEARLY SUBSCRIPTION FOR LIBRARY	C. K. McCLATCHY HIGH SCHOOL	01	50.00
P18-02246	ZAJIC APPLIANCE SERVICE, INC	RUSH-DRYER FOR PE LOANER PROGRAM	FERN BACON MIDDLE SCHOOL	01	372.66
P18-02247	ALREDO & NADIA ANGELES	SETTLEMENT OAH: 2016090022 (ANGELES)	SPECIAL EDUCATION DEPARTMENT	01	2,855.94
P18-02248	APPLE INC	CLASSROOM PART 3 TECHNOLOGY	SUSAN B. ANTHONY ELEMENTARY	01	200.21
P18-02249	NWN CORPORATION	CHROMEBOOKS & CARTS FOR STUDENTS	H.W. HARKNESS ELEMENTARY	01	22,439.12
P18-02250	VEX ROBOTICS INC	12TH GRADE INTEGRATED UNIT	ENGINEERING AND SCIENCES HS	01	381.23
P18-02251	US BANK - SCUSD CAL CARD	CINEMARK	LEATAATA FLOYD ELEMENTARY	01	393.75
P18-02252	JOE SUN & COMPANY	LAW ACADEMY UNIFORMS	HIRAM W. JOHNSON HIGH SCHOOL	01	4,583.78
P18-02253	OFFICE DEPOT	LAW ACADEMY EQUIPMENT	HIRAM W. JOHNSON HIGH SCHOOL	01	6,036.88
P18-02254	OFFICE DEPOT	LAW ACADEMY MATERIALS	HIRAM W. JOHNSON HIGH SCHOOL	01	1,694.52
P18-02255	SUPPLY WORKS	PAPERTOWELS FOR HEALTH & MEDICAL	HIRAM W. JOHNSON HIGH SCHOOL	01	162.29
P18-02256	RISO PRODUCTS OF SACRAMENTO	RISO MAINTENANCE CONTRACT FOR RISO/EZ220	CALIFORNIA MIDDLE SCHOOL	01	596.00
P18-02257	SCHOLASTIC LIBRARY PUBLISHING	BOOKS FOR THE LIBRARY	BOWLING GREEN ELEMENTARY	09	605.50
P18-02258	LINGUI SYSTEMS INC	SSI-4 EVAL (WIEST)	SPECIAL EDUCATION DEPARTMENT	01	204.43
P18-02259	ORIENTAL TRADING CO INC	INST MTRLS - TERRI KOHNKE	CHILD DEVELOPMENT PROGRAMS	12	177.54
P18-02260	POWERHOUSE SCIENCE CENTER DISC OVERY CAMPUS	POWERHOUSE SCIENCE	LEATAATA FLOYD ELEMENTARY	01	600.00
P18-02261	FRANKLIN COVEY CLIENT SALES IN C.	LEADER IN ME STUDENT LEADERSHIP	SUTTERVILLE ELEMENTARY SCHOOL	01	28.88
P18-02262	DISCOUNT SCHOOL SUPPLY	INST MTLs - CHONG Y VANG & LORETTA	CHILD DEVELOPMENT PROGRAMS	12	54.79

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P18-02263	OFFICE DEPOT	HEADPHONES FOR LD CLASS (KAFOUROS)	SPECIAL EDUCATION DEPARTMENT	01	119.38
P18-02264	PEARSON CLINICAL ASSESSMENT OR DERING DEPARTMENT	CELF-5 FORMS 9-21 (TARA)	SPECIAL EDUCATION DEPARTMENT	01	544.97
P18-02265	CENGAGE LEARNING ATTN: ORDER F ULLFILLMENT	VN PROGRAM - RESALE	NEW SKILLS & BUSINESS ED. CTR	11	2,640.00
P18-02266	ELSEVIER INC	VN PRGM-BOOKSTORE	NEW SKILLS & BUSINESS ED. CTR	11	927.09
P18-02267	OFFICE DEPOT	ITEM # 634883 EPSON ELPLP88 REPLACE LAMPS	JOHN F. KENNEDY HIGH SCHOOL	01	541.20
P18-02268	LINMOORE FENCING & IRON WORKS	FENCE & GATE FOR FRONT ENTRANCE OF SCHOOL	ALICE BIRNEY WALDORF - K-8	01	3,397.50
P18-02269	WESTERN OPTICAL SUPPLY	OPTOMETRIC PROGRAM SUPPLIES	NEW SKILLS & BUSINESS ED. CTR	11	613.59
P18-02270	SYSCO FOOD SVCS OF SACRAMENTO	6351 VEGGIE BEANS 11/30/17	NUTRITION SERVICES DEPARTMENT	13	780.60
P18-02271	SCHOLASTIC LIBRARY PUBLISHING	ACCT: 00214473 (JACK KING)	SPECIAL EDUCATION DEPARTMENT	01	594.78
P18-02272	RISO PRODUCTS OF SACRAMENTO	RISO SUPPLIES	BOWLING GREEN ELEMENTARY	09	204.73
P18-02273	NWN CORPORATION	PRINTER FOR WORK STATION- FINGERPRINT OFFICE	HUMAN RESOURCE SERVICES	01	318.26
P18-02274	A-1 TRADING CO	MLA/WLA UNIFORMS	YOUTH DEVELOPMENT	01	974.25
P18-02275	AMAZON CAPITAL SERVICES	CASES FOR CHROMEBOOK	SP ED - TECHNOLOGIST	01	32.45
P18-02276	ORIENTAL TRADING CO INC	JOHNSTON/ORIENTAL TRADING/MINDWARE	JOHN D SLOAT BASIC ELEMENTARY	01	26.56
P18-02277	MINDWARE	JOHNSTON/MINDWARE	JOHN D SLOAT BASIC ELEMENTARY	01	82.85
P18-02278	NORTHSTAR AV	ELPLP 78 PROJECTOR BULBS FOR CLASSROOM - ASHCRAFT	JOHN F. KENNEDY HIGH SCHOOL	01	188.36
P18-02279	RJ COOPER & ASSOCIATES	I-PAD ULTIMATE II CASE (HALE)	SP ED - TECHNOLOGIST	01	100.52
P18-02280	MUSIC THEATRE INTL INC	SCHOOL HOUSE ROCK LIVE! JR.	JOHN D SLOAT BASIC ELEMENTARY	01	590.00
P18-02281	TROXELL COMMUNICATIONS INC ATTN: BILL PITZNER	CLASSROOM TECHNOLOGY	MARK TWAIN ELEMENTARY SCHOOL	01	127.72
P18-02282	NCRA MEMBERSHIP RENEWAL CENTER	ACCREDITATION REQUIREMENT / COURT REPORTING PROGRAM	NEW SKILLS & BUSINESS ED. CTR	11	160.00
P18-02283	LAKESHORE LEARNING CORP ATTENTION: JON BELL	WRITE & WIPE EASEL / ROBERTS' CLASS	H.W. HARKNESS ELEMENTARY	01	153.23
P18-02284	BLISS POWER LAWN EQUIPMENT	EQUIPMENT FOR GARDENER	C. K. McCLATCHY HIGH SCHOOL	01	517.18
P18-02285	NWN CORPORATION	BATTERY FOR NOTEBOOK - HERNER-CJA	JOHN F. KENNEDY HIGH SCHOOL	01	299.96

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02286	LAKESHORE LEARNING CORP ATTENTION: JON BELL	KINDER CLASSROOM RUG	JOHN BIDWELL ELEMENTARY	01	518.52
P18-02287	ORIENTAL TRADING CO INC	INST MTRLS - TERRI KOHNKE	CHILD DEVELOPMENT PROGRAMS	12	316.27
P18-02288	DISCOUNT SCHOOL SUPPLY	INS SUPPLIES -PLAYGROUPS	CHILD DEVELOPMENT PROGRAMS	12	785.59
P18-02289	POSMICRO.COM ATTN: ACCOUNTS RECEIVABLE	BARCODE SCANNER FOR THE LIBRARY	MARK TWAIN ELEMENTARY SCHOOL	01	80.11
P18-02290	AMAZON CAPITAL SERVICES	BOOK ORDER / AARON PECHO	CURRICULUM & PROF DEVELOP	01	449.44
P18-02291	CITY OF REFUGE SACRAMENTO	CITY OF REFUGE, SACRAMENTO - VICE PRESIDENT RYAN	BOARD OF EDUCATION	01	500.00
P18-02292	HERFF JONES INC	Herff Jones Diplomas and Covers	THE MET	09	1,305.67
P18-02293	SLY PARK	6th grade fieldtrip	JOHN BIDWELL ELEMENTARY	01	1,200.00
P18-02294	UC DAVIS	SUB 2017-2018 C STEM	CALIFORNIA MIDDLE SCHOOL	01	800.00
P18-02295	VICTORIA TEMPLE	VICTORIA HULL TEMPLE - CONFIRMING	GEO WASHINGTON CARVER	09	225.00
P18-02296	PSAT/NMSQT	PSAT	GEO WASHINGTON CARVER	09	160.00
P18-02297	LIFETOUCH NSS ACCTS RECEIVABLE	LIFETOUCH - YEARBOOKS	FATHER K.B. KENNY - K-8	01	1,114.22
P18-02298	SAN JUAN UNIFIED SCHOOL DIST. DISTRICT ACCTG - A/R	TITLE I NPS MOU INVOICE 2016-17	CONSOLIDATED PROGRAMS	01	4,156.95
P18-02299	ELIZABETH VILLANUEVA	REIMB REG FEE FOR KTDA STUDENT CONF	LUTHER BURBANK HIGH SCHOOL	01	500.00
P18-02300	MARK HENRIKSON	REIMBURSEMENT FOR CAMPUS BEAUTIFICATION	PHOEBE A HEARST BASIC ELEM.	01	1,391.27
P18-02301	FLORIDA STATE UNIVERSITY/CPEIP	INS MATERIAL FOR NURSE	CHILD DEVELOPMENT PROGRAMS	12	304.83
P18-02302	CDW-G C/O PAT HEIN	ADOBE ACROBAT PRO LICENSES FOR NUTRITION STAFF	NUTRITION SERVICES DEPARTMENT	13	160.66
P18-02303	BSN SPORTS	BOYS SOCCER JERSEYS	JOHN F. KENNEDY HIGH SCHOOL	01	970.23
P18-02304	WOLTERS KLUWER HEALTH	VN PREREQUISITES - RESALE	NEW SKILLS & BUSINESS ED. CTR	11	923.84
P18-02305	SUPPLY WORKS	CARBON MONOXIDE DETECTORS - RICHARD CONN	CHILD DEVELOPMENT PROGRAMS	12	3,098.12
P18-02306	NWN CORPORATION	CHROMBOOK 11 (GALAN)	SP ED - TECHNOLOGIST	01	250.02
P18-02307	OFFICE DEPOT	EPSON POWERLITE PROJECTORS (FRY)	JOHN F. KENNEDY HIGH SCHOOL	01	6,429.94
P18-02308	CDW-G C/O PAT HEIN	CLASSRM RSP TECHNOLOGY PRINTER	SUSAN B. ANTHONY ELEMENTARY	01	103.64

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02309	TROXELL COMMUNICATIONS INC ATT N: BILL PITZNER	K-3 PROJECTOR SYSTEM QUOTE	PARKWAY ELEMENTARY SCHOOL	01	1,978.56
P18-02310	REALLY GOOD STUFF	TONG/TEACHER SUPPLIES	PARKWAY ELEMENTARY SCHOOL	01	37.64
P18-02311	ESRI	ESRI SOFTWARE	FACILITIES SUPPORT SERVICES	01	811.88
P18-02312	AMAZON CAPITAL SERVICES	Novel order	PHOEBE A HEARST BASIC ELEM.	01	365.50
P18-02313	B STREET THEATRE	B STREET THEATRE	LEATAATA FLOYD ELEMENTARY	01	732.00
P18-02314	US BANK - SCUSD CAL CARD	VEST FOR SAFETY	SUSAN B. ANTHONY ELEMENTARY	01	169.99
P18-02315	INGENIUM GROUP	COHEN WASTE REMOVAL PAINT, BATTERIES	ISADOR COHEN ELEMENTARY SCHOOL	01	428.12
P18-02316	BOOKS BY THE BUSHEL, LLC	BOOKS FOR THE APPLE GAB -PLAYGROUPS	CHILD DEVELOPMENT PROGRAMS	12	199.72
P18-02317	US BANK - SCUSD CAL CARD	CORDS FOR COMPUTER CARTS	SUSAN B. ANTHONY ELEMENTARY	01	102.19
P18-02318	TROXELL COMMUNICATIONS INC ATT N: BILL PITZNER	M&O PLANS ROOM PROJECTOR	FACILITIES MAINTENANCE	49	4,141.09
P18-02319	CDW-G C/O PAT HEIN	EPSON PROJECTOR	LEATAATA FLOYD ELEMENTARY	01	550.32
P18-02320	BOOKS EN MORE	MENTAL HEALTH WELLNESS-save \$300.PURCH	INTEGRATED COMMUNITY SERVICES	01	4,199.20
P18-02321	AMAZON CAPITAL SERVICES	EARBUDS/SPEAKER SYSEM/MR. VUE'S CLASS/2ND GRADE	H.W. HARKNESS ELEMENTARY	01	351.76
P18-02322	U S BANK/SCUSD	RAIN COAT FOR CHILD CARE DRIVER	NUTRITION SERVICES DEPARTMENT	13	105.66
P18-02323	PRICE PHILANTHROPIES FOUND	*TREAT AS PREPAID P.O.* URBAN EDUCATION DIALOGUE	SUPERINTENDENTS OFFICE	01	2,000.00
P18-02324	CHICANO LATINO YTH LDRSHP PRJT	BANQUET FOR CLYLP SUMMER 2017	SUPERINTENDENTS OFFICE	01	1,000.00
P18-02325	RACQUEL PAYTON	REIMB RACQUEL PAYTON	CHILD DEVELOPMENT PROGRAMS	12	755.49
P18-02326	VOCATIONAL RESEARCH INSTITUTE	ONLINE CAREER SCOPE	SPECIAL EDUCATION DEPARTMENT	01	498.00
P18-02327	GOLD STAR FOODS INC	6320 CROISSANTS 1/12/18	NUTRITION SERVICES DEPARTMENT	13	4,158.00
P18-02328	P & R PAPER SUPPLY COMPANY	6328 2# TRAYS 1/18/18	NUTRITION SERVICES DEPARTMENT	13	2,990.00
P18-02329	CARGILL INCORPORATED	6333 SCRAMBLED EGGS 1/25/18	NUTRITION SERVICES DEPARTMENT	13	4,572.72
P18-02330	SENTINEL FIRE EQUIPMENT CO	SEMI-ANNUAL ANSUL SERVICE	NEW SKILLS & BUSINESS ED. CTR	11	188.97

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02331	PLAY WITH A PURPOSE	INST MTLs-BLUE DIAMOND - DOME CASILLAS & REENA S	CHILD DEVELOPMENT PROGRAMS	12	1,022.40
P18-02332	ALL WEST COACHLINES INC	ALL WEST COACHLINES FOR SF FIELD TRIP - THOMAS	SUTTER MIDDLE SCHOOL	01	3,911.85
P18-02333	OFFICE DEPOT	OFFICE DEPOT FURNITURE ORDER	FACILITIES MAINTENANCE	49	27,948.91
P18-02334	DISCOUNT SCHOOL SUPPLY	PE SUPPLIES	MARK TWAIN ELEMENTARY SCHOOL	01	123.38
P18-02335	KINNEY HIGH SCHOOL	COMPONENTS FOR PICNIC BENCHES	A. M. WINN - K-8	01	3,200.00
P18-02336	COCHLEAR AMERICAS	COCHLEAR MINI MIC (WILSON)	SP ED - TECHNOLOGIST	01	467.09
P18-02337	AMADOR STAGE LINES INC	Fall 2017 College Tour Day Bus 1	NEW TECH	09	2,601.55
P18-02338	AMADOR STAGE LINES INC	Fall 2017 College Tour Day Field Trip Bus 2	NEW TECH	09	1,182.70
P18-02339	AMADOR STAGE LINES INC	Fall 2017 College Tour Field Trip Bus 3	NEW TECH	09	2,040.37
P18-02340	AMADOR STAGE LINES INC	Fall 2017 College Tour Day Field Trip Bus 4	NEW TECH	09	894.24
P18-02341	OAK SERVICES COMPANY	MCCLASKEY REPAIRS NEEDED TO HEAT PUMP	FACILITIES MAINTENANCE	01	3,490.00
P18-02342	NANCY POER	LINKED LEARNING RETREAT - CONSULTANT	GEO WASHINGTON CARVER	09	1,500.00
P18-02343	CDW-G C/O PAT HEIN	WALKIE-TALKIE BATTERIES 17-18	EDWARD KEMBLE ELEMENTARY	01	301.24
P18-02344	OFFICE DEPOT	Office Depot - Purchase	CAPITAL CITY SCHOOL	01	70.35
P18-02345	LAKESHORE LEARNING CORP ATTENTION: JON BELL	KINDER SUPPLIES	WOODBINE ELEMENTARY SCHOOL	01	1,423.18
P18-02346	OFFICE DEPOT	ORGANIZER/STUDENT INSTRUCTION TOOLS/E. EMAAS	CAPITAL CITY SCHOOL	01	145.04
P18-02347	LAKESHORE LEARNING CORP ATTENTION: JON BELL	KINDER SUPPLIES	WOODBINE ELEMENTARY SCHOOL	01	1,031.05
P18-02348	OFFICE DEPOT	COPY PAPER FOR CJA PROGRAM	JOHN F. KENNEDY HIGH SCHOOL	01	125.79
P18-02349	RISO PRODUCTS OF SACRAMENTO	TEACHER RESOURCE FOR DUPLICATING	CAROLINE WENZEL ELEMENTARY	01	381.04
P18-02350	PEARSON CLINICAL ASSESSMENT OR DERING DEPARTMENT	CASL-2 KITS & PROTOCOLS	SPECIAL EDUCATION DEPARTMENT	01	4,258.77
P18-02351	PANERA BREAD COMPANY	N.S. SUPERVISOR SKILLPATH TRAINING -CATERING 11/2	NUTRITION SERVICES DEPARTMENT	13	334.12
P18-02352	JOURNEY WORKS PUBLISHING	JOURNEYWORKS PAMPHLETS - SOCIAL WORKER	AMERICAN LEGION HIGH SCHOOL	01	438.52

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02353	EDUCATIONAL TESTING SERVICE	ELPAC PRE-ID LABELS & ASSOCIATED SERVICES	RESEARCH & EVALUATION SERVICES	01	3,610.00
P18-02354	OFFICE DEPOT	COLOR PRINTERS; ALL IN ONE; CLASSROOM TEACHERS	JOHN BIDWELL ELEMENTARY	01	394.01
P18-02355	OFFICE DEPOT	ATIVA HDMI CABLE, 6'	JOHN F. KENNEDY HIGH SCHOOL	01	68.96
P18-02356	OFFICE DEPOT	LOGITECH K120 KEYBOARD, BLACK	JOHN F. KENNEDY HIGH SCHOOL	01	29.05
P18-02357	OFFICE DEPOT	VGA ADAPTERS	HOLLYWOOD PARK ELEMENTARY	01	91.90
P18-02358	OFFICE DEPOT	ATVIA VGA MONITOR EXTENSION	JOHN F. KENNEDY HIGH SCHOOL	01	137.09
P18-02359	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	SUTTER MIDDLE SCHOOL	01	16.23
P18-02360	AMAZON CAPITAL SERVICES	PHONE FOR CPH RM 21	SPECIAL EDUCATION DEPARTMENT	01	47.99
P18-02361	RISO PRODUCTS OF SACRAMENTO	RISO MACHINE SUPPLIES	MARK TWAIN ELEMENTARY SCHOOL	01	415.68
P18-02362	POWERHOUSE SCIENCE CENTER DISC OVERY CAMPUS	DISCOVERY CAMPUS ADMISSION / 4TH GRADE	H.W. HARKNESS ELEMENTARY	01	200.00
P18-02363	RISO PRODUCTS OF SACRAMENTO	Riso Soy Ink and Master Roll Supplies	HEALTH PROFESSIONS HIGH SCHOOL	01	422.18
P18-02364	AMAZON CAPITAL SERVICES	Martin Yale 400 Paper Jogger	HEALTH PROFESSIONS HIGH SCHOOL	01	420.93
P18-02365	AMAZON CAPITAL SERVICES	HEADPHONES (GALAN)	SP ED - TECHNOLOGIST	01	34.58
P18-02366	AMAZON CAPITAL SERVICES	RAIN COATS FOR SUPPER KITCHEN	NUTRITION SERVICES DEPARTMENT	13	60.30
P18-02367	US BANK - SCUSD CAL CARD	MEETING SCHEDULES SYSTEM/COUNSELING OFFICE-ACUITY	JOHN F. KENNEDY HIGH SCHOOL	01	374.00
P18-02368	AMAZON CAPITAL SERVICES	EXERCISE MAT (INSIXIENGMAY)	SPECIAL EDUCATION DEPARTMENT	01	525.40
P18-02369	AMAZON CAPITAL SERVICES	FOLDING LAP TABLES (RIOS)	SPECIAL EDUCATION DEPARTMENT	01	96.29
P18-02370	AMADOR STAGE LINES INC	JCBA TRANSPORTATION TO AT&T HQ	HIRAM W. JOHNSON HIGH SCHOOL	01	631.69
P18-02371	US BANK - SCUSD CAL CARD	SAFE PLATE OUTLET COVERS - MOMMY'S HELPER	CHILD DEVELOPMENT PROGRAMS	12	474.80
P18-02372	CITY OF SACRAMENTO SACRAMENTO CONVENTION CENTER	CLASS OF 2018 GRADUATION VENUE	C. K. McCLATCHY HIGH SCHOOL	01	5,500.00
P18-02373	BAO MOUA	2017-18 REIMBURSEMENT FOR PRINCIPAL I-3 MEAL	SUSAN B. ANTHONY ELEMENTARY	01	341.25
P18-02374	OFFICE DEPOT	PROFESSIONAL DEVELOPMENT SUPPLIES	YOUTH DEVELOPMENT	01	328.33
P18-02375	US BANK - SCUSD CAL CARD	AED TRAINER FOR HEALTH PRGM AT HPHS- S. LESIEUR	CAREER & TECHNICAL PREPARATION	01	97.66
P18-02376	GRAINGER	CUSTODIAL SUPPLY-BLOWER	MARK TWAIN ELEMENTARY SCHOOL	01	125.57

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02377	TASTY BRANDS LLC	6334 BRKFST RNDS, LNCH KITS 12/22/17	NUTRITION SERVICES DEPARTMENT	13	13,377.06
P18-02378	TASTY BRANDS LLC	6335 BRKFST RNDS, LNCH KITS, SANDWICHES 1/16/18	NUTRITION SERVICES DEPARTMENT	13	27,366.66
P18-02379	TASTY BRANDS LLC	6343 LUNCH KITS, SANDWICHES 1/30/2018	NUTRITION SERVICES DEPARTMENT	13	20,907.18
P18-02380	DEL MONTE FOODS INC	6317 PEACH CUPS 1/10/2018	NUTRITION SERVICES DEPARTMENT	13	8,549.10
P18-02381	PILGRIM'S PRIDE CORPORATION	6318 BREADED CHICKEN, BRKFST PATTIES 1/10/18	NUTRITION SERVICES DEPARTMENT	13	9,360.00
P18-02382	PILGRIM'S PRIDE CORPORATION	6319 BREADED CHICKEN 1/24/18	NUTRITION SERVICES DEPARTMENT	13	8,295.00
P18-02383	GOLD STAR FOODS INC	6621 CROISSANTS, SALSA 1/25/18	NUTRITION SERVICES DEPARTMENT	13	18,126.00
P18-02384	INTEGRATED FOOD SERVICE	6322 TACO MEAT 1/23/18	NUTRITION SERVICES DEPARTMENT	13	10,890.00
P18-02385	NIPPON SHOKKEN USA	6327 TERIYAKI SAUCE 1/10/2018	NUTRITION SERVICES DEPARTMENT	13	5,000.00
P18-02386	S A PIAZZA & ASSOC LLC	6330 PEPPERONI PIZZA 1/11/2018	NUTRITION SERVICES DEPARTMENT	13	6,593.76
P18-02387	S A PIAZZA & ASSOC LLC	6331 PEPPERONI PIZZA 1/25/2018	NUTRITION SERVICES DEPARTMENT	13	6,593.76
P18-02388	SNACK-KING CORP	6332 TORTILLA CHIPS 1/23/2018	NUTRITION SERVICES DEPARTMENT	13	6,740.25
P18-02389	TYSON FOODS	6336/6337 CRISPITOS/DRUMMIES/STRIP S 12/18/2017	NUTRITION SERVICES DEPARTMENT	13	15,443.00
P18-02390	FOOD 4 THOUGHT LLC	6354 FRESH WHOLE APPLES 12/11/17	NUTRITION SERVICES DEPARTMENT	13	3,419.40
P18-02391	SHANNON'S IMPERIAL BRAND	6341 DINNER ROLLS, BUNS 12/8/17	NUTRITION SERVICES DEPARTMENT	13	3,051.63
P18-02392	SHANNON'S IMPERIAL BRAND	6342 DINNER ROLLS, BUNS 12/22/17	NUTRITION SERVICES DEPARTMENT	13	3,051.63
P18-02394	THE HILSINGER CO DBA HILCO	OPTOMETRIC PROGRAM SUPPLIES	NEW SKILLS & BUSINESS ED. CTR	11	1,009.99
P18-02395	K-LOG EDUCATIONAL DIVISION	OFFICE CHAIRS FOR STAFF	WILL C. WOOD MIDDLE SCHOOL	01	281.44
P18-02396	GLENDALE PARADE STORE	OUTDOOR FLAG	HIRAM W. JOHNSON HIGH SCHOOL	01	138.02
P18-02397	MOORE MEDICAL CORP ACCT #17186 47	FIRST AID SUPPLIES	SEQUOIA ELEMENTARY SCHOOL	01	260.34
P18-02398	TRUE NATURAL FOODS INC	6340 BEAN & CHEESE BURRITOS 1/23/2018	NUTRITION SERVICES DEPARTMENT	13	10,860.48
P18-02399	US BANK - SCUSD CAL CARD	CLASSROOM SUPPLIES	SUSAN B. ANTHONY ELEMENTARY	01	100.59
P18-02400	US BANK - SCUSD CAL CARD	BAGGIES FOR ICE - FOR INJURED STUDENTS	A. M. WINN - K-8	01	44.33
P18-02401	US BANK - SCUSD CAL CARD	SUPPLIES FOR INFO COMPUTER TECH PRGM @ NTHS	CAREER & TECHNICAL PREPARATION	01	20.84

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PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02402	AMAZON CAPITAL SERVICES	Hictop Creativity CR-10 Pursa I3 DIY Kit	HEALTH PROFESSIONS HIGH SCHOOL	01	484.96
P18-02403	US BANK - SCUSD CAL CARD	12/8 BRIDGE TO SUCCESS	SPECIAL EDUCATION DEPARTMENT	01	1,760.75
P18-02404	PATON GROUP	LASER VLS6.60 BASE ENGINEERING PRGMS @SES	CAREER & TECHNICAL PREPARATION	01	36,755.69
P18-02405	BOOKS EN MORE	ELL SUPPORT NOVELS	HIRAM W. JOHNSON HIGH SCHOOL	01	181.14
P18-02406	MACMH	MH WELLNESS CLASSROOM BOOK	INTEGRATED COMMUNITY SERVICES	01	420.46
P18-02407	SKILLSUSA Region 4 California	STUDENT CONFERENCE REGISTRATION	HIRAM W. JOHNSON HIGH SCHOOL	01	285.00
P18-02408	BOOKS EN MORE	BOOK ORDER FOR ACADEMIC OFFICE	ACADEMIC OFFICE	01	4,253.96
P18-02409	FOLLETT SCHOOL SOLUTIONS	Library Books Susan B. Anthony	LIBRARY/TEXTBOOK SERVICES	01	4,909.62
P18-02410	BARTLETT AUDIO LLC	BARLETT AUDIO-SCHOOL WIDE STAGE FLOOR MIC	CALIFORNIA MIDDLE SCHOOL	01	295.90
P18-02411	AMAZON CAPITAL SERVICES	THROAT SCOPE (WIEST)	SPECIAL EDUCATION DEPARTMENT	01	42.25
P18-02412	US BANK - SCUSD CAL CARD	VISUAL WARNING SIGNAL FOR SAFETY	SUSAN B. ANTHONY ELEMENTARY	01	129.86
P18-02413	INTERSTATE PLASTICS	CONCRETE FOR INSTALLATION OF GENDER SIGNAGE	FACILITIES MAINTENANCE	01	398.90
P18-02414	NATIONAL TIME AND SIGNAL CORP	ADAPTER FOR ROTARY CLOCKS AT VARIOUS SCHOOLS	FACILITIES MAINTENANCE	01	539.83
P18-02415	AMAZON CAPITAL SERVICES	SUPPLIES FOR WINTER RALLY (ASB) O'FLAHERTY	JOHN F. KENNEDY HIGH SCHOOL	01	179.66
P18-02416	CAROLINE ZISER	THIS IS CONFIRMING REQ DUE TO THE AMOUNT OVER 400	BOWLING GREEN ELEMENTARY	09	761.50
P18-02417	ITS ELEMENTARY	STUDENT INCENTIVES	CAROLINE WENZEL ELEMENTARY	01	134.70
P18-02418	CALIFORNIANS FOR QUALITY EARLY LEARNING	CQEL - ANNUAL MEMBERSHIP	CHILD DEVELOPMENT PROGRAMS	12	209.00
P18-02420	ALL WEST COACHLINES INC	WAWF - BUS CONF. COMPLETED ORDER	LUTHER BURBANK HIGH SCHOOL	01	955.90
P18-02421	OFFICE DEPOT	WATER FILTER REPLACEMENTS - CHRISTY ANDLOVEC	CHILD DEVELOPMENT PROGRAMS	12	178.56
P18-02422	OFFICE DEPOT	OFFICE SUPPLY FOR AM WINN SSC	INTEGRATED COMMUNITY SERVICES	01	160.94
P18-02423	NORTHSTAR AV	ELPL 60 LAMPS FOR PROJECTORS (FRY)	JOHN F. KENNEDY HIGH SCHOOL	01	282.53
P18-02424	OFFICE DEPOT	COLORLED PAPER FOR STUDENT GOV FORMS (ASB) KEN	JOHN F. KENNEDY HIGH SCHOOL	01	151.17

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P18-02425	US BANK - SCUSD CAL CARD	HUMANITY CARDS FOR CURR. TRNG.	SCHOOL CLIMATE	01	471.83
P18-02426	SCHOOL SPECIALTY EDUCATION DAN A MCADAMS TERRITORY MGR	CLASSROOM RUG FOR RM 22A	ELDER CREEK ELEMENTARY SCHOOL	01	167.61
P18-02427	ALL WEST COACHLINES INC	Bus College Tour Sonoma State U.	HEALTH PROFESSIONS HIGH SCHOOL	01	1,111.69
P18-02428	ALL WEST COACHLINES INC	Jr. Jag Day All West bus	HEALTH PROFESSIONS HIGH SCHOOL	01	1,500.40
P18-02429	GBC GENERAL BINDING CORP ACCO BRANDS USA LLC	2017-18 LAMINATOR MAINTENANCE AGREEMENT	SUSAN B. ANTHONY ELEMENTARY	01	440.39
P18-02430	TAYCO SCREENPRINT INC	DECALS FOR ALL SITES (MANDATORY)	FACILITIES MAINTENANCE	01	541.25
P18-02431	FLINN SCIENTIFIC INC	SCIENCE CLASS SUPPLIES	ROSEMONT HIGH SCHOOL	01	121.33
P18-02432	AZTEC SOFTWARE	HSE PROGRAM	NEW SKILLS & BUSINESS ED. CTR	11	9,995.00
P18-02433	SCREENING FOR MENTAL HEALTH SC HOOLS	MH WELLNESS CURR.	INTEGRATED COMMUNITY SERVICES	01	1,170.68
P18-02434	DICK BLICK CUSTOMER #12751501	CANVAS FOR ART CLASS	HIRAM W. JOHNSON HIGH SCHOOL	01	116.41
P18-02435	COMTECH COMMUNICATIONS INC	MOTOROLA RADIOS FOR SAFETY	PONY EXPRESS ELEMENTARY SCHOOL	01	1,532.97
P18-02436	INGENIUM GROUP	INGENIUM	GEO WASHINGTON CARVER	09	610.94
P18-02437	U S BANK/SCUSD	CAL- CARD REIMB	INTEGRATED COMMUNITY SERVICES	01	999.18
P18-02438	MEL OR MICHELLE WARREN	16-17 RECEIPTS	SPECIAL EDUCATION DEPARTMENT	01	610.00
P18-02439	TERESA BLANCHARD	THIS IS A CONFIRM. REQ.	BOWLING GREEN ELEMENTARY	09	415.34
P18-02440	ROSA GONZALEZ	REIMBURSEMENT ROSA GONZALEZ - PROM 2017	AMERICAN LEGION HIGH SCHOOL	01	595.03
P18-02441	INGENIUM GROUP	HAZARDOUS MATERIAL PICK UP	WEST CAMPUS	01	413.23
P18-02442	COUNTY OF SACRAMENTO ENVIRONME NTAL MANAGEMENT	ADMIN/CNTY OF SAC ENVIRON MGMT DEPT-HAZERDOUS MAT	NEW SKILLS & BUSINESS ED. CTR	11	709.00
P18-02443	CIF SAC-JOQUIN SECTION	SAN JOAQUIN CIF DUES	C. K. McCLATCHY HIGH SCHOOL	01	37.00
P18-02444	KOMBAT SOCCER INC	SHORTS WITH LOGO - CJA PROGRAM	JOHN F. KENNEDY HIGH SCHOOL	01	48.71
P18-02445	U S BANK/SCUSD	CAL-CARD REIMB.	INTEGRATED COMMUNITY SERVICES	01	29.00
P18-02446	DOWNEY BRAND LLP	SERVICES RENDERED THROUGH OCTOBER 31, 2017	ADMIN-LEGAL COUNSEL	01	174.00
P18-02447	KATY BUTZ	REIMBURSEMENT 11 GRADE IU	ENGINEERING AND SCIENCES HS	01	38.03
P18-02449	CITY OF SACRAMENTO REVENUE DIV ISION	ALARM CHARGES	CAROLINE WENZEL ELEMENTARY	01	120.00

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P18-02450	BAO MOUA	2017-18 REIMBURSEMENT FOR PRINCIPAL PARENT MEETING	SUSAN B. ANTHONY ELEMENTARY	01	171.42
P18-02451	DREAMBOX LEARNING INC	DREAMBOX LEARNING	LEATAATA FLOYD ELEMENTARY	01	7,300.00
P18-02452	CDW-G C/O PAT HEIN	V DRIVE FOR CLASSROOM LAPTON	ABRAHAM LINCOLN ELEMENTARY	01	320.27
P18-02453	TYSON FOODS	6338/6339 CRISPITOS/STRIPS 1/8/2018	NUTRITION SERVICES DEPARTMENT	13	13,178.00
P18-02454	JENNIE-O TURKEY STORE	6325 TURKEY & GRAVY 12/19/17	NUTRITION SERVICES DEPARTMENT	13	10,080.00
P18-02455	JENNIE-O TURKEY STORE	6326 TURKEY & GRAVY 1/30/18	NUTRITION SERVICES DEPARTMENT	13	10,080.00
P18-02456	CURTIS MILLER dba MILLER'S CIT RUS GROVE	6352 FRESH MANDARINS 12/8/17	NUTRITION SERVICES DEPARTMENT	13	5,500.00
P18-02457	Sun-Maid Growers OF Cal.& Sub.	6238 RAISINS 1/29/18	NUTRITION SERVICES DEPARTMENT	13	61,108.80
P18-02458	FARMINGTON FRESH	6353 FRESH SLICED APPLES 12/8/2017	NUTRITION SERVICES DEPARTMENT	13	8,098.50
P18-02459	MICHAEL FOODS INC	6355 EGG PATTY 12/15/2017	NUTRITION SERVICES DEPARTMENT	13	9,642.00
P18-02460	NWN CORPORATION	CHROMEBOOKS/CARTS/SERVICE QUOTE#:QT122117	PARKWAY ELEMENTARY SCHOOL	01	31,057.11
P18-02461	NWN CORPORATION	CHROMEBOOKS/CARTS/SERVICE QUOTE#:QT122116	PARKWAY ELEMENTARY SCHOOL	01	9,764.46
P18-02462	NWN CORPORATION	CHROMEBOOKS/CARTS/SERVICE QUOTE#:QT122118	PARKWAY ELEMENTARY SCHOOL	01	26,234.26
P18-02463	OFFICE DEPOT	EARBUDS/5TH GRADE/VREELAND	H.W. HARKNESS ELEMENTARY	01	107.56
P18-02464	US BANK - SCUSD CAL CARD	BEST BUY	LEATAATA FLOYD ELEMENTARY	01	378.88
P18-02465	US BANK - SCUSD CAL CARD	BEST BUY	LEATAATA FLOYD ELEMENTARY	01	151.55
P18-02466	DEMCO INC	LIBRARY SUPPLIES	C. K. McCLATCHY HIGH SCHOOL	01	161.52
P18-02467	KAPCO LIBRARY PRODUCTS	LIBRARY SUPPLIES	C. K. McCLATCHY HIGH SCHOOL	01	109.61
P18-02468	JONES SCHOOL SUPPLY CO INC	JONES AWARDS FOR THE YEAR.	ISADOR COHEN ELEMENTARY SCHOOL	01	332.62
P18-02469	BMH EQUIPMENT INC	HAND TRUCKS FOR WHSE DRIVERS	NUTRITION SERVICES DEPARTMENT	01	779.40
P18-02470	JAMES MARSHALL PETTY CASH	TEACHER SUPPORT SERVICES - (TPSL) STAFF DEVELOP	JAMES W MARSHALL ELEMENTARY	01	100.00
P18-02471	NWN CORPORATION	CHROMEBOOK PURCHASE #3	AMERICAN LEGION HIGH SCHOOL	01	10,769.75
P18-02472	RENAISSANCE LEARNING, INC	ACCELERATED READER	SUSAN B. ANTHONY ELEMENTARY	01	4,171.00

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02473	POWERHOUSE SCIENCE CENTER DISC OVERY CAMPUS	HUGHES-POWERHOUSE FIELD TRIP-INVOICE #: 10066440	PARKWAY ELEMENTARY SCHOOL	01	250.00
P18-02474	POWERHOUSE SCIENCE CENTER DISC OVERY CAMPUS	LIM -POWERHOUSE FIELD TRIP-INVOICE #: 10066437	PARKWAY ELEMENTARY SCHOOL	01	250.00
P18-02475	POWERHOUSE SCIENCE CENTER DISC OVERY CAMPUS	ARMANINO -POWERHOUSE INVOICE #: 10066432	PARKWAY ELEMENTARY SCHOOL	01	250.00
P18-02476	SCHOOL SPECIALTY EDUCATION DAN A MCADAMS TERRITORY MGR	HEADPHONES	HUBERT H BANCROFT ELEMENTARY	01	236.08
P18-02477	SCHOLASTIC, INC. ORDER DESK	GRADE 5 NOVELS	HUBERT H BANCROFT ELEMENTARY	01	175.81
P18-02478	SCHOLASTIC INC SCHOLASTIC MAGA ZINES	INCREASED ORDER FROM 2016-2017 SUBSCRIPTION	HUBERT H BANCROFT ELEMENTARY	01	449.20
P18-02479	SCHOLASTIC INC SCHOLASTIC MAGA ZINES	5TH GRADE CLASSROOM NOVEL CHASING VERMEER	WILLIAM LAND ELEMENTARY	01	58.36
P18-02480	KUTA SOFTWARE LLC	KUTA MATH SOFTWARE 2017 18	AMERICAN LEGION HIGH SCHOOL	01	581.00
P18-02481	OFFICE DEPOT	PRINTER FOR PRINCIPAL	ELDER CREEK ELEMENTARY SCHOOL	01	411.34
P18-02482	NWN CORPORATION	CRP EQUIPMENT - HARKNESS - CYCLE 1	INFORMATION SERVICES	01	8,001.85
P18-02483	B & H PHOTO	SEVA STUDIO LAB FOR PACIFIC ELEMENTARY	PACIFIC ELEMENTARY SCHOOL	01	1,155.63
P18-02484	CDW-G C/O PAT HEIN	CDW-G	LEATAATA FLOYD ELEMENTARY	01	43,095.49
P18-02485	CDW-G C/O PAT HEIN	Adobe Acrobat Pro	MULTILINGUAL EDUCATION DEPT.	01	86.96
P18-02486	APPLE INC	MULTIPOINT ADAPTER-USB-C-VGA	JOHN F. KENNEDY HIGH SCHOOL	01	74.69
P18-02487	APPLE INC	MULTIPOINT ADAPTER - USB-C DIGITAL AV	JOHN F. KENNEDY HIGH SCHOOL	01	74.69
P18-02488	APPLE INC	I PAD PENCIL FOR MATH DEPARTMENT	JOHN F. KENNEDY HIGH SCHOOL	01	107.17
P18-02489	AMAZON CAPITAL SERVICES	HONEY-CAN-DO SHELF (STUDENT STORE)	JOHN F. KENNEDY HIGH SCHOOL	01	127.95
P18-02490	THE BACH CO EL DORADO TRADING GROUP INC	CALCULATOR LICENSE PKTS (FRY-PLOTTS)	JOHN F. KENNEDY HIGH SCHOOL	01	155.01
P18-02491	POCKET NURSE	HEALTH PRGM- BED, STOOL, LINEN CART/ SER. SETUP	CAREER & TECHNICAL PREPARATION	01	9,035.19
P18-02492	BOOKS EN MORE	CORE HISTORY MATERIAL	HIRAM W. JOHNSON HIGH SCHOOL	01	70.43
P18-02493	ALL WEST COACHLINES INC	LPPA FIELD TRIP	C. K. McCLATCHY HIGH SCHOOL	01	1,115.85
P18-02494	AMAZON CAPITAL SERVICES	WELLNESS CURR ITEMS	INTEGRATED COMMUNITY SERVICES	01	1,154.13
P18-02495	ALL WEST COACHLINES INC	SF TRIP BUS - ONEILL	SUTTER MIDDLE SCHOOL	01	1,515.15

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02496	ALL WEST COACHLINES INC	BUS TRANSPORTATION TO SAN FRANCISCO 11-14-17 CJA	JOHN F. KENNEDY HIGH SCHOOL	01	1,113.40
P18-02497	ALL WEST COACHLINES INC	LPPA FIELD TRIP TO SACTO COUNTY CRIME LAB	C. K. McCLATCHY HIGH SCHOOL	01	853.05
P18-02498	ALL WEST COACHLINES INC	CHICO TRANSPORTATION	WEST CAMPUS	01	1,186.95
P18-02499	AMAZON CAPITAL SERVICES	STYLUS HOLDER FOR SURFACE PRO	BUSINESS SERVICES	01	16.24
P18-02500	HOFFECKERBURGESS CONSULTING	LINKED LEARNING RETREAT AUG. 23-24	GEO WASHINGTON CARVER	09	2,500.00
P18-02501	GAMETIME	ETHEL PHILLIPS PLAYSTRUCTURE MATERIALS	FACILITIES MAINTENANCE	01	3,701.18
P18-02502	ROSS RECREATIONAL EQUIPMENT	ML KING PLAY STRUCTURE SLIDE REPLACEMENT	FACILITIES MAINTENANCE	01	1,005.02
P18-02503	SAC CITY MIDDLE SCHOOL ATHLETIC LEAGUE	2017-2018 BASKETBALL LEAGUE FEES	WILL C. WOOD MIDDLE SCHOOL	01	1,100.00
P18-02504	SACRAMENTO THEATRE CO c/o EDUCATION PROGRAM	STC - CHRISTMAS CAROL - OHARA	SUTTER MIDDLE SCHOOL	01	1,900.00
P18-02505	SACRAMENTO THEATRE CO c/o EDUCATION PROGRAM	STC- CHRISTMAS CAROL - ZARATE/GOMEZ/KELLER	SUTTER MIDDLE SCHOOL	01	3,140.00
P18-02506	SCHOLARS TUTORING CENTER	SCHOLARS	GEO WASHINGTON CARVER	09	3,650.00
P18-02507	KIM HAAS	2017-18 REIMBURSEMENT FOR ART CLASS	SUSAN B. ANTHONY ELEMENTARY	01	245.84
P18-02508	MINDFUL SCHOOLS	MINDFUL SCHOOL COURSE TRANG	INTEGRATED COMMUNITY SERVICES	01	250.00
P18-02509	National Academy Foundation	MEMBERSHIP - NAF 2018 - HPHS	ACADEMIC ACHIEVEMENT	01	2,000.00
P18-02510	AMAZON CREDIT PLAN DEPT 30 - 2 2000248272	CAMERAS FOR PHOTOGRAPHY CLASS	SUTTER MIDDLE SCHOOL	01	296.50
P18-02511	REFRIGERATION SUPPLIES DIST IN	JOHN STILL THERMOSTAT REPLACEMENT	FACILITIES MAINTENANCE	01	1,605.52
P18-02512	YMCA OF SUPERIOR CALIFORNIA	SWIM LESSONS FOR A.P.E. 17-18	SPECIAL EDUCATION DEPARTMENT	01	3,850.00
P18-02513	DEPARTMENT OF GENERAL SERVICES	419 CSR GDIDION-DSA FINAL FEES	FACILITIES SUPPORT SERVICES	21	1,851.53
P18-02514	DAVID STAFFORD	ROBOTICS SUPPLIES	ROSEMONT HIGH SCHOOL	01	2,114.11
P18-02515	SECURE SCREENING SOLUTIONS,INC CAPITAL LIVE SCAN	FINGERPRITN SVC FOR WORKSTOPPAGE 10/31-11/6/17	HUMAN RESOURCE SERVICES	01	4,797.00
P18-02516	SAC CITY MIDDLE SCHOOL ATHLETIC LEAGUE	MS Basketball League Fees for 2016-17	MARTIN L. KING JR ELEMENTARY	01	1,100.00
P18-02518	COTTON SHOPPE	SHIRTS FOR BAND - WASSUM	SUTTER MIDDLE SCHOOL	01	490.31
P18-02519	GOPHER SPORT	PE EQUIPMENT	H.W. HARKNESS ELEMENTARY	01	475.69
P18-02520	DEMCO INC	INSTRUCTIONAL MATERIALS	SAM BRANNAN MIDDLE SCHOOL	01	192.91

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Number	Vendor Name	Description	Location	Fund	Account Amount
P18-02521	NASCO	SCIENCE LAB MATERIALS	LUTHER BURBANK HIGH SCHOOL	01	2,894.10
P18-02522	JONES SCHOOL SUPPLY CO INC	STUDENT AWARDS	JOHN CABRILLO ELEMENTARY	01	329.62
P18-02523	SCHOOL OUTFITTERS DBA FAT CATA LOG	NEW CLASSROOM (1ST/2ND) SUPPLIES	GOLDEN EMPIRE ELEMENTARY	01	1,873.98
P18-03011	SAENZ LANDSCAPE CONSTRUCTION	0168-424 JOHN SLOAT OUTDR LEARNING CTR-CONST SERV	FACILITIES SUPPORT SERVICES	21	159,408.70
P18-03012	SIERRA VALLEY CONSTRUCTION INC	0410-424 ALBERT EINSTEIN ECOLAND-CONST SERV	FACILITIES SUPPORT SERVICES	21	76,996.70
TB18-00017	FOLLETT SCHOOL SOLUTIONS	IB Kit Carson	CURRICULUM & PROF DEVELOP	01	1,234.05
TB18-00018	KENDALL HUNT PUBLISHERS	Kendall Hunt Books	ACADEMIC OFFICE	01	191,692.49
Total Number of POs			496	Total	2,867,648.36

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	354	1,320,298.89
09	Charter School	24	51,499.32
11	Adult Education	13	28,624.26
12	Child Development	22	14,455.41
13	Cafeteria	64	587,469.55
21	Building Fund	17	833,210.93
49	Capital Proj for Blended Compo	2	32,090.00
		Total	2,867,648.36

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B18-00047	75,000.00	01-5800	General Fund/Other Contractual Expenses	19,500.00
B18-00057	23,925.00	01-4334	General Fund/Gasoline	10,000.00
B18-00071	2,000.00	01-4320	General Fund/Non-Instructional Materials/Su	1,000.00
B18-00072	110.00	01-4320	General Fund/Non-Instructional Materials/Su	6,890.00-
B18-00080	3,000.00	01-4320	General Fund/Non-Instructional Materials/Su	2,000.00
B18-00127	5,000.00	01-4320	General Fund/Non-Instructional Materials/Su	2,083.00-
B18-00149	4,500.00	01-4320	General Fund/Non-Instructional Materials/Su	681.21
B18-00161	50,000.00	01-5800	General Fund/Other Contractual Expenses	30,000.00
B18-00299	4,500.00	01-4320	General Fund/Non-Instructional Materials/Su	2,000.00
B18-00357	18,000.00	01-5100	General Fund/Subagreements for Services abo	8,917.00
B18-00397	3,500.00	01-5610	General Fund/Equipment Rental	1,000.00
B18-00482	16,000.00	01-5832	General Fund/Transportation-Field Trips	8,000.00
B18-00497	900.00	01-4310	General Fund/Instructional Materials/Suppli	300.00
B18-00498	500.00	01-4310	General Fund/Instructional Materials/Suppli	300.00-
B18-00527	2,500.00	01-4320	General Fund/Non-Instructional Materials/Su	500.00-
B18-00611	12,926.02	01-5832	General Fund/Transportation-Field Trips	2,926.02
CHB18-00164	15,000.00	01-4310	General Fund/Instructional Materials/Suppli	5,000.00
CHB18-00166	4,000.00	01-4320	General Fund/Non-Instructional Materials/Su	2,000.00
CHB18-00182	4,500.00	01-4320	General Fund/Non-Instructional Materials/Su	500.00
CHB18-00197	7,420.00	01-4310	General Fund/Instructional Materials/Suppli	1,520.00
CHB18-00214	11,200.00	01-5800	General Fund/Other Contractual Expenses	5,000.00
CHB18-00230	3,500.00	01-4310	General Fund/Instructional Materials/Suppli	1,000.00
CHB18-00241	4,000.00	01-4310	General Fund/Instructional Materials/Suppli	2,000.00
CHB18-00252	4,665.00	01-4310	General Fund/Instructional Materials/Suppli	1,500.00
CHB18-00260	12,000.00	01-4310	General Fund/Instructional Materials/Suppli	5,000.00
CHB18-00271	3,000.00	01-4310	General Fund/Instructional Materials/Suppli	1,000.00
CHB18-00314	8,850.00	01-5810	General Fund/Tickets/Fees/Regis. for Parents	2,726.00-
CS17-00399	137,617.66	14-5800	Deferred Maintenance/Other Contractual Expenses	38,000.00
CS18-00017	6,837.50	21-6280	Building Fund/Construction Testing	5,587.50
CS18-00023	5,756.25	21-6280	Building Fund/Construction Testing	2,193.75
CS18-00050	11,135.00	01-5800	General Fund/Other Contractual Expenses	191.25
CS18-00088	16,700.00	01-6250	General Fund/Other Costs (Planning)	4,200.00
CS18-00113	12,100.00	25-6170	Developer Fees/Land Improvement	600.00
CS18-00123	1,511,632.73	01-5100	General Fund/Subagreements for Services abo	86,514.42-
CS18-00132	4,676,830.99	01-5100	General Fund/Subagreements for Services abo	3,532.75
CS18-00167	40,000.00	01-5100	General Fund/Subagreements for Services abo	15,000.00
		01-5800	General Fund/Other Contractual Expenses	5,000.00
			Total PO CS18-00167	20,000.00
CS18-00195	29,500.00	01-6210	General Fund/Architect/Engineering Fees	7,400.00-

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Includes Purchase Orders dated 11/15/2017 - 12/14/2017 ***

PO Changes (continued)

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
N18-00033	400,000.00	01-5100	General Fund/Subagreements for Services abo	200,000.00
N18-00048	200,000.00	01-5100	General Fund/Subagreements for Services abo	111,000.00
P18-00723	616.21	21-6170	Building Fund/Land Improvement	79.31
P18-01026	51.30	01-4320	General Fund/Non-Instructional Materials/Su	6.63
P18-01496	24,238.93	01-4320	General Fund/Non-Instructional Materials/Su	5,081.16-
P18-01788	5,249.04	01-4320	General Fund/Non-Instructional Materials/Su	173.75
P18-01902	47.16	01-4310	General Fund/Instructional Materials/Suppli	.00
			Total PO Changes	384,914.59

Information is further limited to: (Minimum Amount = (999,999.99))

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Date: February 15, 2017

To: Jorge Aguilar, Superintendent

From: Gerardo Castillo, Chief Business Officer

Subject: REPORT ON CONTRACTS WITHIN THE EXPENDITURE LIMITATIONS
SPECIFIED IN PCC 20111

The following contracts were issued November 1, 2017 through December 31, 2017

SERVICE AGREEMENTS

REGISTER NO.	VENDOR	DESCRIPTION	AMOUNT
SA18-00091	Sacramento County Office of Education	7/1/17 - 6/30/18: Staff development workshops including lesson study planning and teaching.	\$21,400 Title I Funds
SA18-00172	California State University, Sacramento	9/1/17 - 5/31/18: Provide academic tutoring for students through the 65th Street Corridor Project at Hiram Johnson High School.	\$32,000 Title I Funds
SA18-00196	United College Action Network	7/1/17 - 6/30/18: Continue an education support & outreach program for students desiring to enroll in four-year African American colleges and universities.	\$75,000 Title I Funds
SA18-00247	Warren Consulting Engineers	11/3/17 - Completion of Services: Provide civil and surveying services as needed for the asphalt paving project at A.M. Winn Elementary School.	\$35,100 Measure Q Funds
SA18-00251	Total Education Solutions	10/1/17 - 6/30/18: Provide tutoring services for foster youth students throughout the District.	\$45,000 Title I Funds
SA18-00258	Sacramento Youth Symphony	7/1/17 - 6/30/18: Provide "Overture Strings Project," a strings music instruction program at Father Keith B. Kenny and Pacific Elementary Schools.	\$44,474 General Funds

SA18-00259	eSchool Solutions	9/1/17 - 8/31/18: eSchool Solutions annual software license for professional development courses.	\$26,306 General Funds
SA18-00263	Generation Ready	7/1/17 - 6/30/18: Provide support and assist principals with instructional leadership in mathematics. Support will include observation of instruction, considering site-based professional learning plans and suggesting strategies for improving student outcomes.	\$50,000 Bechtel Funds
SA18-00268	Hibser Yamauchi Architects	11/3/17 - Completion of Services: Provide architectural services as needed for the restroom upgrade project at Woodbine Elementary School.	\$71,665 Measure Q Funds
SA18-00269	Hibser Yamauchi Architects	11/3/17 - Completion of Services: Provide architectural services as needed for the restroom upgrade project at Ethel Phillips Elementary School.	\$57,000 Measure Q Funds
SA18-00298	Wallace Kuhl & Associates	12/4/17 - Completion of Services: Provide testing and inspection services as needed for the field improvement project at West Campus High School.	\$25,000 Measure Q Funds
SA18-00302	Sacramento Theatre Company	7/1/17 - 6/30/18: Engage students in after school theater arts program activities that will assist them in building leadership skills, language development and auditory practice at William Land, Albert Einstein, California and Sol Aureus schools.	\$41,240 General Funds
SA18-00312	Reading Partners	9/1/17 - 6/14/18: Provide one-on-one tutoring services at H.W. Harkness Elementary School.	\$25,000 Title I & LCFF Funds
SA18-00325	Yogesh Prabhu	12/1/17 - Completion of Services: Provide development, modification and operational help as needed for the open enrollment process software for Open Enrollment 2018/2019.	\$30,000 General Funds



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.2

Meeting Date: February 2018

Subject: Head Start / Early Head Start / Early Head Start Expansion Reports

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office / Child Development

Recommendation: None

Background/Rationale: The Office of Head Start, under the auspices of the U.S. Department of Health and Human Services/Administration for Children and Families, mandates that all Head Start/Early Head Start governing entities receive specified reports related to the operational and fiduciary status of the program. These reports must include information and/or a status update in the followings areas: budget, credit card usage, USDA meals/snacks, enrollment, and program updates or summaries, if applicable. Attached, are essential monthly reports for Board members' review.

Financial Considerations: None

LCAP Goal(s): College and Career Ready; Family and Community Empowerment

Documents Attached:

1. Head Start/Early Head Start Monthly Report Summary
2. Child Development December 2017 Fiscal Report – Head Start Basic
3. Child Development December 2017 Fiscal Report – Head Start T/TA
4. Child Development December 2017 Fiscal Report – Early Head Start Basic
5. Child Development December 2017 Fiscal Report – Early Head Start T/TA
6. Child Development December 2017 Fiscal Report – EHS CCP Basic
7. Child Development December 2017 Fiscal Report – EHS CCP T/TA
8. EHS MCQI report

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer
Jacquie Bonini, Director, Child Development,

Approved by: Jorge A. Aguilar, Superintendent

**Attachment 1
Head Start / Early Head Start
Monthly Report Summary
February 2017**

Budget Reports

HS, EHS, CCP December 2017

Credit Card Statements

None at this time

Enrollment Report for December 2017

Head Start Enrollment	
Funded Enrollment	1139
Actual Enrollment	1110
Percentage of Actual Attendance	86%

Early Head Start Enrollment	
Funded Enrollment	152
Actual Enrollment	152
Percentage of Actual Attendance	80%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	40
Percentage of Actual Attendance	70%

Enrollment Report for January 2018

Head Start Enrollment	
Funded Enrollment	1139
Actual Enrollment	1118
Percentage of Actual Attendance	83%

Early Head Start Enrollment	
Funded Enrollment	152
Actual Enrollment	149
Percentage of Actual Attendance	75%

Early Head Start Expansion Enrollment	
Funded Enrollment	40
Actual Enrollment	40
Percentage of Actual Attendance	71%

Disabilities Report for December 2017

Head Start	90
Early Head Start	19
EHS Expansion	4

Disabilities Report for January 2018

Head Start	90
Early Head Start	16
EHS Expansion	4

Attachment 2

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5210

Month: December 1 - December 31, 2017

Agreement No.: 18C5551S0

Delegate: SCUSD - Child Development Department

Program: PA 22 HS BASIC R5210

Remit to address General Accounting Department - 802A

PA 20 BASIC T/TA

5735 47th Avenue


PA 25 EHS

SACRAMENTO, CA 95824

PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I. Personnel	24,920.42	127,116.98	348,346.00	221,229.02
Fringe Benefits	3,169.37	16,033.32	225,560.00	209,526.68
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	63.11	185.86	4,687.00	4,501.14
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	65.01	369.66	1,200.00	830.34
N Indirect Costs 4.21%	34,534.17	146,852.05	349,721.00	202,868.95
I. TOTAL ADMINISTRATION	\$62,752.08	\$290,557.87	\$929,514.00	\$638,956.13
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$62,752.08	\$290,557.87	\$929,514.00	\$638,956.13
II. Personnel	434,414.05	1,841,578.49	3,941,313.00	2,099,734.51
Fringe Benefits	347,060.26	1,464,169.79	3,337,141.00	1,872,971.21
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	1,631.03	7,519.18	261,327.00	253,807.82
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	8,965.74	31,198.81	187,331.00	156,132.19
M				
II. TOTAL PROGRAM	\$792,071.08	\$3,344,466.27	\$7,727,112.00	4,382,645.73
NON-FEDERAL PROGRAM Basic & T/TA				
November	\$383,763.84	\$1,230,588.80	\$2,169,156.00	938,567.20
TOTAL SETA COSTS (I + II)	\$854,823.16	\$3,635,024.14	\$8,656,626.00	5,021,601.86

Gerardo Castillo 	1/17/2018	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

Attachment 3

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5212

Month: December 1 - December 31, 2017 Agreement No.: 18C5551S0

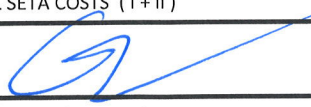
Delegate: SCUSD - Child Development Department Program: PA 22 HS BASIC

Remit to address General Accounting Department - 802A PA 20 BASIC T/TA R5212

5735 47th Avenue PA 25 EHS

SACRAMENTO, CA 95824 PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I. Personnel				0.00
Fringe Benefits				0.00
Travel				0.00
Equipment				0.00
A Supplies				0.00
D Contractual				0.00
M Construction				0.00
J Other				0.00
N Indirect 4.21%	0.00	156.61	808.00	651.39
I. TOTAL ADMINISTRATION	\$0.00	\$156.61	\$808.00	\$651.39
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$0.00	\$156.61	\$808.00	\$651.39
II. Personnel	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	0.00	0.00	0.00	0.00
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	0.00	3,720.00	19,192.00	15,472.00
M				0.00
II. TOTAL PROGRAM	\$0.00	\$3,720.00	\$19,192.00	15,472.00
NON-FEDERAL PROGRAM Reported on Basic	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I + II)	\$0.00	\$3,876.61	\$20,000.00	16,123.39
Gerardo Castillo 	1/17/2018	Shelagh Ferguson	916.643.7878	
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone	

Attachment 4

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5213

Month: December 1 - December 31, 2017

Agreement No.: 18C5551S0

Delegate: SCUSD - Child Development Department

Program: PA 22 HS BASIC

Remit to address General Accounting Department - 802A

PA 20 BASIC T/TA

5735 47th Avenue


PA 25 EHS R5213

SACRAMENTO, CA 95824

PA 26 EHS T/TA

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel	1,592.76	7,963.73	31,474.00	23,510.27
Fringe Benefits	1,654.90	7,723.09	39,518.00	31,794.91
Travel	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
A Supplies	0.00	0.00	200.00	200.00
D Contractual	0.00	0.00	0.00	0.00
M Construction	0.00	0.00	0.00	0.00
I Other	0.00	0.00	105.00	105.00
N Indirect Costs 4.21%	6,131.07	28,653.86	72,006.00	43,352.14
I. TOTAL ADMINISTRATION	\$9,378.73	\$44,340.68	\$143,303.00	\$98,962.32
Non-Federal Administration				
Total Fed. And Non-Fed. Administration	\$9,378.73	\$44,340.68	\$143,303.00	\$98,962.32
II. Personnel	80,921.36	385,845.66	867,089.00	481,243.34
Fringe Benefits	59,563.72	271,026.24	727,119.00	456,092.76
P Travel	0.00	0.00	0.00	0.00
R Equipment	0.00	0.00	0.00	0.00
O Supplies	22.60	2,059.25	18,932.00	16,872.75
G Contractual	0.00	0.00	0.00	0.00
R Construction	0.00	0.00	0.00	0.00
A Other	1,875.71	5,996.14	25,913.00	19,916.86
M				
II. TOTAL PROGRAM	\$142,383.39	\$664,927.29	\$1,639,053.00	974,125.71
NON-FEDERAL PROGRAM Basic & T/TA				
November	\$43,912.02	\$146,088.05	\$452,480.00	306,391.95
TOTAL SETA COSTS (I + II)	\$151,762.12	\$709,267.97	\$1,782,356.00	1,073,088.03

Gerardo Castillo		1/17/2018	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature		Date	Prepared By	Phone

Attachment 5

SETA MONTHLY FISCAL REPORT

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

R5216

Month: December 1 - December 31, 2017

Agreement No.: 18C5551S0

Delegate: SCUSD - Child Development Department

Program: PA 22 HS BASIC

Remit to address General Accounting Department - 802A

PA 20 BASIC T/TA

5735 47th Avenue


PA 25 EHS

SACRAMENTO, CA 95824

PA 26 EHS T/TA R5216

OTHER

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance	
	Current Period & Adjustments	Cumulative To Date			
I. A D M I N	Personnel			0.00	
	Fringe Benefits			0.00	
	Travel			0.00	
	Equipment			0.00	
	Supplies			0.00	
	Contractual			0.00	
	Construction			0.00	
	Other			0.00	
	Indirect 4.21%	0.00	246.79	1,114.00	867.21
	I. TOTAL ADMINISTRATION	\$0.00	\$246.79	\$1,114.00	\$867.21
Non-Federal Administration					
Total Fed. And Non-Fed. Administration	\$0.00	\$246.79	\$1,114.00	\$867.21	
II. P R O G R A M	Personnel	0.00	0.00	0.00	0.00
	Fringe Benefits	0.00	0.00	0.00	0.00
	Travel	0.00	0.00	0.00	0.00
	Equipment	0.00	0.00	0.00	0.00
	Supplies	0.00	0.00	650.00	650.00
	Contractual	0.00	0.00	0.00	0.00
	Construction	0.00	0.00	0.00	0.00
	Other	0.00	5,861.93	25,800.00	19,938.07
					0.00
	II. TOTAL PROGRAM	\$0.00	\$5,861.93	\$26,450.00	20,588.07
NON-FEDERAL PROGRAM Reported with Basic	\$0.00	\$0.00	\$0.00	0.00	
TOTAL SETA COSTS (I + II)	\$0.00	\$6,108.72	\$27,564.00	21,455.28	

Gerardo Castillo 	1/17/2018	Shelagh Ferguson	916.643.7878
Chief Business Officer - Authorized Signature	Date	Prepared By	Phone

**CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT**

R5211

Month: December 1 - December 31, 2017

Agreement No.: 18C5551S0

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program: PA 3125 EHS-CCP BASIC R5211

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 3120 EHS-CCP T/TA R5221

5735 47TH AVENUE

PA 3128 EHS-CCP START UP R5243

SACRAMENTO, CA 95824

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel	141.18	698.43	1,726.00	1,027.57
Fringe Benefits	96.18	470.66	1,066.00	595.34
A Occupancy	0.00	0.00	0.00	0.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	0.00	27.56	1,015.00	987.44
J Other	0.00	0.00	105.00	105.00
N Indirect Costs 4.21%	2,551.00	12,760.73	29,076.00	16,315.27
I. TOTAL ADMINISTRATION	\$2,788.36	\$13,957.38	\$32,988.00	\$19,030.62
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$2,788.36	\$13,957.38	\$32,988.00	\$19,030.62
II a. Personnel**	35,295.58	176,315.64	351,729.00	175,413.36
b. Fringe Benefits**	24,065.89	120,835.52	270,207.00	149,371.48
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	2,631.34	48,557.00	45,925.66
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	0.00	0.00
A h. Other	994.90	2,126.17	16,245.00	14,118.83
M II. TOTAL PROGRAM	\$60,356.37	\$301,908.67	\$686,738.00	384,829.33
NON-FEDERAL PROGRAM				
Basic 719,726 & T/TA 17,500	\$25,935.52	\$97,002.16	\$184,307.00	87,304.84
November				
TOTAL SETA COSTS (I+II)	\$63,144.73	\$315,866.05	\$719,726.00	403,859.95

Gerardo Castillo

1/12/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

R5211. August16-17

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8
100%

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.

**CHILD DEVELOPMENT DEPARTMENT
SETA MONTHLY FISCAL REPORT**

R5221

Month: December 1 - December 31, 2017

Agreement No.: 18C5551S0

Delegate: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Program: PA 3125 EHS-CCP BASIC R5211

Remit to address: GENERAL ACCOUNTING DEPARTMENT - 802A

PA 3120 EHS-CCP T/TA R5221

5735 47TH AVENUE

PA 3128 EHS-CCP START UP R5243

SACRAMENTO, CA 95824

Cost Item	Actual Expenses		* Current Budget	Unexpended Balance
	Current Period & Adjustments	Cumulative To Date		
I Personnel	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
A Occupancy	0.00	0.00	0.00	0.00
D Staff Travel	0.00	0.00	0.00	0.00
M Supplies	0.00	0.00	0.00	0.00
I Other	0.00	0.00	0.00	0.00
N Indirect Costs 4.21%	0.00	163.14	707.00	543.86
I. TOTAL ADMINISTRATION	\$0.00	\$163.14	\$707.00	\$543.86
NON-FEDERAL ADMINISTRATION *				
TOTAL FED & NON-FED ADMIN	\$0.00	\$163.14	\$707.00	\$543.86
II a. Personnel**	0.00	0.00	0.00	0.00
b. Fringe Benefits**	0.00	0.00	0.00	0.00
P c. Travel	0.00	0.00	0.00	0.00
R d. Equipment	0.00	0.00	0.00	0.00
O e. Supplies	0.00	0.00	0.00	0.00
G f. Contractual	0.00	0.00	0.00	0.00
R g. Construction	0.00	0.00	0.00	0.00
A h. Other	0.00	3,875.00	16,793.00	12,918.00
M				
II. TOTAL PROGRAM	\$0.00	\$3,875.00	\$16,793.00	12,918.00
NON-FEDERAL PROGRAM				
	\$0.00	\$0.00	\$0.00	0.00
TOTAL SETA COSTS (I+II)	\$0.00	\$4,038.14	\$17,500.00	13,461.86

Gerardo Castillo

1/12/2018

Shelagh Ferguson

916.643.7878

Chief Business Officer - Authorized Signature

Date

Prepared By

Phone

R.5221.16-17

SUBSIDIZED SLOTS

How many subsidized slots are you contractually obligated to retain? 8

How many subsidized slots do you currently have? 8

If the number of current subsidized slots is less than the contractual obligation, then you must submit the "Subsidy Loss Reimbursement Claim Form" to receive a reimbursement for the lost subsidy.



SCUSD EHS Center-based and Home-based MCQI Review

Monitoring Report Executive Summary

Report Date: November 22, 2017

Program Option: EHS Center-based EHS Home-based	Monitoring Type: Comprehensive Review	Review Period: October 20-November 9, 2017
Program Year: 2017-2018	Number of Files: 8 Number of Centers: 2 Number of Classrooms: 2 Number of Home Visits: 2 Number of Socializations: 1	Monitors: Lorena Correa Cami Saling Linda Letourneaux Melanie Nicolas Staff –in-Training: Sherri Arsften, Linda Thao

Strengths:

- Educational (developmental) screenings were completed on time.
- DRDP Assessments and IDP Plans were completed on schedule.
- Home visits exhibited elements of Early Head Start model: parent-child focused; comprehensive, and it was conducted in a manner that is warm, supportive and culturally-sensitive.
- All enrollment applications were accurately verified as income-eligible.
- Evidence of community collaboration
- Overall, classrooms provided safe environment for children’s development and learning.

Overall Compliance: Percentage reflects number of indicators marked Compliant over total number of indicators in a program service area.

ERSEA	73%
ERSEA Interview	100%
ERSEA File Review	46%
ERSEA Services	74%
Disabilities	100%
Disability File Review	100%
Education	87%
Education File Review	98%
Classroom Observation	76%
Family Community Engagement (FCE)	72%
FPA Building and Follow Up	76%
Family Community Engagement Facilities	68%
Home-Based Services	74%
Home-Based Program	88%
Socialization	77%
Services for Pregnant Women	58%
Mental Health	86%
Mental Health File Review	86%
Nutrition	59%
Nutrition File Review	45%
Special Diets	50%
Meal Service	82%
Program Design & Management- Human Resources	77%
Staff Licensing Records	62%
Program Training Requirements	75%
Required Safety Training	70%
Staff Qualifications and Competencies	100%
Health	84%
Medications	100%
Health Services File Review	67%
Safe Environments	69%
Required Postings	52%

Safe Environments	72%
Safe Environments- Outside	84%
EHS Safe Environments	70%

Areas of Non-Compliance:

The following indicators within a program service area received compliance rates below threshold. Delegate agency is required to analyze and address systemic causes of non-compliance.

- **ERSEA File Review (Checklist #002)**

Indicator 4: 25% Compliance

- Missing information on ERSEA application such as enrollment dates and family information

Indicator 6: 50% Compliance

- Parents' Rights, Personal Rights and Child Abuse forms were not signed by parent and/or did not reflect correct facility and address.

Indicator 10: 12% Compliance

- Information on Child Plus and application not consistent

- **ERSEA Services (Checklist #011)**

Indicator 6: 0% Compliance

- All funded slots were not filled at time of enrollment and at time of review.

- **Health Services File Review (Checklist #003)**

Indicator 4: 14% Compliance

- No evidence on how program informs parents on agency policy regarding health emergencies that require rapid response of immediate medical attention. Current policy only addresses children with health care plans.

Indicator 23: 29% Compliance

- Incomplete, missing or no up-to-date immunization records in child's file

- Indicator 24: 29% Compliance*
 - Dental health determination dates not entered in Child Plus and/or not in child's file
 - Indicator 29: 14% Compliance*
 - Tracking system for health (child files and Child Plus) is inconsistent and/or has missing information.
- **Nutrition Services File Review (Checklist #004)**
 - Indicator 3: 29% Compliance*
 - Lead risk assessment not completed at time of enrollment
 - Indicator 12: 29% Compliance*
 - No documented follow up on nutrition concerns identified on any health documents
 - Indicator 13: 14% Compliance*
 - Tracking system for nutrition (child files and Child Plus) is inconsistent and/or has missing information.
- **FPA Building and Follow-Up (Checklist #008)**
 - Indicator 7: 29% Compliance*
 - No consistent follow-up documentation on requested services and progress on parent's goal
- **Required Postings (Checklist #012)**
 - Indicator B (3): 0% Compliance*
 - New CACFP Meal pattern was not posted.
 - Indicator A (4): 0% Compliance*
 - New Booster Seat Law was not posted.
 - Indicator A (5): 0% Compliance*
 - CCL Forms LIC 610 and LIC 9148 postings need updated staff information
 - Indicator C (4): 0% Compliance*
 - Onsite evacuation maps not clear for the reader (not marked) or not reflective of correct route.
- **Safe Environments (Checklist #014)**
 - Indicator K (2): 0% Compliance*
 - Bloodborne Pathogen Spill Kits not available and/or expired
 - Indicator L (2): 0% Compliance*
 - Fire extinguishers missing evidence of monthly inspections
 - Indicator M (2): 0% Compliance*

- 3-day supply of emergency food inadequate and/or inaccessible
- **Outside Safe Environments (Checklist #017)**
 - Indicator A (1): 0% Compliance*
 - Regular maintenance (debris, spider webs, etc.) not evident
- **Home Based Program (Checklist #019)**
 - Indicator A (3): 0% Compliance*
 - Majority of missed home visits were not re-scheduled therefore, at risk of not meeting minimum required number home visits for the year.
 - Indicator B (17): 0% Compliance*
 - Tracking system/recordkeeping in child's file not consistent, lacking ongoing follow-up documentation
- **PDM Required Safety Training (Checklist #024)**
 - Indicator 1: 0% Compliance*
 - No policy available to comply with annual Integrated Pest Management (IPM) Training
 - Indicator 2: 0% Compliance*
 - No evidence of ongoing staff training on SIDS and use of safe sleeping practices

Follow Up and Corrective Action Plan

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Please use the provided form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. *NOTE: This CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.*

Monitoring for Compliance and Quality Improvement (MCQI)PROGRAM LEVEL CORRECTIVE ACTION PLAN (CAP)



AGENCY: SCUSD Early Head Start **Program Level CAP Date:** _____
Submitted By: Noel Estacio **Governing Board Notification Date:** 2/15/18

PURPOSE: This Program-level Corrective Action Plan is intended to serve as written response by the agency to resolve systems-level areas of non-compliance that were identified during the MCQI review. *This CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.* For each Area of Non-Compliance on the summary report, please state what action was taken to correct it including: 1) strategies, 2) internal monitoring procedures to prevent recurrence, 3) the person responsible for the corrective action implementation, 4) the person responsible for internal ongoing monitoring and the 5) projected completion date.

NOTE: Program-level CAP is due to SETA within 30 days of receipt of MCQI Program Summary Report (**insert date**). Governing Board notification is within 60 days. Please indicate on CAP the scheduled date when the Governing Board will be notified of monitoring results.

Area of Non-Compliance: Family Community Engagement

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ¹	Projected Date of Completion
Indicator 7 - FPA Building & Follow-Up	Retrain all home visitors and teachers on the FPA process and follow up procedures. Every team member will be provided copies of the existing procedure and follow up timelines. Staff will be reminded to turn in their worksheets, goal sheets and all required follow up service documentation at each designated goal setting period to the Social Worker. Once the social worker has reviewed the worksheets and goal sheets, a follow up reminder will be sent to staff to complete the process. The Social Worker will follow up directly with families	Teachers, Home Visitors and Social Worker	IP and ongoing	Follow up Training to occur in January

¹ Status: NS = Not Started; IP = In Progress; C = Completed

Monitoring for Compliance and Quality Improvement (MCQI) PROGRAM LEVEL CORRECTIVE ACTION PLAN (CAP)



	who indicate high/emergency needs on the worksheets and goal sheets.		
--	--	--	--

Area of Non-Compliance: Required Postings

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ²	Projected Date of Completion
Indicator B(3), A (4) and A(5) - required postings	Required postings are in a designated community area in a large center for all classrooms. Individual classrooms have their own postings. Postings have been emailed to teachers. The quarterly checklist will be updated with new required postings. Resource teacher and Itinerant Teacher will follow up and monitor using "required postings checklist". Checklist will be used quarterly.	Teachers, Resource Teacher, Licensing Specialist	Form to be updated by January 30th	2/1/2018

² Status: NS = Not Started; IP = In Progress; C = Completed

Monitoring for Compliance and Quality Improvement (MCQI)PROGRAM LEVEL CORRECTIVE ACTION PLAN (CAP)



Area of Non-Compliance: Health

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ³	Projected Date of Completion
<p>Indicator 4: No evidence on how program informs parents on agency policy re health emergencies that require rapid response of stat medical attention.</p>	<ul style="list-style-type: none"> Parent Handbook recently updated and dispersed to families. Going forward all new families will receive updated parent handbook, upon enrollment. 	CDS EHS RN	IP	2/1/2018
<p>Indicator 23: Missing or no up-to-date IZ records in child's file.</p>	<ul style="list-style-type: none"> New "Blue Card" and copies will be printed and placed in child's files upon receipt of all immunization updates. California Immunization Registry (CAIR) will be accessed and "Blue Card" will be printed as needed (when IZ's are updated) and placed in child's file If IZ not in CAIR, child's HCP will be contacted via Fax for complete immunization records. Monthly CP reports to be generated. 	CDS EHS RN	C	12/22/2017
<p>Indicator 24: Dental Health determination</p>	<ul style="list-style-type: none"> Staff will be retrained to review "Hi Doctor" Well Baby/Child Check forms for HCP 	CDS EHS RN	C	12/22/2017

³ Status: NS = Not Started; IP = In Progress; C = Completed

Monitoring for Compliance and Quality Improvement (MCQI) PROGRAM LEVEL CORRECTIVE ACTION PLAN (CAP)



<p>dates not entered into <i>ChildPlus</i> and/or not in child's file.</p>	<p>dental referrals and to acquire documentation needed to enter into <i>ChildPlus</i> and/or child's file.</p> <ul style="list-style-type: none"> All parents/guardians will receive AAP <i>Child Dental Care</i> pamphlets (Eng/Span) and supplemental information at enrollment and throughout enrollment in EHS. -See <i>SETA HS/EHS P&P</i>: <ul style="list-style-type: none"> <i>Dental Health Procedure</i> Staff will develop a system(flow Chart) for tracking required health documents and placement in child's files and <i>ChildPlus</i>. <i>Staff will be trained on the new system.</i> <p>-See <i>checklist</i></p>		IP	2/1/18
<p>Indicator 29: Tracking system for health (child files/<i>ChildPlus</i>) is inconsistent and/or has missing information</p>		CDS EHS RN	IP	

Area of Non-Compliance: Home-based Program Checklist 19

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ⁴	Projected Date of Completion
<p>Indicator A (3) Home-Based Program</p>	<ul style="list-style-type: none"> Home visitors were notified of attendance policy, which includes flexibility in scheduling to accommodate families scheduling needs, and requirement for missed home visits. They are required to attempt to make up any missed home visits whether they are excused or unexcused. 	<p>Home Visitors Coordinator Data Technician Child Development Specialist, Serna</p>	<p>Policy sent Ongoing</p>	<p>Revisit policy at January 12, 2017 staff meeting Start in January with</p>

⁴ Status: NS = Not Started; IP = In Progress; C = Completed

Monitoring for Compliance and Quality Improvement (MCQI) PROGRAM LEVEL CORRECTIVE ACTION PLAN (CAP)



Indicator B (17) Home-Based Program	<ul style="list-style-type: none"> Ongoing monitoring will be implemented through child plus reports pulled monthly and reviewed by the coordinator. Train home visitors on completing detailed contact logs that tell the story of the work that has been completed with the family. The monitoring will be completed by the resource teacher when she does file reviews. The resource teacher reports findings to the coordinator. All resource staff will check family contact logs as they are working in the files and follow up as needed. Staff will receive a training on how to chart/documents notes on family contact log. 	Home Visitors Resource Staff Coordinator	IP	December attendance report. Training at January 12, 2017 staff meeting Monitoring completed in fall and spring by resource teacher. 2/1/18
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Area of Non-Compliance: Outside Safe Environments

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ⁵	Projected Date of Completion
Indicator A (1) Outside Safe Environments	<ul style="list-style-type: none"> Teaching staff were sent an email reminder to complete the daily maintenance procedures on the Safe Environments Checklist. For additional maintenance needs the staff have been instructed to contact the School Plant Operations 	Teaching Staff Coordinator School Plant Operations Manager Resource Team	C and ongoing	December 18 2017 Fall & on-going

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	<p>Manager on the same day that the needs were found.</p> <ul style="list-style-type: none"> Annually in October the resource teacher monitors the use of the Safe Environments Checklist. The resource team have been notified to check the outside areas when they are visiting sites. Any needs noted will be directly addressed to the teaching staff and reported to the Coordinator. 		
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Area of Non-Compliance: Safe Environments

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ⁶	Projected Date of Completion
Indicator K (2) Safe Environments				

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Area of Non-Compliance: Nutrition

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ⁷	Projected Date of Completion
Indicator 3: Lead assessment not completed at time of enrollment.	<ul style="list-style-type: none"> • Staff will be retrained to perform and document lead assessment upon: <ul style="list-style-type: none"> ○ Enrollment in EHS program: <ul style="list-style-type: none"> ▪ 12-month Well Child/Baby ▪ 24-month Well Child/Baby ○ CDS will use enrollment checklist to ensure assessment is completed at time of enrollment 	CDS EHS RN	IP and ongoing	Training by 2/4/18 1/8/18
Indicator 12: No documented follow up on nutrition concerns identified on any health document.	<ul style="list-style-type: none"> • Staff will develop a tracking system as a follow up on identified nutrition concerns as indicated on any health document. 	CDS EHS RN	IP	2/1/18
Indicator 13: Tracking system for nutrition (child files and ChildPlus) is inconsistent and/or has missing information.	<ul style="list-style-type: none"> • Staff will develop a tracking system for nutrition to be included in all child files and <i>ChildPlus</i>. • <i>Nurse is now reviewing all new files and transfers prior to start date</i> 	CDS EHS RN Teachers	IP	2/1/18 12/1/18

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Monitoring for Compliance and Quality Improvement (MCQI)PROGRAM LEVEL CORRECTIVE ACTION PLAN (CAP)



Area of Non-Compliance: PDM

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ⁸	Projected Date of Completion
Indicator 1: No policy available to comply with(IPM) training	<ul style="list-style-type: none"> • All EHS staff have been trained on the new IPM policy and use of disinfectant spray. • Disinfectants have been delivered to classrooms to use • IPM certificates for staff were dispersed and now posted in the classrooms • All new staff will receive IPM at new employee orientation. 	Coordinator SCUSD HR department	On going	12/1/17
Indicator 2: No evidence of ongoing staff training on SIDS and use of safe sleeping practices	Nurse provided training, a video, and handout on SIDS and safe sleep. This will now be part of our annual staff orientation. All new staff will also receive the information at staff orientation.	Nurse Coordinator Resource Teacher	On going	12/1/18

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Monitoring for Compliance and Quality Improvement (MCQI)PROGRAM LEVEL CORRECTIVE ACTION PLAN (CAP)



Area of Non-Compliance: ERSEA

Program Service Area and Indicator Number	Corrective Action Strategies & Internal Ongoing Monitoring Procedures	Responsible Person(s) for Implementation of Corrective Action and Internal Ongoing Monitoring	Status ⁹	Projected Date of Completion
Indicator 4: Missing info on ERSEA application	<ul style="list-style-type: none"> Home Visitors will be retrained on the intake process and completing application CDS will review application prior to enrollment and entering into CP, using enrollment checklist for completion Resource teacher will review files prior to start date 	Home Visitors CDS Resource teacher	IP	2/1/18
Indicator 6: All funded slots were not filled at time of enrollment	<p>EHS opened a new classroom on October 1, 2017. All slots have been filled</p> <p>To monitor:</p> <ul style="list-style-type: none"> A weekly enrollment report(ETS) is sent out to all enrollment staff and coordinator Coordinator will review report and connect with staff who are under enrolled to check on status of enrollment Waitlist is now being entered in CP so that all staff can access 	CDS Data Technician Coordinator	On going	12/22/17
Indicator 6: Parents rights, Personal rights and Child abuse forms were not signed by parent and or did not	<ul style="list-style-type: none"> All new files and transfer are now being reviewed for completeness by CDS and resource teacher. New enrollment checklist is being used to ensure all forms are completed at enrollment and parents are signing forms 	CDS Home visitor Resource teacher	On going	1/8/18

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Monitoring for Compliance and Quality Improvement (MCQI)PROGRAM LEVEL CORRECTIVE ACTION PLAN (CAP)



reflect facility	<ul style="list-style-type: none"> When a child transfers from home base to center base CDS is updating the file for completeness 			
Indicator 10: Info. in CP and application not consistent	A new CDS(enrollment staff) was recently hired. New systems have been put in place to ensure accuracy of data entry.	CDS Data Technician	On going	9/1/17