



Putting  
Children  
First

# Sacramento City Unified School District BOARD OF EDUCATION MEETING AND WORKSHOP

## Board of Education Members

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

Thursday, March 2, 2017

4:30 p.m. Closed Session

6:30 p.m. Open Session

Serna Center

Community Conference Rooms

5735 47<sup>th</sup> Avenue

Sacramento, CA 95824

## AGENDA

2016/17-15

*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 54956.9 - Conference with Legal Counsel – Anticipated  
Litigation:

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

b) 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 CSA,  
SCTA, SEIU, Teamsters, UPE, Unrepresented Management

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

3.4 *Education Code Section 35146 – The Board will hear staff recommendations on the following student expulsions:*

- a) *Expulsion #12, 2016-17*
- b) *Expulsion #13, 2016-17*

3.5 *Government Code 54957 - Public Employment*  
a) *Superintendent*

6:30 p.m. **4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE**

*The Pledge of Allegiance will be led by Perrie Rogers, an Eighth Grade student from California Middle School.*

- *Presentation of Certificate by President Jay Hansen*

6:35 p.m. **5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

6:40 p.m. **6.0 AGENDA ADOPTION**

6:45 p.m. **7.0 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.*

7:00 p.m. **8.0 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.*

8.1 *Items Subject or Not Subject to Closed Session:*

8.1a *Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval of Bid Awards, Change Notices and Notices of Completion (Gerardo Castillo, CPA)*

8.1b *Approve Personnel Transactions (Cancy McArn)*

8.1c *Approve Staff Recommendations for Expulsion #12 and #13, 2016-17 (Lisa Allen and Stephan Brown)*

8.1d *Approve Appointment of Board Member Jay Hansen to the California School Board Association (CSBA) Delegate Assembly (José L. Banda)*

- 8.1e *Approve Men and Women’s Leadership Academy (MWLA) Council Conference Planning and Leadership Retreat to Washington D.C., April 6 – 11, 2017 (Lisa Allen and Olga Simms)*
- 8.1f *Approve Sutter Middle School Field Trip to Ashland, Oregon, from March 15 – 17, 2017 (Lisa Allen and Olga Simms)*
- 8.1g *Approve Albert Einstein Middle School Field Trip to Washington D.C. from March 21 – 25, 2017 (Lisa Allen and Olga Simms)*
- 8.1h *Approve Revised Board of Education Meeting Calendar for 2016-17 (José L. Banda)*
- 8.1i *Approve Minutes of the February 2, 2017, Board of Education Meeting (José L. Banda)*

**9.0 COMMUNICATIONS**

7:02 p.m.	9.1 <i>Employee Organization Reports:</i>	<b>Information</b> <i>3 minutes each</i>
	<ul style="list-style-type: none"> <li>▪ <i>CSA</i></li> <li>▪ <i>SCTA</i></li> <li>▪ <i>SEIU</i></li> <li>▪ <i>Teamsters</i></li> <li>▪ <i>UPE</i></li> </ul>	
7:17 p.m.	9.2 <i>District Parent Advisory Committees:</i>	<b>Information</b> <i>3 minutes each</i>
	<ul style="list-style-type: none"> <li>▪ <i>Community Advisory Committee</i></li> <li>▪ <i>District English Learner Advisory Committee</i></li> <li>▪ <i>Gifted and Talented Education Advisory Committee</i></li> <li>▪ <i>Indian Education Parent Committee</i></li> </ul>	
7:29 p.m.	9.3 <i>Superintendent’s Report (José L. Banda)</i>	<b>Information</b> <i>5 minutes</i>
7:34 p.m.	9.4 <i>President’s Report (Jay Hansen)</i>	<b>Information</b> <i>5 minutes</i>
7:44 p.m.	9.5 <i>Student Member Report (Natalie Rosas)</i>	<b>Information</b> <i>5 minutes</i>
7:49 p.m.	9.6 <i>Information Sharing By Board Members</i>	<b>Information</b> <i>10 minutes</i>
7:59 p.m.	9.7 <i>Board Committee Reports</i>	<b>Information</b> <i>10 minutes</i>

**10.0 BOARD WORKSHOP/STRATEGIC PLAN AND OTHER INITIATIVES**

- 8:09 p.m. 10.1 Approve 2017-18 Budget Reductions(Gerardo Castillo, CPA) **Action**  
5 minute presentation  
10 minute discussion
- 8:24 p.m. 10.2 Approve 2017-2018 Traditional School Attendance Calendar **Conference/Action**  
(Cancy McArn and Cindy Nguyen) 5 minute presentation  
5 minute discussion
- 8:34 p.m. 10.3 Approve Resolution No. 2926: Intention to Eliminate Positions **Conference/Action**  
Due to a Reduction of Particular Kinds of Service 3 minute presentation  
(Cancy McArn and Cindy Nguyen) 3 minute discussion
- 8:40 p.m. 10.4 Approve Resolution No. 2927: Determination for Tie Breaking **Conference/Action**  
Criteria (Cancy McArn and Cindy Nguyen) 3 minute presentation  
3 minute discussion
- 8:46 p.m. 10.5 Project Labor Agreement Board Workshop (Cathy Allen) **Information**  
20 minute presentation  
10 minute discussion
- 9:16 p.m. **11.0 BUSINESS AND FINANCIAL INFORMATION/REPORTS** **Receive Information**

11.1 Business and Financial Information:

- Enrollment and Attendance Report for Month 5 Ending January 27, 2017

9:18 p.m. **12.0 FUTURE BOARD MEETING DATES / LOCATIONS**

- ✓ March 16, 2017, 4:30 p.m. Closed Session, 6:30 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting
- ✓ April 6, 2017, 4:30 p.m. Closed Session, 6:30 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting

9:20 p.m. **13.0 ADJOURNMENT**

*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 47<sup>th</sup> Avenue at the Front Desk Counter and on the District's website at [www.scusd.edu](http://www.scusd.edu)*



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1a

**Meeting Date:** March 2, 2017

**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:**

**Financial Considerations:** See attached.

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

**Documents Attached:**

1. Other Agreements

<p><b>Estimated Time of Presentation:</b> N/A <b>Submitted by:</b> Gerardo Castillo, CPA, Chief Business Officer Kimberly Teague, Contract Specialist <b>Approved by:</b> José L. Banda, Superintendent</p>
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**EXPENDITURE AND OTHER AGREEMENTS**

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
<b><u>YOUTH DEVELOPMENT</u></b>		
A17-00065 County of Sacramento, Child Protective Services	7/1/16 – 6/30/17: Reimbursement Agreement to cover a portion of the cost of the district's Independent Living Program provided to students 16 – 18 years of age at all of our high school sites. The program provides support and services to assist youth in making the transition from foster care to independent living.	\$99,999

AGREEMENT

A17-00065

THIS AGREEMENT is made and entered into as of this 1st day of July, 2016, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and SACRAMENTO CITY UNIFIED SCHOOL DISTRICT, a political subdivision of the State of California, hereinafter referred to as "CONTRACTOR".

RECITALS

WHEREAS, the goal of Sacramento County, Department of Health and Human Services, hereinafter referred to as "DHHS," Child Protective Services, hereinafter referred to as "CPS," is to protect children from abuse and neglect, and to strengthen families and provide permanent homes; and

WHEREAS, the Sacramento County Board of Supervisors approved Resolution Number 2016-0392 on May 25, 2016 authorizing the Director of DHHS to enter into an agreement with CONTRACTOR to provide services to children in Sacramento County, and

WHEREAS, CONTRACTOR desires to provide Independent Living Skills education to children in Sacramento County; and

WHEREAS, CONTRACTOR has the expertise and facility required to provide Independent Living Skills education to children in Sacramento County; and

WHEREAS, pursuant to the resolution cited as providing authority to execute this Agreement, the Department has amendment authority for non-monetary changes, monetary decreases, to terminate or assign this Agreement and to increase the total contract amount by no more than 10% or \$25,000, whichever is less; and

WHEREAS, COUNTY AND CONTRACTOR desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, COUNTY and CONTRACTOR agree as follows:

I. SCOPE OF SERVICES

CONTRACTOR shall provide services in the amount, type, and manner described in Exhibit A, which is attached hereto and incorporated herein.

II. TERM

This Agreement shall be effective and commence as of the date first written above and shall end on June 30, 2017.

III. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO COUNTY

TO CONTRACTOR

DIRECTOR
Department of Health & Human Services
7001-A East Parkway, Suite 1000
Sacramento, CA 95823-2501

Sacramento City Unified School District
5735 47th Avenue, Box 763
Sacramento, CA 95824

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

IV. COMPLIANCE WITH LAWS

CONTRACTOR shall observe and comply with all applicable federal, state, and county laws, regulations, and ordinances.

**V. GOVERNING LAWS AND JURISDICTION**

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

**VI. LICENSES, PERMITS, AND CONTRACTUAL GOOD STANDING**

- A. CONTRACTOR shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, County of Sacramento, and all other appropriate governmental agencies, including any certification and credentials required by COUNTY. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by COUNTY.
- B. CONTRACTOR further certifies to COUNTY that it and its principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

**VII. PERFORMANCE STANDARDS**

CONTRACTOR shall perform its services under this Agreement in accordance with the industry and/or professional standards applicable to CONTRACTOR's services. COUNTY may evaluate CONTRACTOR's performance of the scope of services provided in Exhibit A in accordance with performance outcomes determined by COUNTY. CONTRACTOR shall maintain such records concerning performance outcomes as required by COUNTY and provide the records to COUNTY upon request.

**VIII. OWNERSHIP OF WORK PRODUCT**

All technical data, evaluations, plans, specifications, reports, documents, or other work products developed by CONTRACTOR hereunder shall be the exclusive property of COUNTY and shall be delivered to COUNTY upon completion of the services authorized hereunder. CONTRACTOR may retain copies thereof for its files and internal use. Publication of the information directly derived from work performed or data obtained in connection with services rendered under this Agreement must first be approved in writing by COUNTY. COUNTY recognizes that all technical data, evaluations, plans, specifications, reports, and other work products are instruments of CONTRACTOR's services and are not designed for use other than what is intended by this Agreement.

**IX. STATUS OF CONTRACTOR**

- A. It is understood and agreed that CONTRACTOR (including CONTRACTOR's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. CONTRACTOR's assigned personnel shall not be entitled to any benefits payable to employees of COUNTY. COUNTY is not required to make any deductions or withholdings from the compensation payable to CONTRACTOR under the provisions of this Agreement; and as an independent contractor, CONTRACTOR hereby indemnifies and holds COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.
- B. It is further understood and agreed by the parties hereto that CONTRACTOR in the performance of its obligation hereunder is subject to the control or direction of COUNTY as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by CONTRACTOR for accomplishing the results.
- C. If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such person shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR, and COUNTY shall have no right or authority over such persons or the terms of such employment.
- D. It is further understood and agreed that as an independent contractor and not an employee of COUNTY, neither CONTRACTOR nor CONTRACTOR's assigned personnel shall have any entitlement as a COUNTY employee, right to

act on behalf of COUNTY in any capacity whatsoever as agent, nor to bind COUNTY to any obligation whatsoever. CONTRACTOR shall not be covered by workers' compensation; nor shall CONTRACTOR be entitled to compensated sick leave, vacation leave, retirement entitlement, participation in group health, dental, life, and other insurance programs, or entitled to other fringe benefits payable by COUNTY to employees of COUNTY.

- E. It is further understood and agreed that CONTRACTOR must issue W-2 and 941 Forms for income and employment tax purposes, for all of CONTRACTOR's assigned personnel under the terms and conditions of this Agreement.

**X. CONTRACTOR IDENTIFICATION**

CONTRACTOR shall provide COUNTY with the following information for the purpose of compliance with California Unemployment Insurance Code Section 1088.8 and Sacramento County Code Chapter 2.160: CONTRACTOR's name, address, telephone number, social security number or tax identification number, and whether dependent health insurance coverage is available to CONTRACTOR.

**XI. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS**

- A. CONTRACTOR's failure to comply with state and federal child, family, and spousal support reporting requirements regarding a contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this Agreement.
- B. CONTRACTOR's failure to cure such default within ninety (90) days of notice by COUNTY shall be grounds for termination of this Agreement.

**XII. BENEFITS WAIVER**

If CONTRACTOR is unincorporated, CONTRACTOR acknowledges and agrees that CONTRACTOR is not entitled to receive the following benefits and/or compensation from COUNTY: medical, dental, vision and retirement benefits, life and disability insurance, sick leave, bereavement leave, jury duty leave, parental leave, or any other similar benefits or compensation otherwise provided to permanent civil service employees pursuant to the County Charter, the County Code, the Civil Service Rule, the Sacramento County Employees' Retirement System and/or any and all memoranda of understanding between COUNTY and its employee organizations. Should CONTRACTOR or any employee or agent of CONTRACTOR seek to obtain such benefits from COUNTY, CONTRACTOR agrees to indemnify and hold harmless COUNTY from any and all claims that may be made against COUNTY for such benefits.

**XIII. CONFLICT OF INTEREST**

CONTRACTOR and CONTRACTOR's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property or source of income which could be financially affected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

**XIV. LOBBYING AND UNION ORGANIZATION ACTIVITIES**

- A. CONTRACTOR shall comply with all certification and disclosure requirements prescribed by Section 319, Public Law 101-121 (31 U.S.C. § 1352) and any implementing regulations.
- B. If services under this Agreement are funded with state funds granted to COUNTY, CONTRACTOR shall not utilize any such funds to assist, promote, or deter union organization by employees performing work under this Agreement and shall comply with the provisions of Government Code Sections 16645 through 16649.
- C. If services under this Agreement are funded in whole or in part with Federal funds no funds may be used to support or defeat legislation pending before Congress or any state legislature. CONTRACTOR further agrees to comply with all requirements of the Hatch Act (Title 5 USC, Sections 1501-1508).

**XV. NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS, AND FACILITIES**

- A. CONTRACTOR agrees and assures COUNTY that CONTRACTOR and any subcontractors shall comply with all applicable federal, state, and local anti-discrimination laws, regulations, and ordinances and to not unlawfully

discriminate, harass, or allow harassment against any employee, applicant for employment, employee or agent of COUNTY, or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment, the treatment of COUNTY employees and agents, and recipients of services are free from such discrimination and harassment.

- B. CONTRACTOR represents that it is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Fair Employment and Housing Act (Government Code § 12900 et seq.), and regulations and guidelines issued pursuant thereto.
- C. CONTRACTOR agrees to compile data, maintain records, post required notices and submit reports to permit effective enforcement of all applicable anti-discrimination laws and this provision.
- D. CONTRACTOR shall include this nondiscrimination provision in all subcontracts related to this Agreement.

#### **XVI. INDEMNIFICATION**

- A. CONTRACTOR shall defend, indemnify, and hold harmless COUNTY, its Board of Supervisors, officers, directors, agents, employees, and volunteers from and against all demands, claims, actions, liabilities, losses, damages, and costs, including payment of reasonable attorneys' fees, arising out of or resulting from the performance of the Agreement, caused in part by the negligent or intentional acts or omissions of CONTRACTOR's officers, directors, agents, employees, or subcontractors.
- B. COUNTY shall defend, indemnify, and hold harmless, CONTRACTOR, its officers, directors, agents, employees, and subcontractors from and against all demands, claims, actions, liabilities, losses, damages, and costs, including payment of reasonable attorneys' fees, arising out of or resulting from the performance of the Agreement, caused in part by the negligent or intentional acts or omissions of COUNTY's Board of Supervisors, officers, directors, agents, employees, or volunteers.
- C. It is the intention of COUNTY and CONTRACTOR that the provisions of this paragraph be interpreted to impose on each party responsibility to the other for the acts and omissions of their respective officers, directors, agents, employees, volunteers, COUNTY's Board of Supervisors, and CONTRACTOR's subcontractors. It is also the intention of COUNTY and CONTRACTOR that, where comparative fault is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate cost of any damage attributable to the fault of that party, its officers, directors, agents, employees, volunteers, COUNTY's Board of Supervisors, and CONTRACTOR's subcontractors.

#### **XVII. INSURANCE**

Each party, at its sole cost and expense, shall carry insurance -or self-insure- its activities in connection with this Agreement, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability, workers compensation, property, professional liability, business automobile liability and sexual molestation and abuse coverage adequate to cover its potential liabilities hereunder. Each party agrees to provide the other thirty (30) days' advance written notice of any cancellation, termination, or lapse of any of the insurance or self-insurance coverages. Failure to maintain insurance as required in this Agreement is a material breach of contract and is grounds for termination of the Agreement.

#### **XVIII. INFORMATION TECHNOLOGY ASSURANCES**

CONTRACTOR shall take all reasonable precautions to ensure that any hardware, software, and/or embedded chip devices used by CONTRACTOR in the performance of services under this Agreement, other than those owned or provided by COUNTY, shall be free from viruses. Nothing in this provision shall be construed to limit any rights or remedies otherwise available to COUNTY under this Agreement.

**XIX. WEB ACCESSIBILITY**

CONTRACTOR shall ensure that all web sites and web applications provided by CONTRACTOR pursuant to this Agreement shall comply with COUNTY's Web Accessibility Policy adopted by the Board of Supervisors on February 18, 2003, as well as any approved amendment thereto.

**XX. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS**

- A. Compensation under this Agreement shall be limited to the Maximum Total Payment Amount set forth in Exhibit C, or Exhibit C as modified by COUNTY in accordance with express provisions in this Agreement.
- B. CONTRACTOR shall submit an invoice on the forms and in accordance with the procedures prescribed by COUNTY on a monthly basis. Invoices shall be submitted to COUNTY no later than the fifteenth (15th) day of the month following the invoice period, and COUNTY shall pay CONTRACTOR within thirty (30) days after receipt of an appropriate and correct invoice.
- C. COUNTY operates on a July through June fiscal year. Invoices for services provided in any fiscal year must be submitted no later than July 31, one (1) month after the end of the fiscal year. Invoices submitted after July 31 for the prior fiscal year shall not be honored by COUNTY unless CONTRACTOR has obtained prior written COUNTY approval to the contrary.
- D. CONTRACTOR shall maintain for four (4) years following termination of this Agreement full and complete documentation of all services and expenditures associated with performing the services covered under this Agreement. Expense documentation shall include: time sheets or payroll records for each employee; receipts for supplies; applicable subcontract expenditures; applicable overhead and indirect expenditures.
- E. In the event CONTRACTOR fails to comply with any provisions of this Agreement, COUNTY may withhold payment until such non-compliance has been corrected.

**XXI. LEGAL TRAINING INFORMATION**

If under this Agreement CONTRACTOR is to provide training of County personnel on legal issues, then CONTRACTOR shall submit all training and program material for prior review and written approval by County Counsel. Only those materials approved by County Counsel shall be utilized to provide such training.

**XXII. SUBCONTRACTS, ASSIGNMENT**

- A. CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services delivered under this Agreement. CONTRACTOR remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by COUNTY for the performance of any subcontractor whether approved by COUNTY or not.
- B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of COUNTY.

**XXIII. AMENDMENT AND WAIVER**

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach, or condition precedent shall not be construed as a waiver of any other default, breach, or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by DIRECTOR and counsel for COUNTY.

**XXIV. SUCCESSORS**

This Agreement shall bind the successors of COUNTY and CONTRACTOR in the same manner as if they were expressly named.

**XXV. TIME**

Time is of the essence of this Agreement.

**XXVI. INTERPRETATION**

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

**XXVII. DIRECTOR**

As used in this Agreement, "DIRECTOR" shall mean the Director of the Department of Health and Human Services, or his/her designee.

**XXVIII. DISPUTES**

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. Pending resolution of any such dispute, CONTRACTOR shall continue without delay to carry out all its responsibilities under this Agreement unless the Agreement is otherwise terminated in accordance with the Termination provisions herein. COUNTY shall not be required to make payments for any services that are the subject of this dispute resolution process until such dispute has been mutually resolved by the parties. If the dispute cannot be resolved within 15 calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California. Nothing in this Agreement or provision shall constitute a waiver of any of the government claim filing requirements set forth in Title 1, Division 3.6, of the California Government Code or as otherwise set forth in local, state and federal law.

**XXIX. TERMINATION**

- A. Either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).
- B. COUNTY may terminate this Agreement for cause immediately upon giving written notice to CONTRACTOR should CONTRACTOR materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.
- C. COUNTY may terminate or amend this Agreement immediately upon giving written notice to CONTRACTOR, 1) if advised that funds are not available from external sources for this Agreement or any portion thereof, including if distribution of such funds to the COUNTY is suspended or delayed; 2) if funds for the services and/or programs provided pursuant to this Agreement are not appropriated by the State; 3) if funds in COUNTY's yearly proposed and/or final budget are not appropriated by COUNTY for this Agreement or any portion thereof; or 4) if funds that were previously appropriated for this Agreement are reduced, eliminated, and/or re-allocated by County as a result of mid-year budget reductions.
- D. If this Agreement is terminated under paragraph A or C above, CONTRACTOR shall only be paid for any services completed and provided prior to notice of termination. In the event of termination under paragraph A or C above, CONTRACTOR shall be paid an amount which bears the same ratio to the total compensation authorized by the Agreement as the services actually performed bear to the total services of CONTRACTOR covered by this Agreement, less payments of compensation previously made. In no event, however, shall COUNTY pay CONTRACTOR an amount which exceeds a pro rata portion of the Agreement total based on the portion of the Agreement term that has elapsed on the effective date of the termination.
- E. CONTRACTOR shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expense obligations to a third party that CONTRACTOR can legally cancel.

**XXX. REPORTS**

CONTRACTOR shall, without additional compensation therefore, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by DIRECTOR concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

**XXXI. AUDITS AND RECORDS**

Upon COUNTY's request, COUNTY or its designee shall have the right at reasonable times and intervals to audit, at CONTRACTOR's premises, CONTRACTOR's financial and program records as COUNTY deems necessary to determine CONTRACTOR's compliance with legal and contractual requirements and the correctness of claims submitted by CONTRACTOR. CONTRACTOR shall maintain such records for a period of four (4) years following termination of the Agreement, and shall make them available for copying upon COUNTY's request at COUNTY's expense. COUNTY shall have the right to withhold any payment under this Agreement until CONTRACTOR has provided access to CONTRACTOR's financial and program records related to this Agreement.

**XXXII. PRIOR AGREEMENTS**

This Agreement constitutes the entire contract between COUNTY and CONTRACTOR regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between COUNTY and CONTRACTOR regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

**XXXIII. SEVERABILITY**

If any term or condition of this Agreement or the application thereof to any person(s) or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.

**XXXIV. FORCE MAJEURE**

Neither CONTRACTOR nor COUNTY shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except as otherwise specifically provided herein).

**XXXV. SURVIVAL OF TERMS**

All services performed and deliverables provided pursuant to this Agreement are subject to all of the terms, conditions, price discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms, conditions, and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation, or termination of this Agreement shall so survive.

**XXXVI. DUPLICATE COUNTERPARTS**

This Agreement may be executed in duplicate counterparts. The Agreement shall be deemed executed when it has been signed by both parties.

**XXXVII. AUTHORITY TO EXECUTE**

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized.

**XXXVIII. DRUG FREE WORKPLACE**

If the contract is funded in whole or in part with State funds the CONTRACTOR shall comply, and require that its Subcontractors comply, with Government Code Section 8355. By executing this contract Contractor certifies that it will provide a drug free workplace pursuant to Government Code Section 8355.

**XXXIX. CLEAN AIR ACT AND WATER POLLUTION CONTROL ACT**

CONTRACTOR shall comply with applicable standards of the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Subcontracts (Subgrants) of amounts in excess of \$150,000 must contain a provision that requires the non-Federal awardee to agree to comply with all applicable standards, orders or regulations issued pursuant to the two Acts cited in this section. Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**XL. CULTURAL AND LINGUISTIC PROFICIENCY**

To ensure equal access to quality care by diverse populations, CONTRACTOR shall adopt the federal Office of Minority Health Culturally and Linguistically Appropriate Service (CLAS) national standards, which can be found at <http://minorityhealth.hhs.gov/omh/browse.aspx?vl=2&lvlid=53>.

**XLI. ADDITIONAL PROVISIONS**

The additional provisions contained in Exhibits A, B, C, D, E and F attached hereto are part of this Agreement and are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

**COUNTY OF SACRAMENTO, a political subdivision of the State of California**

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

By \_\_\_\_\_  
Sherri Z. Heller, Ed.D., Director, Department of Health and Human Services. Approval delegated pursuant to Sacramento County Code Section 2.61.012 (h)

By  \_\_\_\_\_  
Gerardo Castillo, Chief Business Officer

Date: \_\_\_\_\_

Date: 12/20/16

**EXHIBIT A to Agreement  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY", and  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
hereinafter referred to as "CONTRACTOR"**

**SERVICE REQUIREMENTS**

**I. SERVICE LOCATION (S)**

<b>Facility Name(s):</b>	C.K. McClatchy High School	Foster Youth Services
<b>Street Address:</b>	3066 Freeport Boulevard	Sacramento City Unified School District
<b>City and Zip Code:</b>	Sacramento, CA 95818	5735 47 <sup>th</sup> Avenue Sacramento, CA 95824

**II. SERVICE PERFORMANCE MONITOR**

**Name and Title:** Stephanie Sandmeier, Program Planner  
**Organization:** Department of Health and Human Services, Child Protective Services  
**Street Address:** P.O. Box 269057  
**City and Zip Codes:** Sacramento, CA 95826-9057

**III. DESCRIPTION OF SERVICES**

CONTRACTOR shall provide a program to all the Independent Living Program Eligible youth, that reside within the district boundaries and are attending a school within the district. The program shall provide support and services to assist the youth in making the transition from foster care to independent living. The program shall include an "Independent Life Skills" (ILS) class/workshop that provides instruction in basic life skills and assist the youth(s) in setting and obtaining realistic goals for their future. The program's curriculum shall focus on developing students' social skills, health awareness, finances, job/career development, and survival skills for independent living. Foster Youth students shall earn educational credit, if applicable, for the successful completion of the course. ILS class curriculum shall be provided to COUNTY (ILP Coordinator) and at least 75% of the curriculum shall consist of experiential (hands-on) activities.

CONTRACTOR shall include student role-play experiences that will enable students to function independently as productive citizens. This shall be accomplished through "life skills education", a learning process that assists individuals to develop the effective skills they need to be productive successful adults.

CONTRACTOR shall:

- A. Provide individual counseling and emancipation/AB 12 (extended foster care) planning services to ILP students. Services shall be provided by staff who hold a Pupil Personnel Services Credential; or a Master's degree in social service, counseling, or psychology field. Staff holding any other combination of education and experience must have prior written approval from COUNTY.
- B. Districts will identify and prioritize eligible foster youth based on:
  - 1. Grade level - with seniors being highest priority
  - 2. Age - with oldest being highest priority
  - 3. Out-of-county youth
  - 4. Active participation in ILP services
- C. Each class will have a youth facilitator who is a former foster youth whose incentive will be paid for by ILP.
- D. Discuss permanency resources and services at the beginning and end of each class series. Ask each student to identify their permanent and supportive person at the beginning and end of each class series. Turn in this information to the ILP Coordinator at the end of the class series.
- E. Provide access to Independent Living Skills (ILS) classes or workshops to senior-year students enrolled in the Sacramento County, Department of Health and Human Services (DHHS) Independent Living Program (ILP) that address all mandated service components pursuant to CDSS Division 31 Regulations, Section 525.8. A minimum of 21 hours of classes/workshops shall be made available during the contract period. Each class/workshop shall be

- taught by a Pupil Personnel Services (PPS) credentialed Social Worker, PPS Counselor, or other professional holding the PPS or teacher credential. CONTRACTOR shall submit qualifications to, and request prior written approval from COUNTY to use any other professional as an instructor in the ILS class. CONTRACTOR may partner with another district to provide classes/workshops.
- F. Provide the roster of attendance to COUNTY within two weeks of the initial class to verify enrollment in COUNTY ILP or eligibility for ILP services. CONTRACTOR shall refer ILP eligible students to COUNTY ILP social worker and/or case carrying social worker by providing the names of those youth who are not enrolled.
  - G. Complete and submit to COUNTY incentive request forms for eligible ILP youth who attend the ILP class.
  - H. Within 60 calendar days of case assignment, ensure that all youth receiving ILP services complete an initial Casey Life Skills assessment, Level IV (use lower level if necessary for youth needs) and a subsequent review Ansell-Casey Life Skills assessment prior to the end of the school year. Copies of the master summary page of the Ansell-Casey to be submitted to the COUNTY social worker and the COUNTY ILP program for case plan development. New cases will not be assigned to CONTRACTOR during the summer break (June – August).
  - I. Transportation assistance may be obtained by requesting bus passes from the COUNTY Social Worker or COUNTY Probation Officer. County ILP vans will be available for district use upon request.
  - J. Collaborate with the case carrying social worker or probation officer so that the Transitional Independent Living Plan (TILP) provides a comprehensive life skills inventory assessment and individual service plan preparing them to leave school with integrated work and living options and coordinated support systems shall be identified to maintain and enhance these options.
  - K. Provide, for all ILP students, a workable plan for completing high school and assistance in identifying a vocational interest and a corresponding training plan.
  - L. Provide each student a minimum of one individual school staffing or Emancipation Conference (to include AB 12 staffing) in which a graduation plan shall be developed for the student. Attend emancipation conferences for district identified youth. Contact the placement worker or probation officer immediately if a student does not have enough credits to obtain a high school degree. Assist the placement worker or probation officer in extending the placement or assist the youth in an alternate plan for obtaining a General Education Diploma or Adult Education Diploma. COUNTY will provide notification of scheduled conferences to CONTRACTOR or CONTRACTOR shall schedule conference with participants.
  - M. Contact youth face to face at least once every six months. Documentation of contacts made shall be entered in the COUNTY ILP database within ten working days of contact.
  - N. Contact the placement social worker or probation officer via phone, email or face to face contact with updates on a youth's participation in the program at least once every six months. Documentation of contacts made shall be entered in the COUNTY ILP database within ten working days of contact.
  - O. Provide services to all youth eligible for the Independent Living Program as defined by the COUNTY that reside within the district boundaries and are attending a school within the district. The youth will be referred to the DISTRICT by the COUNTY.
  - P. Review all cases for case management compliance and sign off on the transfer summary or case closure forms prior to returning the cases to the COUNTY. The CONTRACTOR'S Foster Youth Services Coordinator shall fulfill this requirement.
  - Q. Work in collaboration with other ILP-funded school districts to ensure continuity of services to ILP foster youth.
  - R. Recruit and refer ILP eligible youth to ILP services in their respective school district by researching the school database. CONTRACTOR shall fill out and submit to COUNTY the ILP referral with as much information as possible for each newly identified child.
  - S. Casey Life Skills Assessments and Service Plans shall be submitted to the COUNTY ILP program as completed. Assessments and Service Plans shall be used to develop TILP and track participation in ILP services.

- T. Complete an Activity Checklist of mandated services for each student based upon CDSS Division 31 Regulations, Section 525.8. Mandated services include but are not limited to:
1. Education
  2. Career Development
  3. Health Promotion
  4. Mentor Referral
  5. Daily Living Skills
  6. Financial Resources
  7. Housing Information
- U. Work in collaboration with other ILP funded school districts and the COUNTY. CONTRACTOR shall attend ILP Advisory Meetings and other applicable training.

**Reporting Requirements**

1. CONTRACTOR shall provide the roster of attendance to COUNTY ILP Office within two weeks of the initial class to verify enrollment in COUNTY ILP services.
2. CONTRACTOR shall complete and submit to the COUNTY ILP Office incentive request forms for eligible foster youth who attend the ILP classes. Incentives are based on funding availability.
3. CONTRACTOR shall collect and submit performance outcome forms, completed by youth during the initial ILS class, last ILS class and during one-on-one independent living skills counseling within two weeks to the COUNTY ILP office.

**EXHIBIT B to Agreement  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY", and  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,  
hereinafter referred to as "CONTRACTOR"**

**INSURANCE REQUIREMENTS FOR CONTRACTORS**

Each party, at its sole cost and expense, shall carry insurance –or self-insure- its activities in connection with this Agreement, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability (including sexual molestation and abuse coverage), workers compensation, property, professional liability (including sexual molestation and abuse coverage, unless included under general liability), and business automobile liability adequate to cover its potential liabilities hereunder. Each party agrees to provide the other thirty (30) days' advance written notice of any cancellation, termination, or lapse of any of the insurance or self-insurance coverages. Failure to maintain insurance as required in this Agreement is a material breach of contract and is grounds for termination of the Agreement.

EXHIBIT C to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,
hereinafter referred to as "CONTRACTOR"

BUDGET REQUIREMENTS

A competitive selection process is not required for this contract as it is under \$100,000.

I. MAXIMUM PAYMENT TO CONTRACTOR

Maximum Reimbursable Amount for contract period = \$99,999.00

CONTRACTOR shall invoice monthly for expenses incurred, based on the budget below.

II. BUDGET

Table with 2 columns: Category (A-D) and Amount. A: Salary and Benefits \$93,220.65; B: Instructional Supplies \$1,500.00; C: Student Transportation and ILP Mileage \$1,515.52; D: Indirect Costs \$3,762.83; Total: Maximum Reimbursable Contract Amount \$99,999.00

III. BUDGET NARRATIVE

- A. Salaries and Benefits: .25 FTE - S. Olson - Specialist II (M.A. in School Counseling & PPS Credential), .20 FTE - A. Holmes, Coordinator II (M.S. & PPS Credential), .50 FTE - M. Reed - Program Associate (MSW in Social Work & PPS Credential), In Kind - M. Parker - Program Associate (B.A. in Psychology & Minor in Education), In Kind - A. Nieves - Clerk III, In Kind - MSW Interns and/or AmeriCorps Service Members
B. Instructional Supplies: Instructional materials and incentives for ILP classes and activities
C. Student Transportation and ILP Mileage: Mileage for transporting students to and from meetings and activities, Mileage for staff to travel from central office to school sites.
D. Indirect Costs: Overhead allocation @ 3.91%

IV. INVOICES

- A. CONTRACTOR will be reimbursed for actual services on a monthly basis.
B. CONTRACTOR shall submit invoices as follows:
1. Via email to: CPSContracts@saccounty.net -- OR --
2. Via U.S. Mail to CPS Contracts Unit, County of Sacramento, P.O. Box 269057, Worker Code FQ12, Sacramento, CA 95826-9057.

**EXHIBIT D to Agreement**  
**between the COUNTY OF SACRAMENTO,**  
**hereinafter referred to as "COUNTY", and**  
**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,**  
**hereinafter referred to as "CONTRACTOR"**

**ADDITIONAL PROVISIONS**

**I. LICENSING, CERTIFICATION, AND PERMITS**

- A. CONTRACTOR agrees to furnish professional personnel in accordance with all federal, state, county, and local regulations, laws, and ordinances, including all amendments thereto, issued by the State of California or COUNTY. CONTRACTOR shall operate continuously throughout the term of this Agreement with at least the minimum of staff required by law for provision of services hereunder, and such personnel shall be qualified in accordance with all applicable laws and regulations.
- B. CONTRACTOR shall make available to COUNTY, on request of DIRECTOR, a list of the persons who will provide services under this Agreement. The list shall state the name, title, professional degree, licensure, certification, and work experience of such persons.

**II. OPERATION AND ADMINISTRATION**

- A. Unless expressly identified in the budget set forth in Exhibit "C" CONTRACTOR agrees to furnish at no additional expense to COUNTY all space, facilities, equipment, and supplies necessary for its proper operation and maintenance.
- B. CONTRACTOR, if incorporated, shall operate according to the provisions of its Articles of Incorporation and By-Laws. Said documents and any amendments thereto shall be maintained and retained by CONTRACTOR and made available for review or inspection by DIRECTOR at reasonable times during normal business hours.
- C. CONTRACTOR shall forward to DIRECTOR all copies of its notices of meetings, minutes and public information, which are material to the performance of this Agreement.

**III. CONFIDENTIALITY**

- A. CONTRACTOR is subject to, and agrees to comply and require his or her employees to comply with the provisions of Sections 827, 5328, 10850 and 17006 of the Welfare and Institutions Code, Division 19-000 of the State of California Department of Social Services Manual of Policies and Procedures, Code of Federal Regulations Title 45, Section 205.50, and all other applicable laws and regulations to assure that:
1. All applications and records concerning an individual made or kept by CONTRACTOR, COUNTY, or any public officer or agency in connection with the Welfare and Institutions Code relating to any form of public social services or health services provided under this Agreement shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of such public social or health services.
  2. No person will publish or disclose, or use or cause to be published, disclosed, or used, any confidential information pertaining to an applicant or recipient of services. Applicant and recipient records and information shall not be disclosed by CONTRACTOR to third parties without COUNTY's consent or the consent of the applicant/recipient.
- B. CONTRACTOR agrees to inform all of his/her employees, agents, subcontractors and partners of the above provision and that knowing and intentional violation of the provisions of said State law is a misdemeanor.

**IV. QUALITY ASSURANCE AND PROGRAM REVIEW**

CONTRACTOR shall maintain adequate client records on each individual client, if applicable, which shall include face-to-face service plans, record of client interviews, case notes, and records of services provided by CONTRACTOR's various professional and paraprofessional personnel in sufficient detail to permit an evaluation of services for a minimum four (4) years. Such records must comply with all appropriate Federal, State, and COUNTY record maintenance requirements.

## V. REPORTS

- A. CONTRACTOR shall, on a monthly basis, provide to COUNTY reports on the units of service performed.
- B. CONTRACTOR shall, without additional compensation therefore, make further fiscal, program evaluation, and progress reports as may be reasonably required by DIRECTOR concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

## VI. EQUIPMENT OWNERSHIP

COUNTY shall have and retain ownership and title to all equipment purchased by CONTRACTOR under this Agreement. CONTRACTOR shall furnish, and amend as necessary, a list of all equipment purchased under this Agreement together with the bills of sale and any other documents as may be necessary to show clear title and reasonableness of the purchase price. The equipment list shall specify the quantity, name, description, purchase price, and date of purchase of all equipment. CONTRACTOR shall make all equipment available to COUNTY during normal business hours for tagging or inventory. CONTRACTOR shall deliver all equipment to COUNTY upon termination of this Agreement.

## VII. AUDIT/REVIEW REQUIREMENTS

- A. Federal OMB Audit Requirements (also known as Omni Circular or Super Circular) for Other Than For-Profit Contractors  
2 CFR 200.501 requires that subrecipients that expend \$750,000 or more (from all Federal sources) in a year in Federal Awards shall have an annual single or program specific Audit in accordance with the OMB requirements. 2 CFR 200.512 sets forth the requirements for filing the Audit with the Federal Audit Clearinghouse (FAC). When filing with the FAC, CONTRACTOR must also simultaneously submit 3 copies of the required Audit and forms to DIRECTOR as described in paragraph E of this section. The Catalog of Federal Domestic Assistance number (CFDA#) and related required information shall be included in the Audit. The CFDA # and the required related information for the funds contained in this contract are provided in Exhibit E. Audits shall be supplied by the due dates discussed in paragraph E of this section.
- B. COUNTY Requirements for Non-Profit, For-Profit, Governmental and School District Contractors  
In addition to the OMB requirements of paragraph A of this section, COUNTY requires CONTRACTOR to provide an annual Audited or Reviewed financial statement as follows:
  - 1. Annual Audited financial statements and accompanying Auditor's report and notes is required from CONTRACTOR when DHHS has awarded contracts totaling \$150,000 or more for any twelve month period. The Audited financial statement shall be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and the Audit shall be performed by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards (GAAS).
  - 2. Annual Reviewed financial statements are required from CONTRACTOR when DHHS has awarded contracts totaling less than \$150,000, but more than \$50,000 for any twelve month period. The Reviewed financial statement shall be prepared by an independent Certified Public Accountant in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA. Audited financial statements may be substituted for Reviewed financial statements.
- C. Term of the Audit or Review  
The Audit(s) or Review(s) shall cover the entire term of the contract(s). If CONTRACTOR'S fiscal year is different than the contract term, multiple Audits or Reviews shall be required, in order to cover the entire term of the contract.
- D. Termination  
If the Agreement is terminated for any reason during the contract period, the Audit or Review shall cover the entire period of the Agreement for which services were provided.
- E. Submittal and Due Dates for Audits or Reviews  
CONTRACTOR shall provide to COUNTY three copies of the Audit or Review, as required in this section, due six months following the end of CONTRACTOR'S fiscal year. Audit or Review shall be sent to:

Director  
County of Sacramento  
Department of Health of Human Services  
7001 –A East Parkway, Suite 1000C  
Sacramento, CA 95823

F. Request for Extension of Due Date

CONTRACTOR may request an extension of the due date for the Audit or Review in writing. Such request shall include the reason for the delay, a specific date for the extension and be sent to:

Director  
County of Sacramento  
Department of Health of Human Services  
7001 –A East Parkway, Suite 1000C  
Sacramento, CA 95823

G. Past Due Audit/Review

COUNTY may withhold payments due to CONTRACTOR from all past, current and future DHHS contracts when past, current or future audits/reviews are not provided to COUNTY by due date or approved extended due date.

H. Deficiencies

Should any deficiencies be noted in the Audit or Review CONTRACTOR must submit an Action Plan with the Audit or Review detailing how the deficiencies will be addressed.

I. Overpayments

Should any overpayment of funds be noted in the Audit or Review, CONTRACTOR shall reimburse COUNTY the amount of the overpayment within 30 days of the date of the completion of the Audit or Review.

**VIII. AMENDMENTS**

A. DIRECTOR may execute an amendment to this Agreement provided that:

1. An increase in the maximum contract amount resulting from the amendment does not exceed DIRECTOR's delegated authority under Sacramento County Code Section 2.61.100 (c) or any amount specified by Board of Supervisor's resolution for amending this Agreement, whichever is greater; and
2. Funding for the increased contract obligation is available within the Department's allocated budget for the fiscal year.

B. The budget attached to this Agreement as Exhibit C is subject to revision by COUNTY upon written notice by COUNTY to CONTRACTOR as provided in this Agreement. Upon notice, CONTRACTOR shall adjust services accordingly and shall within thirty (30) days submit to DIRECTOR a revised budget. Said budget revision shall be in the form and manner prescribed by DIRECTOR and, when approved in writing, shall constitute an amendment to this Agreement.

C. The budget attached to this Agreement as Exhibit C may be modified by CONTRACTOR making written request to DIRECTOR and written approval of such request by DIRECTOR. Approval of modifications requested by CONTRACTOR is discretionary with DIRECTOR. Said budget modification shall be in the form and manner prescribed by DIRECTOR and, when approved, shall constitute an amendment to this Agreement.

**IX. BASIS FOR ADVANCE PAYMENT**

A. Pursuant to Government Code § 11019(c) this Agreement allows for advance payment once per fiscal year when CONTRACTOR submits a request in writing, and request is approved in writing by DIRECTOR or DIRECTOR's designee.

B. If DIRECTOR finds both that CONTRACTOR requires advance payment in order to perform the services required by this Agreement and that the advance payment will not create an undue risk that payment will be made for services which are not rendered, DIRECTOR, or DIRECTOR's designee, may authorize, in her/his sole discretion, an advance in the

amount not to exceed ten percent (10%) of the "Net Budget/Maximum Payment to CONTRACTOR" as indicated in Exhibit C.

- C. In the case of Agreements with multiple-year terms, DIRECTOR or DIRECTOR's designee may authorize annual advances of not more than ten percent (10%) of the "Net Budget/Maximum Payment to CONTRACTOR" for each fiscal year as indicated in the Exhibit C.
- D. CONTRACTOR's written request for advance shall include a detailed written report substantiating the need for such advance payment, and such other information as DIRECTOR or DIRECTOR's designee may require.
- E. All advanced funds shall be offset against reimbursement submitted during the fiscal year.
- F. COUNTY reserves the right to withhold the total advance amount from any invoice.
- G. These provisions apply unless specified otherwise in Exhibit C of this Agreement.

**EXHIBIT E to AGREEMENT  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY", and  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,  
hereinafter referred to as "CONTRACTOR"**

**SCHEDULE OF FEDERAL FUNDS**

- I.  If box is checked, there are no Federal funds in this contract.
- II.  If box is checked, there are Federal funds in this contract. CONTRACTOR is a subrecipient. Federal funding details for this contract are as follows:

<b>A.</b>	Catalog of Federal Domestic Assistance (CFDA) number:	93.674
	CFDA Title:	Chafee Foster Care Independence Program
	Award Name and Federal Award Identification Number (FAIN):	N/A (via CDSS County Fiscal Letter only)
	Award Year:	FY 2016-17
	Were funds awarded for research and development activities?	No
	Name of the Federal awarding agency:	Federal DHHS via CDSS
	Amount in this contract:	\$99,999.00

- III. Total Federal Funds in this contract: \$99,999.00
- IV. CONTRACTOR'S (Subrecipient's) DUNS Number is: 060697109
- V. CONTRACTOR shall comply with all Federal requirements including OMB requirements for Single Audits, in addition to COUNTY audit requirements for the purposes of contract monitoring as stated in this agreement, as applicable.
- VI. At the sole discretion of COUNTY, the dollar amount payable under each Federal funding source in paragraph II of this Exhibit may be changed upon written notice from the COUNTY to CONTRACTOR so long as payments do not exceed the maximum total payment amount in accordance with this agreement.

EXHIBIT F to Agreement  
between the COUNTY OF SACRAMENTO,  
hereinafter referred to as "COUNTY", and  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT,  
hereinafter referred to as "CONTRACTOR"

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

CONTRACTOR agrees to comply with 5 U.S.C. 1501-1508, 31 U.S.C. §1352 and 45 CFR Part 76.100 (Code of Federal Regulations), which provides that federal funds may not be used for any contracted services, if CONTRACTOR is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

I (We) certify to the best of my (our) knowledge and belief, that CONTRACTOR named below and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three (3)-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three (3)-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
5. Shall notify COUNTY within ten (10) days of receipt of notification that CONTRACTOR is subject to any proposed or pending debarment, suspension, indictments or termination of a public transaction.
6. Shall obtain a certification regarding debarment and suspension from all its subcontractors that will be funded through this Agreement.
7. Hereby agree to terminate immediately, any subcontractor's services that will be/are funded through this Agreement, upon discovery that the subcontractor is ineligible or voluntarily excluded from covered transactions by any federal department or agency.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

BY:  \_\_\_\_\_

DATE: 12/20/16



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1b

**Meeting Date:** March 2, 2017

**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:** N/A

**Financial Considerations:** N/A

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

**Documents Attached:**

1. Certificated Personnel Transactions Dated March 2, 2017
2. Classified Personnel Transactions Dated March 2, 2017

<p><b>Estimated Time of Presentation:</b> N/A <b>Submitted by:</b> Cancy McArn, Chief Human Resources Officer <b>Approved by:</b> José L. Banda, Superintendent</p>
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**Attachment 1: CERTIFICATED 03/02/2017**

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
<b>EMPLOY</b>							
DANIS	JENNIFER	B	School Social Worker	CHILD DEVELOPMENT PROGRAM	1/30/2017	6/30/2017	EMPLOY PROB1 1/30/17
AQUINO	DIANNE	B	School Nurse	HEALTH SERVICES	2/2/2017	6/30/2017	EMPLOY PROB1 2/2/17
YTTRUP	BRENDA	B	Teacher K-8	JOHN H. STILL - K-8	2/21/2017	6/30/2017	EMPLOY PROB1 2/21/17
<b>RE-ASSIGN/STATUS CHANGE</b>							
HEBERT	TIMOTHY	A	Training Specialist	ACADEMIC OFFICE	9/1/2016	6/30/2017	REA/WVG/TR 9/1/16
RAHARDJA	MAGDA	B	Teacher High School	WEST CAMPUS	1/13/2017	6/30/2017	STCHG PROB1 1/13/17
<b>LEAVES</b>							
KAFOUROS	ROBIN	A	Teacher Spec Ed	HIRAM W. JOHNSON HIGH SCHOOL	1/4/2017	3/5/2017	LOA PD FMLA/CFRA/HE 1/4-3/5/17
WONG	TED	A	Teacher Middle School	CALIFORNIA MIDDLE SCHOOL	10/24/2016	10/28/2016	LOA FMLA/CFRA PD 10/24-10/28/16
WONG	TED	A	Teacher Middle School	CALIFORNIA MIDDLE SCHOOL	10/29/2016	11/13/2016	LOA RTN 10/29/16
WONG	TED	A	Teacher Middle School	CALIFORNIA MIDDLE SCHOOL	11/14/2016	11/18/2016	LOA FMLA/CFRA 11/14-11/18/16
WONG	TED	A	Teacher Middle School	CALIFORNIA MIDDLE SCHOOL	11/19/2016	1/8/2017	LOA RTN 11/19/17
WONG	TED	A	Teacher Middle School	CALIFORNIA MIDDLE SCHOOL	1/9/2017	1/13/2017	LOA FMLA/CFRA PD 1/9-1/13/17
WONG	TED	A	Teacher Middle School	CALIFORNIA MIDDLE SCHOOL	1/14/2017	2/16/2017	LOA RTN 1/14/17
WONG	TED	A	Teacher Middle School	CALIFORNIA MIDDLE SCHOOL	2/17/2017	2/22/2017	LOA FMLA/CFRA PD 2/17-2/22/17
AWAN	SARA	B	Teacher Elementary	PACIFIC ELEMENTARY SCHOOL	2/20/2017	6/30/2017	LOA PDL/HE PD 2/20/17-4/18/17
VIGLIONE	GRETCHEN	A	Teacher Elementary	NICHOLAS ELEMENTARY SCHOOL	2/15/2017	2/28/2017	LOA PD FMLA/CF 2/15-28/17
TOMPKINS	ERIN	B	Teacher Elementary	NICHOLAS ELEMENTARY SCHOOL	1/18/2017	4/19/2017	LOA PD FMLA/CF/HE 1/18-4/19/17
XIONG	JOHN	A	Teacher Elementary	SUSAN B. ANTHONY ELEMENTARY	1/20/2017	2/3/2017	LOA PD FMLA/CFRA 1/20-2/3/17
VANG	KENNETH	A	Counselor High School	C. K. McCLATCHY HIGH SCHOOL	1/17/2017	4/16/2017	LOA PD FMLA/CFRA 1/17-4/16/17
THAO	SIA	B	Teacher Elementary	NICHOLAS ELEMENTARY SCHOOL	12/19/2016	3/4/2017	LOA PD PDL/HEALTH 12/19-3/4/17
<b>SEPARATE/RESIGN/RETIRE</b>							
CONNER	BRANDIE	A	Teacher Elementary	WILLIAM LAND ELEMENTARY	9/1/2016	6/15/2017	SEP/RESIGN RL 6/16/17
ZIELINSKI	JENNIFER	B	School Nurse	HEALTH SERVICES	7/1/2016	2/1/2017	SEP/RESIGNED 2/1/17
COSTA	MATTHEW	A	Teacher Resource Specialist	JOHN F. KENNEDY HIGH SCHOOL	7/1/2016	6/30/2017	SEP/RESIGNED 6/16/17
MICHEL	RENEE	A	Teacher Elementary	WILLIAM LAND ELEMENTARY	7/1/2016	6/30/2017	SEP/RETIRE RL 6/30/17
JACOBS	JOSEPH	A	Teacher High School	CAPITAL CITY SCHOOL	7/1/2016	6/16/2017	SEP/RETIRE RV 6/16/17
MYERS	PAUL	A	Teacher Elementary	O. W. ERLEWINE ELEMENTARY	7/1/2016	6/16/2017	SEP/RETIRE RV 6/16/17
TAGG	LAWRENCE	A	Teacher High School	C. K. McCLATCHY HIGH SCHOOL	7/1/2016	6/16/2017	SEP/RETIRE RV 6/16/17
WONG	JOHN	A	Teacher High School	C. K. McCLATCHY HIGH SCHOOL	7/1/2016	6/30/2017	SEP/RETIRE RV 6/30/17

<u>NameLast</u>	<u>NameFirst</u>	<u>JobPerm</u>	<u>JobClass</u>	<u>PrimeSite</u>	<u>BegDate</u>	<u>EndDate</u>	<u>Comment</u>
COLETTA	CLAUDIA	A	Counselor High School	JOHN F. KENNEDY HIGH SCHOOL	7/1/2016	6/30/2017	SEP/RETIRED 6/16/17
FORE	DIANE	A	Teacher Elementary	ETHEL PHILLIPS ELEMENTARY	7/1/2016	6/30/2017	SEP/RETIRED 6/16/17
LEE	JUDY	A	Teacher Elementary	MATSUYAMA ELEMENTARY SCHC	7/1/2016	6/30/2017	SEP/RETIRED 6/16/17
GRIFFIN	JANENE	A	School Nurse	HEALTH SERVICES	7/1/2016	6/30/2017	SEP/RETIRED 6/17/17
COLLINS	VALERIE	A	Teacher Elementary	WOODBINE ELEMENTARY SCHO	7/1/2016	6/30/2017	SEP/RETIRED 6/30/17
KOREN	ALEXIS	A	School Nurse	HEALTH SERVICES	7/1/2016	6/30/2017	SEP/RETIRED 6/30/17
MAHER	EUTILIA	A	Teacher High School	WEST CAMPUS	7/1/2016	6/30/2017	SEP/RETIRED 6/30/17

**Attachment 2: CLASSIFIED 03/02/2017**

<u>NameLast</u>	<u>NameFirst</u>	<u>JobPerm</u>	<u>JobClass</u>	<u>PrimeSite</u>	<u>BegDate</u>	<u>EndDate</u>	<u>Comment</u>
<b>EMPLOY</b>							
CLEVELAND-BALDWIN	BRISHA	B	Custodian	CAPITAL CITY SCHOOL	2/2/2017	6/30/2017	EMPLOY PROB 1 2/2/17
AYALA	CYNTHIA	B	School Office Manager I	BRET HARTE ELEMENTARY SCHC	1/31/2017	6/30/2017	EMPLOY PROB 1/31/17
MCLAIN	AMANDA	B	Inst Aide Child Dev	CHILD DEVELOPMENT PROGRAM	2/1/2017	6/30/2017	EMPLOY PROB 2/1/17
<b>EXTEND</b>							
ZHANG	YING	Q	Teacher Assistant Bilingu	WILLIAM LAND ELEMENTARY	2/1/2017	6/30/2017	EXT PERM LTA B 2/1/17-6/30/17
<b>RE-ASSIGN/STATUS CHANGE</b>							
GATEWOOD	ELIZABETH	B	FACE Technician	YOUTH DEVELOPMENT	2/1/2017	6/30/2017	REA/STCHG PROB1 2/1/17
LAIRD	SANDRA	B	Clerk II	BRET HARTE ELEMENTARY SCHC	2/6/2017	6/30/2017	REA/STCHG/TR 2/6/17
GAMBOA	YVETTE	B	Fd Sv Asst IV	NUTRITION SERVICES DEPARTME	1/27/2017	6/30/2017	REA/STCHG PROB1 1/27/17
LEWIS-ECKFORD	BRANDY	A	Bus Driver	TRANSPORTATION SERVICES	2/8/2017	6/30/2017	STCHG .90625 2/8/17
NGUYEN	BINH	B	Bus Driver	TRANSPORTATION SERVICES	2/3/2017	6/30/2017	STCHG FR 0.6875 2/3/17
WADE	CARMEN	A	Bus Attendant	TRANSPORTATION SERVICES	2/10/2017	6/30/2017	STCHG FR 0.75 2/10/17
VELEZ-RUSSELL	NORMA	R	Inst Aid Spec Ed	SPECIAL EDUCATION DEPARTMEI	1/9/2017	6/30/2017	TR/STCHG TO LTA A 1/9-6/30/17
<b>LEAVES</b>							
TURNER	TANISHA	B	Dir II Compensation & Bn	EMPLOYEE COMPENSATION	2/15/2017	4/5/2017	LOA PD FMLA/CF/HE 2/15-4/5/17
AVETISYAN	KARINE	B	Inst Aide Child Dev	CHILD DEVELOPMENT PROGRAM	2/7/2017	3/19/2017	LOA PD FMLA/CF/HE 2/7-3/19/17
GARCIA	LORI	A	Customer Service Specia	HUMAN RESOURCE SERVICES	7/1/2016	6/30/2017	LOA PD INT FMLA/CF 1/20-6/30/17
VANG	FONG	Q	School Plant Ops Mngr I	CAL. MONTESSORI PROJECT CAF	2/6/2017	3/3/2017	LOA PD FMLA/CFRA 2/6-3/3/17
WADE-CHADWICK	DOMINIQUE	A	Bus Driver	TRANSPORTATION SERVICES	1/11/2017	6/30/2017	PD LOA INT FMLA/CF1/19-6/30/17
<b>SEPARATE/RESIGN/RETIRE</b>							
ROSAS	KARINA	A	Teacher Assistant Bilingu	ELDER CREEK ELEMENTARY SCH	12/15/2016	2/24/2017	SEP/RESIGN 2/24/17
CLARK	MALIK	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTME	11/1/2016	2/3/2017	SEP/RESIGN 2/3/17



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1c

**Meeting Date:** March 2, 2017

**Subject:** Approve Staff Recommendations for Expulsion #12 and #13, 2016-17

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

**Division:** Student Hearing and Placement Department

**Recommendation:** Approve staff recommendation for Expulsions #12 and #13 (2016-2017)

**Background/Rationale:** None

**Financial Considerations:** None

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

**Documents Attached:**

1. None

**Estimated Time of Presentation:** (N/A)

**Submitted by:** Lisa Allen, Deputy Superintendent and  
Stephan Brown, Director II

**Approved by:** José L. Banda, Superintendent



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1d

**Meeting Date:** March 2, 2017

**Subject:** Approve Appointment of Board Member Jay Hansen to the California School Board Association (CSBA) Delegate Assembly

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

**Division:** Board of Education (Board President)

**Recommendation:** Approve Board Member Appointment to the CSBA Delegate Assembly.

**Background/Rationale:** Board President Jay Hansen currently serves as a delegate to the California School Board Association's (CSBA) Delegate Assembly. His term is due to expire on March 31, 2017. He recommends the Board to appoint him to continue to serve a two year term commencing on April 1, 2017 through March 31, 2019.

SCUSD, based on ADA, is entitled to two delegates. The other delegate is Board Member Ellen Cochran. Her term is scheduled to expire on March 31, 2018.

**Financial Considerations:** None

**LCAP Goal(s):** Family and Community Empowerment

**Documents Attached:**

1. Delegate Assembly Appointment Form
2. Appointed Delegate Assembly Biographical Sketch Form

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> Jerome M. Behrens, General Counsel</p> <p><b>Approved by:</b> José L. Banda, Superintendent</p>
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## Delegate Assembly Appointment Form

### Forms are due by: Wednesday, March 15, 2017

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax (916) 371-3407

CSBA Region/subregion # \_\_\_\_\_

The Board of Education of the \_\_\_\_\_  
(School District)

wishes to appoint: \_\_\_\_\_ to the Delegate Assembly  
(Appointee name)

for a two-year term beginning April 1, 2017 through March 31, 2019.

- The appointee has consented to this appointment, and
- Attached is the appointee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé, or
- The appointee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé will be sent by the deadline date.

\_\_\_\_\_  
*Board Clerk or Board Secretary (signed)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Board Clerk or Board Secretary (printed)*

**PLEASE NOTE:** The appointment and candidate biographical sketch forms must be returned CSBA, attention: Executive Office via mail: 3251 Beacon Blvd., West Sacramento, CA 95691 (U.S.P.S.) or fax: (916) 371-3407 no later than **Wednesday, March 15, 2017**. If you have any questions, please contact the Executive Office at (800) 266-3382 or Charlyn Tuter at [ctuter@csba.org](mailto:ctuter@csba.org). Thank you.

## APPOINTED Delegate Assembly Biographical Sketch Form

**Due: Wednesday, March 15, 2017**

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Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax: (916) 371-3407

Please complete, sign and date this required one-page biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and please do not re-type this form. If you have any questions, please contact the Executive Office at (800) 266-3382.

Name: _____	CSBA Region-subregion #: _____
District Name: _____	Years on board: _____
Profession: _____	Contact Number: _____
E-mail: _____	
Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

**Your signature indicates your consent to serve as an appointed CSBA Delegate.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1e

**Meeting Date:** March 2, 2017

**Subject:** Approve Men and Women’s Leadership Academy (MWLA) Council  
Conference Planning and Leadership Retreat to Washington D.C., April  
6 – 11, 2017

- 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 Men and Women’s Leadership Academy (MWLA)  
Council’s field trip to Washington, D.C. April 6-11, 2017

**Background/Rationale:** The Youth Development Support Services (YDSS) Department would like to provide a life changing leadership experience for 24 MWLA students in our Nation’s Capital. Students will take part in planning the Boys and Men of Color (BMoC) Summit which will be conducted in October of 2017 at California State University Sacramento. Students will interact with other students from youth organizations from New York, Florida, and Washington DC. MWLA students will also engage in unique college and career opportunities in prestigious East Coast Universities.

**Financial Considerations:** There is no cost to the District for student travel. The trip will be paid through grants and sponsorships from various funders and supporters of the MWLA program.

**LCAP Goal(s):** College, Career and Life Ready Graduates; Safe, Emotionally Healthy and Engaged Students

**Documents Attached:**

1. Out-of-state field trip documents

**Estimated Time of Presentation:** N/A  
**Submitted by:** Lisa Allen, Deputy Superintendent  
 Olga Sims, Area Assistant Superintendent  
**Approved by:** Jose L. Banda, 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 JFK, West, Health, Sac, Legion, Rosemont, Burbank Date December 20, 2016

Teacher's Name Adrian Williams, Marcus Strother, Andrea Nav Room # \_\_\_\_\_ Telephone # 9166439227  
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 Airline Flight to Baltimore International Airport (BWI)

Educational nature of field trip/excursion Students will engage in a leadership opportunity with students from other cities and learn about our nations history.

Depart Date 4/6/17 Time 8:00 am/pm Return Date 4/11/17 Time 6:00 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 \_\_\_\_\_ Financial Assistance Available?  yes  no

Number of students participating: 24

Adult Supervisors/ Drivers: DRIVER DRIVER  
1) Adrian Williams cleared to drive  yes  no 2) Dylan Fisher Not cleared to drive  yes  no  
3) Wellington Smith cleared to drive  yes  no 4) Laureate Gholar Not cleared to drive  yes  no

Teachers and Staff Attending:  
1) Marcus Strother cleared to drive  yes  no 2) Andrea Nava cleared to drive  yes  no  
3) Stacey Bell cleared to drive  yes  no 4) Aliya Holmes cleared to drive  yes  no

Principal Approval [Signature] Date 02-09-17  
Risk Management Approval [Signature] Date 2/9/17  
Segment Administrator Approval [Signature] Date 2/8/17

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 (RSK-F106B)**

School Name JFK, West, Health Prof, Legion, Sac High, Burbank, Rosemont Date January 25, 2017

Teacher's Name Adrian Williams Room # \_\_\_\_\_ Telephone # 916-402-8240

Field Trip Destination Washington D.C. April 6-11, 2017

Reason for travel The Youth Development Support Services (YDSS) Department will provide a life changing leadership experience for 28 Men's and Women's Leadership Academy students in our Nation's Capital. Students will take part in planning the Boys and Men of Color summit which will be conducted in October of 2017 at California State University, Sacramento. Students will also interact with other youth organizations from New York, Florida, and Washington D.C.

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 for review before signing. Risk management approval required.

Attach a detailed itinerary for each day: See Attached

Signed Adrian Williams  
 Teacher

Approvals: [Signature] 2-9-17 HPHS

[Signature] 2-09-17  
 Principal Date

[Signature] 2/21/17  
 Risk Management Dept Date

[Signature] 2/21/17  
 Segment Administrator Date

[Signature] 2/22/17  
 Superintendent Date

Board Approval Date \_\_\_\_\_

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" type="checkbox"/> Conference/Workshop  <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development  <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
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School/Department Youth Development Date Feb 16, 2017

Date(s) of Event 4/6/17-4/11/17 Location Washington, DC

Event Title (attach brochure) Educational field trip to Washington, DC

Purpose\* Expose students to leadership opportunities, museums, meet other youth leaders in support of planning a conference.  
 \*(what value does this activity give students, attendees, staff, department/site or community?)

How does this travel align with the District's strategic plan? Making a commitment to provide every student with access to opportunities for success.

How will this activity/event be used and shared? Students will utilize leadership skills and education to host a student peer conference.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)*	No. of Days Required	Budget Code (for substitute)
<u>Marcus Strother</u>	<u>Coordinator II</u>	<u>No</u>	<input type="checkbox"/>	
<u>Dylan Fisher</u>	<u>Program Associate</u>	<u>No</u>	<input type="checkbox"/>	
<u>Wellington Smith</u>	<u>Program Associate</u>	<u>No</u>	<input type="checkbox"/>	
<u>Laureate Gholar</u>	<u>Youth Services Specialist</u>	<u>No</u>	<input type="checkbox"/>	
<u>Adrian Williams</u>	<u>Specialist II</u>	<u>No</u>	<input type="checkbox"/>	

Additional Attendees Attached

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

<b>Approvals:</b> <div style="margin-bottom: 10px;">                   _____                  Principal/Department Head Signature &amp; Print Name             </div> <div style="margin-bottom: 10px;"> <u>2-17-17</u>                  _____                  Date             </div> <div style="margin-bottom: 10px;">                   _____                  Cabinet Level or Designee Signature             </div> <div style="margin-bottom: 10px;"> <u>2/21/17</u>                  _____                  Date             </div> <div style="margin-bottom: 10px;">                   _____                  Chief Business Officer Signature             </div> <div style="margin-bottom: 10px;"> <u>2/22/17</u>                  _____                  Date             </div> <div style="margin-bottom: 10px;">                   _____                  Superintendent or Designee Signature             </div> <div style="margin-bottom: 10px;"> <u>2/22/17</u>                  _____                  Date             </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ TOTAL <u>\$ 0.00</u>
---	---

Categorical Budget Code(s): Paid for by donations to the SCUSD Foundation \$ \_\_\_\_\_

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 ****	_____

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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

School/Department Youth Development Date Feb 16, 2017

Date(s) of Event 4/6/17-4/11/17 Location Washington, DC

Event Title (attach brochure) Educational field trip to Washington, DC

Purpose\* Expose students to leadership opportunities, museums, meet other youth leaders in support of planning a conference.

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

How does this travel align with the District's strategic plan? Making a commitment to provide every student with access to opportunities for success.

How will this activity/event be used and shared? Students will utilize leadership skills and education to host a student peer conference.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* *	No. of Days Required	Budget Code (for substitute)
<u>Stacey Bell</u>	<u>Director II</u>	<u>No</u>	<input type="checkbox"/>	
<u>Andrea Nava</u>	<u>Specialist II</u>	<u>No</u>	<input type="checkbox"/>	
<u>Aliya Holmes</u>	<u>Coordinator II</u>	<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	
		<u>No</u>	<input type="checkbox"/>	

Additional Attendees Attached

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

<b>Approvals:</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p><u><i>[Signature]</i></u> Principal/Department Head Signature &amp; Print Name</p> <p><u><i>[Signature]</i></u> Cabinet Level or Designee Signature</p> <p><u><i>[Signature]</i></u> Chief Business Officer Signature</p> <p><u><i>[Signature]</i></u> Superintendent or Designee Signature</p> </div> <div style="width: 15%; text-align: center;"> <p><u>2-17-17</u> Date</p> <p><u>2/21/17</u> Date</p> <p><u>2/22/17</u> Date</p> <p><u>2/22/17</u> Date</p> </div> </div>	District cost for all attendees (estimate) Registration Fee *** <u>0.00</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL</b> <u>\$ 0.00</u>
--	--

Categorical Budget Code(s): Paid for by donations to the SCUSD Foundation \$ \_\_\_\_\_

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 8.1f

**Meeting Date:** March 2, 2017

**Subject:** Approve Sutter Middle School Field Trip to Ashland, Oregon, from  
March 15 – 17, 2017

- 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 Sutter Middle School Field Trip to Ashland, Oregon, from  
March 15-17, 2017

**Background/Rationale:** From March 15-17, 2017, a group of 150 students, 33 parent chaperones, and two teacher chaperones from Sutter Middle School will travel via chartered bus to Ashland, Oregon, to see plays at the Oregon Shakespeare Festival. Students will experience acclaimed literature and plays performed professionally, allowing them to study and enjoy Shakespeare’s “*Julius Caesar*” and “*Shakespeare in Love*”. Additionally, students will attend four hours of workshops presented by members of the theater group, and attend prologue discussions. The students and chaperones will be housed in the dorms at Southern Oregon University.

**Financial Considerations:**

No cost to the district. Expenses paid through parent contribution. Associated Student Body funds were made available for students in need.

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

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A  
**Submitted by:** Lisa Allen, Deputy Superintendent  
 Olga Simms, Area Assistant Superintendent  
**Approved by:** José Banda, 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 March 15-17, 2017

Teacher's Name Peters/Henrikson Room # 208/210 Telephone # 395-5370  
Fax # \_\_\_\_\_

Field Trip Destination Ashland, Oregon: Shakespeare Festival

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

Route I-5

Educational nature of field trip/excursion Students will build upon their learning in Language Arts by watching 2 plays and attending workshops at Shakespeare Festival.

Depart Date 3-15-17 Time 8:30am am/pm      Return Date 3-17-17 Time 3:30pm 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 pay their own way. Financial Assistance Available?  yes     no

Number of students participating: 150

- |                              |   |          |  |
|------------------------------|---|----------|--|
| Adult Supervisors/ Drivers:  | DRIVER  |          | DRIVER   |
| 1) <u>See attached list.</u> | <input type="checkbox"/> yes <input checked="" 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>Jennifer Peters</u> | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2) <u>Elizabeth Henrikson</u> | <input type="checkbox"/> yes <input checked="" 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 1/27/17

Risk Management Approval (Unusual Activities) [Signature] Date 2/10/17

Segment Administrator Approval [Signature] Date 2/6/17

- 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

Mrs. Peters' Group Chaperone List  
Shakespeare Festival Field Trip  
March 15-17, 2017

Teacher:  
Jennifer Peters

Chaperone Name
1. Pam Beedie
2. Desiree Pierson
3. Ann Clark
4. Sheri Graciano
5. Susan O'Brien
6. Donald Lee
7. Danielle Seperas
8. Jamie Poulton
9. Jane Mikacich
10. Heidi Jones
11. Christina Edwards
12. Karen Zamd
13. Susan Riedell
14. Christina Teeple
15. Cindy Cole
16. Rachelle Macias
17. Molly Doolittle
18. Elaine Tseng
19. Adam Salinger

# **ASHLAND CHAPERONES**

**Mrs. Henrikson**

**March 15-17, 2017**

1. Blake Takaha
2. Alli Pearce
3. Mary Kwong
4. John Yee
5. Renee Kumamoto
6. Nancy Vogel
7. Cathy Kemp
8. Julie Harr
9. Mike Schneider
10. Kevin Murphy
11. Jess Wong
12. Charlie Ineichen
13. Kasie Gee
14. Chris Piper

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

**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 # \_\_\_\_\_

**Request to Attend:**

- Conference/Workshop
- Business Meeting

**Purpose for Attending:**

- Professional Development
- Continued Education Credits Earned

School/Department Sutter Middle School

Date January 10, 2017

Date(s) of Event March 15-17, 2017

Location Oregon Shakespeare Festival in Ashland, Oregon

Event Title (attach brochure) Oregon Shakespeare Festival

Purpose\* To expose students to the works of Shakespeare, methods of acting, and to visit a college campus.

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

How does this travel align with the District's strategic plan?

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)

Jennifer Peters	Teacher	No		
Elizabeth Henrikson	Teacher	No		
		No		
		No		
		No		

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

Additional Attendees Attached

**Approvals:**

Principal/Department Head Signature & Print Name

CRISTIN TAHARA - MARTIN

1/27/17

Date

Cabinet Level or Designee Signature

2/7/17

Date

Chief Business Officer Signature

2/7/17

Date

Superintendent or Designee Signature

2/9/17

Date

District cost for all attendees (estimate)

Registration Fee \*\*\*

0.00

Meals included?  Yes

B  L  D

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 \*\*\*\*

\*\*\*\* 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 8.1g

**Meeting Date:** March 2, 2017

**Subject:** Approve Albert Einstein Middle School Field Trip to Washington, D.C.  
from March 21 - 25, 2017

- 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 Albert Einstein Middle School Field Trip to Washington, D.C. March 21-25, 2017

**Background/Rationale:** From March 21-25, 2017, a group of 15 students and two teacher chaperones from Albert Einstein Middle School will travel via airplane to Washington, D.C. to study various historical sites, museums, and monuments as they pertain to the growth and development of our country. The students will be dropped off at Sacramento International Airport by their parents/guardians at the beginning of the trip. Their parents/guardians will meet the students at Sacramento International Airport at the conclusion of the trip.

**Financial Considerations:** No cost to the district. Expenses paid through parent contribution. Associated Student Body funds were made available for students in need.

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

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:**

**Submitted by:** Lisa Allen, Deputy Superintendent  
 Olga Simms, Area Assistant Superintendent  
**Approved by:** José Banda, 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 Dec 5, 2016

Teacher's Name Mrs. Judy Caccamo Room # 51 Telephone # 395-5310  
 Fax # 916-228-5813

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 Sac Int'l Airport to Dulles Airport in Washington DC. Charter Bus to hotel and all other activities

Educational nature of field trip/excursion 8th Grade U.S History Curriculum Enrichment

Depart Date 3/21/17 Time 5am am/pm Return Date 3/25/17 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: 15

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>Mrs. Judy Caccamo</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) <u>Mr. Michael Holt</u>	<input checked="" type="checkbox"/> yes <input checked="" type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval  Date 12/9/16

Risk Management Approval (Unusual Activities)  Date 2/16/17

Segment Administrator Approval  Date 2/6/17

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 MIDDLE SCHOOL Date 3/21-25/2017

Teacher's Name MRS JUDY CACCAMO Room # 51 Telephone # 395-9510

Field Trip Destination WASHINGTON DC, DISTRICT OF COLUMBIA

Reason for travel ANNUAL 8TH GRADE US HISTORY TRIP TO EXPLORE THE NATION CAPITAL

GUIDED TOUR STOPS WILL INCLUDE NATIONAL MALL, WHITE HOUSE, CONGRESS, FORD'S

THEATER, 9/11 MEMORIAL SITE, SMITHSONIAN MUSEUMS AND ARLINGTON NATIONAL CEMETARY

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 for review before signing. Risk management approval required.

N/A

Attach a detailed itinerary for each day: ATTACHED

Signed Judy Caccamo 12/12/16  
Teacher

Approvals: Caci

[Signature] 12/9/16  
Principal Date

[Signature] 2/10/17  
Risk Management Dept. Date

[Signature] 2/7/17  
Segment Administrator Date

[Signature] 2/9/17  
Superintendent Date

Board Approval Date

# TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

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

School/Department ALBERT EINSTEIN MIDDLE SCHOOL Date Dec 12, 2016

Date(s) of Event 3/21/17-3/25/17 Location WASHINGTON DC

Event Title (attach brochure) WORLD STRIDES FIELD TRIP TO WASHINGTON DC

Purpose\* US HISTORY CURRICULUM ENRICHMENT AND HANDS ON EXPERIENCE

\*(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, CAREER, AND LIFE READY GRADUATES. EXPAND THE CONTINUUM OF LEARNING OPPORTUNITIES.

How will this activity/event be used and shared? DIRECT CLASSROOM INSTRUCTION AND EXPERIENCE SHARING.

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>
JUDY CACCAMO	TEACHER	Yes	4	01-3010-0-1102-15-1110-2140-000-0410-000
MICHAEL HOLT	ASSISTANT PRINCIPAL	No		
		No		
		No		
		No		

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

**Approvals:**

*Garrett Kirkland* 12/12/16  
 Principal/Department Head Signature & Print Name Date

*Alvin G. Summs* 2/6/17  
 Cabinet Level or Designee Signature Date

*[Signature]* 2/7/17  
 Chief Business Officer Signature Date

*[Signature]* 2/9/17  
 Superintendent or Designee Signature Date

District cost for all attendees (estimate)

Registration Fee \*\*\* 0.00

Meals included?  

B  L  D

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 8.1h

**Meeting Date:** March 2, 2017

**Subject:** Approve Revised Board of Education Meeting Calendar for 2016-17

- 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 the Board of Education meeting calendar for 2016-17 school year.

**Background/Rationale:** The Board of Education usually meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. The meetings will be held at the Serna Center in the Community Room. Special meetings will be called as needed.

**LCAP Goal(s):** Family and Community Empowerment

**Financial Considerations:** N/A

**Documents Attached:**

- 1) Board of Education Meeting Calendar for 2016-17

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> José L. Banda, Superintendent</p> <p><b>Approved by:</b> N/A</p>
--

**Sacramento City Unified School District  
Board of Education Meeting Calendar  
2016-2017 School Year**

*The Board of Education usually meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month with Special Meetings called as needed. Meetings are held at the Serna Center Community Room, 5735 47<sup>th</sup> Avenue.*

*There is no Board Meeting in the month of July and only one in Dec. & Jan. for 2016-17.*

<i>August 4, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>August 18, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>September 1, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>September 15, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>
<i>October 6, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>October 20, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>November 3, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>November 17, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>
<i>*December 8, 2016</i>  <i>4:30 Closed Session 6:30 Open Session</i>  <i>Annual Meeting</i>	<i>**January 19, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>February 2, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>February 16, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>
<i>March 2, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>March 16, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>April 6, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>April 20, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>
<i>May 4, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>May 18, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>June 1, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>	<i>June 15, 2017</i>  <i>4:30 Closed Session 6:30 Open Session</i>
<i>June 28, 2017</i>  <i>Special Board Meeting</i>			

*\* Moved due to CSBA Annual Convention; \*\*Moved due to the Winter Break*



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1i

**Meeting Date:** March 2, 2017

**Subject:** Approve Minutes of the February 2, 2017, 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 2, 2017, Board of Education Meeting.

**Background/Rationale:** None

**Financial Considerations:** None

**LCAP Goal(s):** Family and Community Empowerment

**Documents Attached:**

1. Minutes of the February 2, 2017, Board of Education Regular Meeting

**Estimated Time of Presentation:** N/A

**Submitted by:** José L. Banda, Superintendent

**Approved by:** N/A



Putting  
Children  
First

# Sacramento City Unified School District BOARD OF EDUCATION MEETING AND WORKSHOP

## Board of Education Members

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

Thursday, February 2, 2017

4:30 p.m. Closed Session

6:30 p.m. Open Session

Serna Center

Community Conference Rooms

5735 47<sup>th</sup> Avenue

Sacramento, CA 95824

## **MINUTES**

2016/17-12

### **1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

The meeting was called to order at 4:35 p.m. by Vice President Ryan, and roll was taken.

#### *Members Present:*

Vice President Jessie Ryan

Ellen Cochrane

Michael Minnick

Christina Pritchett

Mai Vang

#### *Members Absent:*

Second Vice President Darrel Woo (arrived at 4:40 p.m.)

President Hansen

A quorum was reached.

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

None

### **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. 2016050013 and OAH Case No. 2016110297)*
  - 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 CSA, SCTA, SEIU, Teamsters, UPE, Unrepresented Management*
- 3.3 *Government Code 54957 – Public Employee Discipline/Dismissal/Release/Reassignment*
- 3.4 *Government Code 54957 - Public Employment*
  - a) *Superintendent*
- 3.5 *Government Code 54956.8 – Conference with Real Property Negotiators*  
*Property: 7050 San Joaquin Street and 16<sup>th</sup> and N Street*  
*District Negotiator: Superintendent*  
*Negotiating Parties: District and Cresleigh Homes*  
*Under Negotiation: Price and Terms of Exchange*

**4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE**

*The meeting was called back to order at 6:43 p.m. by Vice President Ryan.*

*Members Present:*

- Vice President Jessie Ryan*
- Second Vice President Darrel Woo*
- Ellen Cochrane*
- Michael Minnick*
- Christina Pritchett*
- Mai Vang*
- Student Member Natalie Rosas*

*Members Absent:*

- President Jay Hansen*

*The Pledge of Allegiance was led by Read-A-Thon participating students Olivia Conklin and Emma Beard. Both are Fifth Grade students from Caleb Greenwood Elementary School. They reported on the Read-A-Thon at their school, and then Member Cochrane presented Certificates of Achievement.*

**5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

*Counsel Jerry Behrens reported that the Board, by a vote of 6-0 with President Hansen absent,*

*approved two Special Education settlements, OAH Case No. 2016050013 and OAH Case No. 2016110297.*

## **6.0 AGENDA ADOPTION**

*Vice President Ryan asked for a motion to adopt the agenda. A motion was made to approve by Member Pritchett and seconded by Member Vang. The Board voted unanimously to adopt the agenda.*

## **7.0 SPECIAL PRESENTATION**

### *7.1 Approve Resolution No. 2917: Recognition of Lunar New Year (Darrel Woo)*

*Second Vice President Woo said that this recognition of the Lunar New Year is to be given to the Chinese New Year Cultural Association. They will be having a celebration at Hiram Johnson High School from noon to 5:00 p.m. on Saturday, February 18, 2017. Second Vice President Woo said that neither President Mr. Tom Bhe nor the Vice President could be present to accept a framed copy of the resolution, so he will present it to them at a later date. He then read parts of the resolution. A motion was made to approve the resolution by Member Pritchett and was seconded by Member Cochrane; it passed unanimously.*

#### *Public Comment:*

*Alex Visaya said Happy New Year.*

#### *Board Member Comments:*

*None*

### *7.2 Approve Resolution No. 2916: Recognition of National African American History Month, February 2017 (Mai Vang)*

*Member Vang spoke about the struggles and inequities that black and brown students in the District continue to face. She acknowledged work being done in Sacramento to reduce black infant mortality and thanked those that lead the Black Child Legacy Campaign in Oak Park and Meadowview area. She also celebrated students that are at the forefront of this work. Member Vang then read the resolution. Member Cochrane made a motion to approve the resolution, and Second Vice President Woo seconded. The resolution was passed unanimously.*

#### *Public Comment:*

*Rakeem Murdock, of American Legion High School, spoke of lingering stereotypes and what he does to try and change those. He said that the Black Child Legacy Campaign and the Greater Sacramento Urban League are making important contributions to this process.*

*Students from John Still K-8 School spoke about their program.*

*Reginald Brown, Principal of John Still K-8 School, spoke about the Black Child Legacy Campaign and the work they are doing at his campus.*

#### *Board Member Comments:*

*Vice President Ryan recognized the Black Parallel School Board and their advocacy work for the African American community in Sacramento.*

7.3 Approve Resolution No. 2918: Recognition of Teen Dating Violence Awareness and Prevention Month, February 2017 (Michael Minnick)

Member Minnick presented Resolution No. 2918. He read the resolution and then presented framed copies to representatives from My Sister's House, the Partnership to End Domestic Violence, and WEAVE. He said that these three organizations are doing great work in our community to support young people. Representatives from each organization spoke. Member Vang motioned to approve the resolution, and Member Cochrane seconded. The resolution passed unanimously.

*Public Comment:*

None

*Board Member Comments:*

Member Pritchett thanked Member Minnick for bringing this resolution forward. She also thanked the organizations present.

7.4 Approve Resolution No. 2921: Recognition of National No One Eats Alone Day, February 10, 2017 (Jessie Ryan)

Vice President Ryan presented the resolution. She originally brought this recognition to the Board two years ago and spoke of the fear of isolation and solutions to solve the problem. She read the resolution and then asked for a motion to approve. A motion was made by Member Minnick and seconded by Second Vice President Woo. The motion was approved unanimously. Vice President Ryan presented a framed copy of the resolution to Angie Sutherland of the Community Advisory Committee. Ms. Sutherland thanked the Board and said how happy she was that No One Eats Alone Day is being recognized again and that more and more schools are participating.

*Public Comment:*

None

*Board Member Comments:*

None

**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.*

*Public Comment:*

Marc Epstein, Director of Environmental Technology Education Network, spoke about geospatial technology and web mapping. He said demonstrations were done for Sixth Graders at a few District schools and spoke about future developments.

Carlos Alcala, representing a nonpartisan voter registration coalition, had come before the Board a year ago asking about registering high school students in the District. In the fall of 2016 they were able to register over 4,000 students in the area. However, he reported that they have not yet been able to

register District students, and he asked for help with this from the Board. Vice President Ryan asked the Superintendent to assign a staff member to follow up on this and then report back to the Board. Member Cochrane said that she met with two members of their organization last spring. At that time she connected them with staff at Hiram Johnson High School. She asked why nothing happened beyond that time. Mr. Alcalá said he thinks some registration was done at Hiram Johnson High School. He clarified that there is no barrier to this; it is just a matter of scheduling the days and getting it done. Second Vice President Woo thanked Mr. Alcalá for contacting the Board.

Faye Wilson Kennedy gave information on the Fourth Annual Sacramento Black Book Fair which will be held June 2<sup>nd</sup> and 3<sup>rd</sup>. They go into schools, churches, and community centers to read to children and would like to partner with the District on this event. In the past they have gone to Father Keith B. Kenny K-8 and Parkway Elementary Schools and would like to expand to other District schools. Vice President Ryan thanked Ms. Kennedy for her commitment over the last several years on behalf of the Sacramento Black Book Fair and for partnering with schools.

Lashanya Breasell gave an update on the Black Parallel School Board.

Terrence Gladney spoke about discussion at the November 21<sup>st</sup> Board meeting around Facilities work at C. K. McClatchy High School. They also discussed a constituent's statement from Member Pritchett's trustee area that alluded to the fact that there were communications stating funds were secure for work at the high school. This statement was also from the November 21<sup>st</sup> Board meeting. However Superintendent Banda and Chief Operations Officer Cathy Allen said at the November 21<sup>st</sup> meeting that, to their knowledge, there was no securing of funds. Mr. Gladney therefore submitted a public records request which was provided by Nathaniel Browning and the Legal Department. From this he said he found discrepancies in what was stated at the Board meeting and what actually happened. There were e-mails from President Hansen to staff and community members from the high school starting from September 27<sup>th</sup>. These messages contained conversations surrounding Board level conversations regarding things pending at that time and being finalized so that the high school could have their facilities repaired. Mr. Gladney further reported that there were further communications from Restore the Roar representatives thanking President Hansen and others for securing funds and getting the project approved; that had been in discussion for months before it came to the Board. Mr. Gladney, speaking as a new Bond Oversight Committee member and someone who has come before the Board on other occasions regarding Facilities issues at his childrens' schools, said this is deeply concerning. He has advocated for an expansion of the role of the Bond Oversight Committee, which now stands as an after-the-fact oversight body of stakeholders. He is concerned about discussions that are counteractive to a collaborative environment amongst all seven trustee areas. He provided the Board with a summary of the copies he received and will e-mail the full records request to the Board members. He asked the Board to come up with a pro-active solution to why we cannot expand the role of existing bodies of engaged stakeholders and to tell the public what to expect.

Board Member Cochrane said this is the first she has learned of this, and she is concerned. She asked if he has brought the e-mails to the attention of the Facilities Committee before tonight. Mr. Gladney said that he did.

Vice President Ryan said that, at the recent meeting, it was the first time the Facilities Committee members had seen the e-mails. The committee asked Mr. Gladney to bring information before the Board in its entirety.

Member Cochrane said she appreciated that input, and she thanked Vice President Ryan. She said she does not know exactly the details as far as missteps or corrections needed. She asked that Mr. Gladney provide a clear statement of the problem. Mr. Gladney is concerned with an apparent lack of common knowledge among Board members which suggests a need for transparent communication between Board members. He feels that if there is not transparent communication between Board members then

there is not transparent communication at the public level. Member Cochran verified with Mr. Gladney that the question that came up at the prior Board meeting was if there had been specific spending at specific sites and that the answer was no. Mr. Gladney said that is correct; Member Cochran asked that question at the November 21<sup>st</sup> Board meeting, and the answer given was no. Member Cochran asked Mr. Gladney what he thinks this means, and he answered that it means there were discussions happening in a silo with an individual Board member who was in a position at that time to steer things in a particular direction because of his position as head of the Facilities Committee. Member Cochran asked to clarify that the complaint is that Mr. Gladney has concerns, from the e-mails, that discussions were taking place about money expenditures that were not being shared with other members of the Facilities Committee and/or administration. Mr. Gladney responded that it is a concern and not a complaint. Member Cochran asked if the e-mails involve any other Board members other than President Hansen. Mr. Gladney said they do not. Member Cochran said she is very concerned about this as well, and she asked that the current Chair of the Facilities Committee help with the process.

Member Pritchett said that she does recall the Board meeting to which Mr. Gladney refers. She believes the discussion was that a constituent had asked her if there was secured funding, and she said absolutely not and that she would clear the record straight at a Board meeting. At the Board meeting she asked Ms. Allen and the Superintendent, and the answer was no. She feels the Facilities Committee should evaluate what was happening and report back to the Board.

Angela Sutherland commented on an incident that happened today; a student was missing from a District school and no one was aware. The student left the school by himself and walked home. She is very concerned about this and asked that the schools take a look at their safety practices.

Superintendent Banda thanked Ms. Sutherland for her comments and assured her that we take student safety very seriously; there was immediate action and response at the school site regarding this incident. Superintendent Banda said we can always look at how to do things better so that this does not happen again.

Grace Trujillo spoke about different incidents that happen at schools including a shooting she heard of at Kit Carson School and that a student brought a BB gun to Phoebe Hearst Elementary School. She is concerned that some incidents are being reported and some are not. She is also concerned with the way the Kit Carson incident was handled by the principal.

Vice President Ryan asked Superintendent Banda if he had a response or knowledge of the shooting mentioned. He did not. Vice President Ryan said it will be looked into and we will get back to her.

Member Cochran thanked Ms. Trujillo for bringing this to the Board's attention and asked that clarification be brought to the next Board meeting about what happened.

## **9.0 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.**

### **9.1 Items Subject or Not Subject to Closed Session:**

**9.1a Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval of Bid Awards, Change Notices and Notices of Completion**

*(Gerardo Castillo, CPA)*

- 9.1b Approve Personnel Transactions (Cancy McArn)*
- 9.1c Approve Resolution No. 2922: In Support of Applications for Eligibility Determination and Funding in the School Facility Program When Bond Authority is Exhausted (Jim Dobson)*
- 9.1d Approve Mandatory Reporting to the Sacramento County Office of Education – Uniform Complaints Regarding the Williams Settlement Processed for the Period of September 2016 through December 2016 (Cancy McArn)*
- 9.1e Approve Changes to Existing Council of Occupational Education (COE) Programs for Accreditation Compliance (Iris Taylor and Susan Gilmore)*
- 9.1f Approve Resolution No. 2919: Resolution Designating Chief Communications Officer as Senior Management of the Classified Service (Cancy McArn)*
- 9.1g Approve Resolution No. 2920: Resolution Regarding Board Stipends (Jay Hansen)*
- 9.1h Approve Minutes of the January 13, 2017, Board of Education Special Meeting (José L. Banda)*
- 9.1i Approve C. K. McClatchy High School Field Trip to the University of Nevada in Las Vegas, Nevada, from February 3 – 6, 2017 (Lisa Allen and Mary Hardin Young)*

*Vice President Ryan asked for a motion to adopt the Consent Agenda. A motion was made to approve by Member Pritchett and seconded by Member Woo. The Board voted unanimously, with President Hansen absent, to adopt the agenda.*

## **10.0 COMMUNICATIONS**

### **10.1 Employee Organization Reports:**

**Information**

- *CSA – Dennis Pedersen reported on behalf of CSA.*
- *SCTA – Nikki Milevsky reported on behalf of SCTA.*
- *SEIU – No report given*
- *Teamsters – No report given*
- *UPE – Leise Martinez reported on behalf of UPE.*

### **10.2 District Parent Advisory Committees:**

**Information**

- *Community Advisory Committee – Angel Garcia and Angie Sutherland reported on behalf of CAC.*
- *District English Learner Advisory Committee – Board Member Ellen Cochran reported on behalf of DELAC*
- *Gifted and Talented Education Advisory Committee – No report given*

- *Indian Education Parent Committee – No report given*

### 10.3 *Superintendent’s Report (José L. Banda)*

**Information**

*Superintendent Banda spoke about partnerships made with a number of organizations to bring about the Hmong 40 Exhibit to the District’s Enrollment Center from February 11 through February 25. It is an 8,000 square foot exhibit that features Hmong history and culture. Our students will be able to visit the exhibit on week-day mornings, and in the afternoons it will be open to the public. It will also be open to the public on the three week-ends that it is here. The Superintendent also reported that there will be a job fair on February 9 at the Serna Center from 10:00 a.m. to 3:00 p.m. He then congratulated C. K. McClatchy High School student Jordan Cruz for her nomination to play in the prestigious 2017 McDonald’s All American Games. She is one of more than 700 basketball players nationwide nominated for the tournament. The Superintendent then commented that the District schools work all year on developing the emotional skills of our students. Each month teachers and staff focus on one skill, and this month the theme is empathy. The e-connection has more information about this, and the e-connection can be found on our website. Superintendent Banda also reminded that Kit Carson School is seeking input on its name. As it is no longer only a middle school, a team of parents, students, teachers, and others are studying whether to keep the name of Kit Carson or to adopt a new name for the school. The committee needs name recommendations by mid-February. Suggestions can be made on the school’s website. Superintendent Banda also reminded that the schools and Serna Center will be closed for Lincoln’s and Washington’s birthdays on February 13 and February 20, respectively.*

### 10.4 *President’s Report (Jay Hansen)*

**Information**

*As President Hansen was absent, no report was given.*

### 10.5 *Student Member Report (Natalie Rosas)*

**Information**

*Student Member Rosas reported that the Student Advisory Council (SAC) will be presenting the initiative they have been working on for the 2016-17 school year on February 15<sup>th</sup> to the Youth Development Department for approval. Once approved, they will present at the February 16<sup>th</sup> Board meeting.*

### 10.6 *Information Sharing By Board Members*

**Information**

*Member Minnick reported that he visited Earl Warren Elementary School last week to see their Lego Robotics Club. He said that with the leadership of the office of City Councilmember Guerra, and in partnership with our District and the Sacramento Optimist Club, Power Inn Alliance, and the First Lego League, we are starting a pilot Lego League for the students to showcase the robots they are creating. Three schools, Earl Warren, Mark Twain, and Tahoe Elementary Schools, are on board. There will be a kick-off on February 8 at 3:30 p.m. at Tahoe Elementary School cafeteria.*

*Member Cochrane reported that the superintendent search has been set into motion. The committee is chaired by Member Cochrane and includes Members Pritchett and Vang. They welcome any comments about hopes and wants for the next superintendent. A survey will be available soon, and an update will be given at the next Board meeting.*

*Second Vice President Woo reported that he visited the Carpenters' International Training Facility in Las Vegas. Career technical education is something in which the District is very interested.*

*Vice President Ryan recognized Chief Operations Officer Cathy Allen and the Facilities staff for their help in achieving the opening at the Fruit Ridge Community Collaborative of River Oaks Family Resource Center at the former Fruit Ridge Elementary School site. The site offers a host of spectrum services by more than 23 non-profits for those in need.*

#### **10.7 Board Committee Reports**

**Information**

*Member Pritchett reported on the Facilities Committee. She announced that Mayor Steinberg and County Supervisor Phil Serna have reached out to the District regarding warming centers for the homeless. Therefore we are in the process of working with the City and the County to find a location for a warming center.*

### **11.0 BOARD WORKSHOP/STRATEGIC PLAN AND OTHER INITIATIVES**

#### **11.1 Update on Safe Haven Implementation Plan (José L. Banda and Nathaniel Browning)**

**Information**

*Vice President Ryan gave background on the Safe Haven resolution that was approved at the December 8, 2016, Board meeting. Superintendent Banda then began the presentation by saying that since the adoption of the resolution, staff have been working very hard to ensure that students and families feel safe and secure. We have sent many communications to families, teachers, principals, and other staff since the national election results were initially announced. We have been developing a website that will act as a repository of information for all the grassroots efforts that have been happening across the school sites, community, state, and nation. Superintendent Banda then introduced Elizabeth Villanueva, a former District Teacher of the Year. She and some of her students from Luther Burbank High School spoke about the New Age Latina Program.*

#### **Public Comment:**

*Eduardo de Leon, Academic Director at the Language Academy, shared that following the Board's adoption of the Safe Haven Resolution, the Language Academy also adopted a safe haven resolution. He spoke about how parents and students are feeling fearful.*

#### **Board Member Comments:**

*Superintendent Banda thanked Ms. Villanueva and spoke about collaborative efforts to support undocumented students. He also reported on Steps to College, an annual program held at the Consulate General of Mexico, which will happen on February 4<sup>th</sup>. District staff are working together with school site efforts, and updates will be shared from time to time. Superintendent Banda spoke about a unity toolkit that staff has developed to support educators during these times of heightened tensions. The toolkit is a resource and guide for navigating some difficult conversations. It includes Social Emotional Learning, empathy, and the like. It provides support to help recognize signs of anxiety and stress. Staff can access the toolkit on the intranet. Special Assistant to the Board Nathaniel Browning then provided instructions on navigating another tool, the Safe Haven website.*

Vice President Ryan thanked Mr. Browning. She said part of the implementation of a safe haven school district will be critical partnerships with our community. We are in conversations with the Latino-Jewish Community Forum about co-hosting a Know Your Rights event for the end of February or March. She has also been in contact with the head of the ACLU of Northern California about getting materials donated to the District around Know Your Rights. Vice President Ryan also shared that she has an intern from The Met who is working on developing a youth led participatory action campaign around the safe haven school district work for her Senior project. She thanked the Board for moving this work forward.

Member Pritchett asked if events to be taken place at school sites can be added to the website. She also asked in what other ways we are getting the word out about this. Vice President Ryan said it is planned to have each Board member record a message to persons in each trustee area to direct families toward these resources. Mr. Browning is also working on a calendar of activities. Member Pritchett recommended that each Board member send out a Connect-Ed and to also work with their Area Superintendents to get the word out. Mr. Browning said he will be meeting with the Parent Resource Center to talk about communicating with families who do not have internet.

Superintendent Banda said that although we have done a lot to secure safety and emotional support for our families and students, we realize we have a long way to go. He encouraged all to reach out with ideas on how to continue to improve on the resources available.

Vice President Ryan asked each Board member to commit \$500 from their Board budget allocation for this work.

## 11.2 2017-18 Board Budget Workshop (Gerardo Castillo, CPA)

**Conference**

Chief Business Officer Gerardo Castillo introduced new Budget Director Gloria Chung and then explained that the goals of the presentation are to inform the Board about the budget development process and allocation of resources for 2017-18, and to get input about budget priorities. They both then covered how the budget is built, 2017-18 school site allocations, revenues, the 2017-18 Local Control Funding Formula, CalPERS rate increases, budget realities, the alignment of budget Strategic Plan with the Local Control and Accountability Plan, and next steps.

### Public Comment:

Grace Trujillo said she is glad this workshop is taking place. She spoke about finding efficiencies, especially in Special Education.

Liz Guillen, with Public Advocates, said she appreciated the transparency that the District's Budget office provides, but feels there is lack of transparency in other areas. She is concerned that supplemental and concentration funding has been assigned to the fund balance. She also spoke of other concerns she has with the ending fund balance. She recommends greater transparency and at an earlier date.

### Board Member Comments:

Member Vang asked what percentage of supplemental and concentration funds were unused in 2015-16 and if any was part of the carryover balance into this fiscal year. Mr. Castillo said the percentage is about four percent and the carryover was about \$1.9 million dollars. Member Vang asked if the school sites are supported to ensure that the dollars are spent. Mr. Castillo explained the process of working with the principals and the annual one-stop staffing meetings that are held with the schools. He also gave examples of how sometimes funds that are budgeted end up not being spent.

*Superintendent Banda added that we have had a number of new principals recently. One of their tasks is to develop a budget, make sure that they expend the funds, and make sure they also do not go over budget. This is an area in which principals need support and professional development.*

*Vice President Ryan asked that Mr. Castillo speak on the suggested reserve fund based upon state and county guidance. Mr. Castillo said that the minimum for a district of our size is two percent, but the recommendation is 15 percent. We are still below the average of other districts; two percent will not be enough to help us in an economic downturn. Vice President Ryan asked if he has done a comparison to other districts of similar size. Mr. Castillo replied that the average was about 16 percent, and we are currently at about 14 percent. Mr. Castillo also explained how these funds are no longer available as they are part of the Other Post-Employment Benefits (OPEB). Vice President Ryan asked if we are prioritizing the use of one-time funds to make sure that they are having the maximum benefit. Mr. Castillo said that there have been conversations started in Cabinet regarding this. He gave the example of large equipment replacement such as buses. Vice President Ryan spoke of conversations conducted concerning being able to compensate teachers for their time to have professional development in Restorative Justice and other high impact practices that yield great gains for students who experience poverty, trauma, violence, etc. She would like to receive from staff a list of priorities around how we use one-time funds to maximize the impact of students most in need. Mr. Castillo noted that some of the fund balance will be needed in the future for increases in expenses.*

*Member Pritchett said she is disappointed in the way this was brought forth. She appreciates the Board being asked for budget priorities; however she feels each Board member will have too many individual needs for each of their own areas. She feels staff knows best what the District needs and should impart that information to the Board. She stated that the carryover amount question comes up every year. She asked if we are doing anything different this year to ensure that the school sites are spending their money. She asked if there is anyone in the District Budget office to work with the school sites to make sure they spend their money. Mr. Castillo said that we meet with the principals annually at one stop staffing to set their budgets for the following year and also to review their current year budgets. This happens in January and February. We also can send them periodic reports throughout the year and follow up with phone calls. Mr. Castillo said we will do that, and he also said that sometimes timing plays a big part in the carryover as sometimes it is planned to be carried forward due to grants that span a few years. He noted that the May Revision also plays a part in planning. Member Pritchett asked about directing one-time money towards the neediest students as Vice President Ryan mentioned. Mr. Castillo said he will share and discuss this in the Budget Committee. Member Pritchett asked Mr. Castillo to clarify that carryover is put back into the resource and then is dispersed back out to all school sites. Mr. Castillo explained that it depends on the resource. The maximum that we can carryover for Title I funds is 10 percent, for example.*

*Superintendent Banda asked if the Fund Specialists check in with the school sites to update them on their budgets. Mr. Castillo said yes, the six Fund Specialists in Budget work closely with the schools. We are looking into sending monthly reports automatically to the school sites.*

*Member Pritchett recommended to the Superintendent and staff the idea of using the Area Superintendents to reach out to the school sites to figure out what are the needs. She feels that principals know how to read their budgets, but that they need more assistance.*

*Member Vang asked if the carry over that is supplemental and concentration goes back into the general fund. Mr. Castillo said that it is part of the general fund, but there is a resource code for it. Next year we are going to combine those resources into one to make it simpler for the school sites. Member Vang had a concern that money the unduplicated students bring in ends up in the general fund. Mr. Castillo replied that in order to*

*spend the funds we are required to report and show how they are spent.*

*Second Vice President Woo brought up the Month 4 Enrollment and Attendance Report included in the packet for this Board meeting. He noted that we already have 140,051 total absences. He asked Mr. Castillo to provide the number of absences for 2015-16 and translate that into lost dollars. Regarding the increase in pensions, he also asked what happens if we do not make the additional payment. Mr. Castillo said the pensions could be cut. Second Vice President Woo said that, as fiduciaries, Board members have a responsibility to the present, past, and future. In looking at today's budget, they try to balance these three. He thanked Mr. Castillo and asked what dates have been set for the Budget Committee meetings. Mr. Castillo said they are scheduled for the last Thursday of every month. Therefore the next meeting will be February 23<sup>rd</sup> from 5:00 to 6:00 p.m. in the Indiana Room.*

*Member Cochrane asked if we have had an attendance campaign in the District since Mr. Castillo has been here. He said yes; he will work with Ken McPeters to get her that information.*

*Second Vice President Woo said that in visiting some schools in Natomas he saw that they use a large banner in the office that highlights attendance. He saw that it is very motivating for the students and families. Following what Member Cochrane was suggesting, he recommends having competitions amongst the classes and/or schools.*

*Member Vang suggests doing something like this through the school site councils.*

*Member Cochrane said this should be brought to the new Chief of Communications.*

*Vice President Ryan noted that many times the root cause of absenteeism in the state is asthma. She learned today from U. C. Davis pediatric associates that they have clinicians that can go into our schools to provide awareness and screening.*

*Mr. Castillo said that we have recently started a Saturday School program in which we will try to catch up some Average Daily Attendance (ADA) for days missed. It has been started with a few schools, but hopefully will become District wide.*

## **12.0 BUSINESS AND FINANCIAL INFORMATION/REPORTS**

**Receive Information**

### *12.1 Business and Financial Information:*

- *Enrollment and Attendance Report for Month 4 Ending December 23, 2016*

*Vice President Ryan received the Business and Financial Information.*

### **13.0 FUTURE BOARD MEETING DATES / LOCATIONS**

- ✓ February 16, 2017, 4:30 p.m. Closed Session, 6:30 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting
- ✓ February 18, 2017, 10:00 a.m. to 3:00 p.m., Board Retreat; Grange Restaurant, 926 J St, Sacramento, CA 95814

### **14.0 ADJOURNMENT**

*Vice President Ryan asked for a motion to adjourn; a motion was made by Member Pritchett and seconded by Member Minnick. The motion was passed unanimously, and the meeting adjourned at 9:54 p.m.*

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*José L. Banda, Superintendent and Board Secretary*

*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 47<sup>th</sup> Avenue at the Front Desk Counter and on the District's website at [www.scusd.edu](http://www.scusd.edu)*



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1

**Meeting Date:** March 2, 2017

**Subject:** Approve 2017-18 Budget Reductions

- 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 the recommendations made at the February 16, 2017 Board Meeting for maintaining a balanced 2017-2018 Budget.

**Background/Rationale:** Staff provided the First Interim Financial Report at the December 8, 2016 Board Meeting. At that meeting, staff identified a positive budget, but indicated that the District might still need to identify budget reductions due to the ending of one-time funds and grants to balance FY 2017-18.

At the January 19, 2017 Board Meeting, Kevin Gordon, from Capitol Advisor debriefed the Board on the Governor's proposed budget for 2017-18. At the February 2, 2017 Board Meeting, staff highlighted that the Governor is projecting flat funding for 2017-18, the only increase is a 1.48% COLA for Local Control Funding Formula (LCFF), and revenue projections for 2017-18 are less than estimated at 1<sup>st</sup> Interim. Staff pointed out that the majority of one time funds received in 2015-16 and 2016-17 do not continue for 2017-18 under the Governor's Budget Proposal. With the increase in pension cost and health benefits for the ongoing years, the need for adequate reserves to prepare for the volatility in State revenues increases. In addition, staff highlighted that there is a great uncertainty in federal funding under the new federal administration and we are projecting a 7% decrease in federal funding for 2017-18.

Budget reductions for FY 2017-18 are due to the ending and reduction of Categorical Funds. In addition, there are some reductions due to the adjustment for enrollment at some schools. Once funding is determined, staff will look into retaining positions.

**Financial Considerations:** Board approval of recommendations for budget balancing. Staff presented the reductions at the February 16, 2017 meeting as first reading.

**LCAP Goal(s):** College, Career and Life Ready Graduates; Family and Community Empowerment; Operational Excellence.

**Documents Attached:**

1. Executive Summary
2. Information will be provided at the Board Meeting

**Estimated Time:** 5 Minutes

**Submitted by:** Gerardo Castillo, CPA, Chief Business Officer

**Approved by:** José L. Banda, Superintendent

# Board of Education Executive Summary

## Business Services

2017-2018 Budget Reductions

March 2, 2017



### I. OVERVIEW/HISTORY:

While the fiscal condition of Sacramento City Unified School District has been stronger than usual these past three fiscal years, the district is projecting a return to normal fiscal conditions starting in FY 2017-18. As a result, the district may need to reinstate routine layoffs, which was standard practice in the district between 2003 and 2014. Whether or not these cuts are necessary will depend on whether certain grants are renewed. If layoffs, in many cases temporary, have to be implemented, it would impact less than 2% of our workforce.

Sacramento City Unified School District was forced into making budget reductions for twelve years in order to maintain fiscal stability, with the exception of the last three years, due to the implementation of Local Control Funding Formula. These reductions were a result of the State not funding statutory cost of living adjustments since 2007-08 and reducing revenue limit dollars in 2008-09, 2009-10 and 2011-12, increased employee costs due to step and column increases, dramatic healthcare increases, and declining enrollment. Budget reductions have been made to all employee groups, supplies, services, utilities, and capital outlay. Decisions considered "away from the classroom" were made many years ago. Budget savings included increasing class sizes, reducing central office staff, the reduction or elimination of many Tier III programs such as Adult Education, Arts and Music block grant, deferred maintenance, reduced staffing at school sites, and the implementation of furlough days.

However, The Governor's Budget Proposals for 2014-15 thru 2016-17 were positive for public education. As the economy improved, and had been aided by the additional \$7 billion in annual revenues provided by Proposition 30, Governor Brown was able to advance his agenda with authority for public education. This was great news for Sacramento City Unified School District (SCUSD), especially since SCUSD has been in a budget reduction mode since FY 2002-03. In the past eight years, the district has reduced expenditures, enhanced revenues, or used one-time funds for a total of \$150 million dollars to maintain balanced budgets. FY 2014-15 was the first year in several years that SCUSD did not incur reductions, and the first time since FY 2007-08 that positive certification was presented to Sacramento County Office of Education.

Presently, under the Governor's proposal for 2017-18, the significant increase in revenues that helped SCUSD become positive during the last three years has come to an end. For 2017-18 the increase in pension costs, health benefits and step and column are greater than the increase LCFF revenues. The continuing shortfall of previous years was caused primarily by a reduction in State funding with contributing factors of increased employee costs and declining enrollment. California LEA's experienced a significant reduction in revenue limit dollars in that the revenue limit was up to a deficit of 22.272%.

# Board of Education Executive Summary

## Business Services

2017-2018 Budget Reductions

March 2, 2017



During the last three years, the Governor clearly acknowledged that the growth in education budget was warranted largely due to the fact that the cuts to education were much deeper than other areas of the State Budget. The Governor's efforts to restore funding to public education are greatly appreciated. However, the State does not have the revenues to continue the increase in funding for 2017-18. As presented at the February 16<sup>th</sup> Board meeting, the District still relies on restricted funds to balance FY 2016-17 that will no longer be available for FY 2017-18. Such restricted funds are Title I, Title IV, After School Education and Safety (ASES) and local grants.

## II. DRIVING GOVERNANCE:

- Education Code section 42130 requires the Superintendent to submit two Interim Reports to the Board of Education during each fiscal year. The first report shall cover the financial and budgetary status of the district for the period ending October 31. The second interim report shall cover the period ending January 31. All reports required shall be in a format or on forms prescribed by the Superintendent of Public Instruction.
- Education Code section 42131 requires the Board of Education to certify, in writing, whether the district is able to meet its financial obligations for the remainder of the current fiscal year and future fiscal year based on current forecasts. Certifications shall be based on the Board's assessment of the district budget. Certifications shall be classified as positive, qualified or negative. This education code section also outlines the role of the County Office of Education.
- Education Code Sections 44919, 44951 and 44955 require school districts to provide notice on or before March 15<sup>th</sup> to certificated employees who are designated for layoff for the subsequent year. The final decision for layoff must occur before May 15<sup>th</sup>.
- Education Code Sections 45114, 45115, 45117, 45298 and 45308 require school districts to provide no less than 45 days' notice to classified employees of a layoff.

Education Code section 42127 requires the Governing Board of each school district to adopt a budget on or before July 1. The budget to be adopted shall be prepared in accordance with Education Code section 42126. The adopted budget shall be submitted to the County Office of Education. The County Office of Education determines if the district will be able to meet its financial obligations during the fiscal year and ensures a financial plan that will enable the district to satisfy its multiyear financial commitments.

# Board of Education Executive Summary

## Business Services

2017-2018 Budget Reductions

March 2, 2017



### III. BUDGET:

As presented at the February 16<sup>th</sup> Board meeting, staff projects a budget shortfall in Title I. In addition Title IV (21st Century), After School Education and Safety (ASES), Tobacco Use Prevention Education (TUPE), Medical, LCFF and Local Grants such as Bechtel. Staff recommends the following action to balance the 2017-18 budget:

- Eliminate the positions and expenditures currently funded with Title I equivalent to \$2.9 million (an estimated reduction of 7%) for 2017-18.

The grant cycles are ending 6/30/2017 for the below grants. We have applied for renewal and/or submitted new competitive grant applications for all of these funds, totaling \$12 million a year.

- Eliminate the positions and expenditures currently funded with Title IV (21<sup>st</sup> Century) equivalent to \$3.83 million
- Eliminate the positions and expenditures currently funded with After School Education and Safety (ASES) equivalent to \$6.3 million
- Eliminate the positions and expenditures currently funded with Tobacco Use Prevention and Education (TUPE) equivalent to \$1.0 Million for a period of three years
- Eliminate the positions and expenditures currently funded with Bechtel Grant equivalent to \$.9 Million
- In addition to grants that are ending, there will be reduction of staffing at some schools due to adjustments to enrollment projections for both General Fund and Charter Fund. Most of these reductions will be offset by increase in enrollment in other schools.

### IV. GOALS, OBJECTIVES AND MEASURES:

Maintain a balanced budget for 2016-17 and continue to follow the timeline to ensure a balanced budget for 2017-18 and 2018-19. The District's One-Stop staffing process will soon be completed. At that time, Human Resources will complete an analysis to determine the final outcome of the reductions to positions and staff. Any reductions in positions or staff will come before the Board under Resolution # 2926: Intention to Eliminate Positions Due to a Reduction of Particular Kinds of Service

# Board of Education Executive Summary

## Business Services

2017-2018 Budget Reductions

March 2, 2017



### V. MAJOR INITIATIVES:

- Continued analysis of information from the state
- Support implementation of LCFF and the LCAP process
- Fiscal stability for 2017-2018, 2018-2019 and outlying years
- Focus expenditures to provide the best possible academic outcome

### VI. RESULTS:

The budget reductions approved at the March 2, 2017 Board meeting will enable the District to submit a balanced 2017-18 and 2018-19 budget plan to the Sacramento County Office of Education

Required Board actions will take place in order to ensure a balanced Adopted Budget is in place on or before July 1, 2017.

### VII. LESSONS LEARNED/NEXT STEPS:

- Follow the approved calendar with adjustments made as necessary
- Continue to monitor the state budget and its impact on the district finances
- Meet and communicate with bargaining unit partners and LCAP Committee
- Present the 2<sup>nd</sup> Interim by March 16th



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.2

**Meeting Date:** March 2, 2017

**Subject:** Approve 2017-2018 Traditional School Attendance Calendar

- 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 the 2017-2018 Traditional School Attendance Calendar

**Background/Rationale:** The Traditional School Attendance Calendar for 2017-2018 provides staff, students, parent and community member the opportunity to plan for the school year.

**Financial Considerations:** None

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

**Documents Attached:**

1. Sacramento City Unified School District Traditional School Attendance Calendar 2017-2018

**Estimated Time of Presentation:** 5 min

**Submitted by:** Cancy McArn, Chief Human Resources Officer

**Approved by:** José L. Banda, Superintendent



# Human Resource Services

## Traditional Attendance Calendar

### 2017 - 2018 School Year

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days: 0

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	*••31		

Days: 1

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days: 20

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days: 22

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days: 16

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days: 16

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*•29	30	31			

Days: 17

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Days: 18

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days: 17

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days: 21

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days: 22

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days: 10

**Legend:** \* Semester Begins and Ends      • Trimester Begins and Ends      □ School Month Ends  
 ■ Quarter Begins and Ends

**RED** School Holidays / Other Days Not in Session  
**PURPLE** Non-Instructional Day/Faculty Work Day



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.3

**Meeting Date:** March 2, 2017

**Subject:** Approve Resolution No. 2926: Intention to Eliminate Positions Due to a Reduction of Particular Kinds of Service

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

**Division:** Human Resource Services

**Recommendation:** Approve Resolution No. 2926: Intention to Eliminate Positions Due to a Reduction of Particular Kinds of Service

**Background/Rationale:** Staff recommends the reduction and/or elimination of particular kinds of services provided by certificated employees due to declining enrollment, reduced funding from the State and District program needs.

Individuals may be laid off, if necessary, when the Governing Board has reduced particular kinds of services. Resolution No. 2926 includes reference to Exhibit A which will address positions to be reduced due to reduction of a particular kind of service.

Under state law, school districts must provide notice on or before March 15<sup>th</sup> to employees who are designated for layoff for the 2017-18 school year, if any. These individuals have the right to request a hearing to challenge the cause for layoff. The final decision for layoffs must occur before the 15<sup>th</sup> of May.

**Financial Considerations:** Budget reductions needed to assist in addressing the District's declining enrollment, reduced funding from the State, and District program needs.

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

**Documents Attached:**

1. Board of Education Executive Summary
2. Resolution No. 2926
3. Exhibit A will be available at the Board meeting.

<p><b><u>Estimated Time of Presentation:</u></b> 3 minutes <b><u>Submitted by:</u></b> Cancy McArn, Chief Human Resources Officer <b><u>Approved by:</u></b> José L. Banda, Superintendent</p>
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# Board of Education Executive Summary

## Human Resource Services

Intention to Eliminate Positions Due to a Reduction of Particular Kinds of Service

March 2, 2017



### I. OVERVIEW / HISTORY

Due to declining enrollment, reduced State funding and District program needs, the District must prepare to reduce and/or eliminate particular kinds of services provided by certificated employees for the 2017-18 school year. Accordingly, the District seeks to eliminate certain programs and services as listed in Exhibit A to the attached Resolution No. 2926 pursuant to Education Code section 44955.

At this time, the District believes that the programs and services listed in Exhibit A will not have employees assigned to them for the 2017-2018 school year. The District recognizes that under state law, the District would need to provide notice on or before March 15<sup>th</sup> to any employee(s) who it later determines must be designated for layoff for the 2017-18 school year if necessary. Such individuals would have the right to request a hearing to challenge the cause for layoff and the final decision for layoffs must occur before the 15<sup>th</sup> of May.

### II. DRIVING GOVERNANCE

- Education Code 44949 – “No later than March 15 and before an employee is given notice by the governing board that his or her services will not be required for the ensuing year for the reasons specified in Section 44955, the governing board and the employee shall be given written notice by the superintendent of the district or his or her designee.”
- Education Code 44955 - “No permanent employee shall be deprived of his or her position for causes other than those specified in Sections 44907 and 44923, and Sections 44932 to 44947, inclusive, and no probationary employee shall be deprived of his or her position for cause other than specified in Sections 44948 to 44949, inclusive.”
- Board Policy – Administrative Regulation 4117.3 – Personnel Reduction – When the district needs to reduce the number of certificated staff, the district shall adhere to the notice, hearing and layoff procedures in Education Code 44949 and 44955.

### III. BUDGET

Position reductions needed to assist in addressing the District’s reduced funding for certain programs, District program needs and respond to declining enrollment.

### IV. GOALS, OBJECTIVES, AND MEASURES

The Education Code provides the specific reasons and methods to lay off certificated employees under Education Code 44949 and 44955. Reduction of particular kinds of services (PKS) and/or decline in average daily attendance (ADA) are the two methods generally used as a basis for a certificated layoff. A PKS layoff is when the Board of Education decides to eliminate or reduce programs, services or classes (i.e., counseling, nursing, foreign language). The District has determined and identified the particular kinds of services (PKS) to be reduced or eliminated and the number of full time equivalent (FTE) or portion of one FTE to be reduced. That information is contained in Resolution #2926 Intention to Eliminate Positions Due to a Reduction of Particular Kinds of Service, attached to this summary.

# Board of Education Executive Summary

## Human Resource Services

Intention to Eliminate Positions Due to a Reduction of Particular Kinds of Service

March 2, 2017



### V. MAJOR INITIATIVES

The attached resolution includes Exhibit A which is the recommended reduction in 2017-18 programs and services and specifically lists the services to be reduced and the number of full time equivalent (FTE) positions.

With the adoption of Resolution #2926, the Chief Human Resources Officer and staff will be directed to send notices to any certificated employees deemed to be affected by the elimination of positions that their services will not be required for the 2017-18 school year. Any necessary notices will be sent to the appropriate certificated employees in order to effectuate a reduction of the certificated staff consistent with the resolution, its attachment and Education Code sections 44949 and 44955.

### VI. RESULTS

The layoff notice must be sent by March 15<sup>th</sup> to any employee who may be laid off. The packet each person receives will include:

- a) Notice of recommendation that services will not be required.
- b) Copy of signed Board resolution.
- c) Request for hearing, with notification that request must be filed seven days after service of the notice.
- d) Proof of service.

The notice packet must be sent by registered or certified mail.

### VII. LESSONS LEARNED / NEXT STEPS

Approve Resolution #2926 - Resolution of Intention to Eliminate Positions Due to a Reduction of Particular Kinds of Service and direct staff to confirm whether any layoff notices will need to be served by March 15th.

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

**RESOLUTION NO. 2926**

**INTENTION TO ELIMINATE POSITIONS DUE TO A REDUCTION OF  
PARTICULAR KINDS OF SERVICES**

**WHEREAS**, the Board of Education of the Sacramento City Unified School District has determined that it shall be necessary to reduce or discontinue the particular kinds of services of the District as itemized in Exhibit "A" at the close of the current school year; and

**WHEREAS**, it shall be necessary to terminate at the end of the 2017-2018 school year, the employment of certain certificated employees of the District as a result of this reduction or discontinuance in particular kinds of services;

**NOW, THEREFORE, BE IT RESOLVED** that the Superintendent or designee is directed to send appropriate notices to all employees whose services shall be terminated by virtue of this action. Nothing herein shall be deemed to confer any status or rights upon temporary or categorically funded project certificated employees in addition to those specifically granted to them by statute.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 2nd day of March, 2017, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Jay Hansen  
President of the Board of Education

ATTESTED TO:

\_\_\_\_\_  
José L. Banda  
Secretary of the Board of Education

**RESOLUTION NO. 2926**

**EXHIBIT A**

Recommended Reduction in 2017-2018 Programs and Services for the Sacramento City Unified School District.

The Superintendent recommends that the Board of Education adopt a resolution to reduce the programs and services for 2017-2018 as follows:

<u>Services</u>	<u>Number of Full-Time Equivalent Positions</u>
<u>K-12 Teachers:</u>	
TBD	FTE
-Sub Total	<u>FTE</u>
<u>Child Development:</u>	
TBD	
-Sub Total	<u>FTE</u>
Total Elimination:	<u>FTE</u>



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.4

**Meeting Date:** March 2, 2017

**Subject:** Approve Resolution No. 2927: Determination for Tie Breaking Criteria

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

**Division:** Human Resource Services

**Recommendation:** Approve Resolution No. 2927: Determination for Tie Breaking Criteria

**Background/Rationale:** With the approval of Resolution No. 2927: Intention to Terminate Certificated Employees Due to a Reduction of Particular Kinds of Service, the Board of Education is required to determine the District needs should it become necessary to determine the order of termination for employees who first rendered paid service to the District on the same date.

For the 2016-17 school year only, to meet the requirements of Education Code section 44955, the Board of Education determines the needs of the District and the students by establishing the tie-breaking criteria reflected in the attached resolution.

**Financial Considerations:** Budget reductions needed to assist in addressing the District's declining enrollment, reduced funding from the State, and District program needs.

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

**Documents Attached:**

1. Resolution No. 2927

**Estimated Time of Presentation:** 3 minutes

**Submitted by:** Cancy McArn, Chief Human Resources Officer

**Approved by:** José L. Banda, Superintendent

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

**RESOLUTION NO. 2927**

**RESOLUTION OF DETERMINATION FOR TIE-BREAKING CRITERIA**

Pursuant to provisions of Education Code section 44955, the Board of Education is required to determine the District needs should it become necessary to determine the order of termination for employees who first rendered paid service to the District on the same day.

For the 2016-2017 school year only, to meet the requirements of section 44955, the Board of Education determines the needs of the District and the students by establishing the following tie-breaking criteria:

The following rating system shall be applied in determining the order of termination of certificated employees:

Category I – Professional Preparation

- (1) Each single subject, multiple subject or service credential .....3 points per credential
- (2) Each supplemental or subject matter authorization .....1 point per authorization
- (3) Each limited assignment permit ..... ½ point per permit
- (4) Doctorate degree held .....1 point per degree held
- (5) Masters degree held .....1 point per degree held
- (6) National Board certification .....1 point for certification

If there is still a tie after applying the above criteria, then Category II will be utilized.

Category II – Lottery

In the event that employees with common dates of hire have equal qualifications based on application of the above criteria, the District will then break ties by utilizing a lottery.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 2nd day of March, 2017, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

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Jay Hansen  
President of the Board of Education

ATTESTED TO:

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José L. Banda  
Secretary of the Board of Education



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.5

**Meeting Date:** March 2, 2017

**Subject:** Project Labor Agreement Board Workshop

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

**Division:** Facilities Support Services

**Recommendation:** N/A

**Background/Rationale:** At the request of the Facilities Committee, Facilities Support Services will present a Board workshop on SCUSDs Project Labor Agreement.

**Financial Considerations:** N/A

**LCAP GOAL(s):** College, Career and Life Ready Graduates; Safe, Emotionally Healthy and Engaged Students; Family and Community Empowerment; Operational Excellence

**Documents Attached:**

None

<p><b>Estimated Time of Presentation:</b> 20 minutes</p> <p><b>Submitted by:</b> Cathy Allen, Chief Operations Officer Facilities Support Services</p> <p><b>Approved by:</b> José L. Banda</p>
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# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1

**Meeting Date:** March 2, 2017

**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:**

- Enrollment and Attendance Report for Month 5 Ending January 27, 2017

**Financial Considerations:** Reflects standard business information

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

**Documents Attached:**

1. Enrollment and Attendance Report for Month 5 Ending January 27, 2017

**Estimated Time:** N/A

**Submitted by:** Gerardo Castillo, CPA, Chief Business Officer

**Approved by:** José L. Banda, Superintendent

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 TRADITIONAL SCHOOLS

ELEMENTARY TRADITIONAL	REGULAR ENROLLMENT			Special Education Grades K-6	TOTAL MONTH END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE		
	Kdgn	Grades 1-3	Grades 4-6				2016-2017 Actual Attendance	Cum Attd Days /89 2016-2017	PERCENTAGE 2016-2017
Abraham Lincoln Elementary	70	214	199	5	488	92.92%	449.72	94.09%	
Alice Birney Waldorf-Inspired K8	80	177	180	0	437	95.29%	414.15	95.00%	
Bret Harte Elementary	24	101	124	36	285	92.17%	269.18	94.02%	
Caleb Greenwood	72	238	182	5	497	95.88%	473.75	96.28%	
Camellia Basic Elementary	72	187	189	12	460	96.65%	449.19	97.78%	
Capital City School	4	16	32	0	52	96.85%	38.64	96.01%	
Caroline Wenzel Elementary	41	104	115	52	312	93.77%	289.64	94.13%	
Cesar Chavez ES	0	0	380	15	395	93.74%	381.33	95.30%	
Crocker/Riverside Elementary	95	276	291	0	662	96.39%	641.85	96.80%	
David Lubin Elementary	90	212	233	33	568	91.75%	523.65	94.54%	
Earl Warren Elementary	47	179	216	15	457	95.03%	450.17	96.53%	
Edward Kemble Elementary	167	376	0	8	551	92.19%	517.65	94.59%	
Elder Creek Elementary	95	324	350	0	769	94.68%	736.67	95.95%	
Ethel I Baker Elementary	117	289	312	0	718	92.23%	661.16	93.78%	
Ethel Phillips Elementary	68	217	227	22	534	92.31%	500.99	94.65%	
Father Keith B Kenny K-8 School	70	163	137	0	370	92.51%	338.00	93.32%	
Genevieve Didion Elementary	68	201	210	14	493	97.17%	483.23	97.35%	
Golden Empire Elementary	72	236	262	16	586	96.71%	566.54	96.72%	
H W Harkness Elementary	66	140	154	13	373	94.01%	352.88	95.65%	
Hollywood Park Elementary	45	135	120	45	345	94.16%	332.27	95.30%	
Home/Hospital	5	15	47	9	76	100.00%	23.30	100.00%	
Hubert H. Bancroft Elementary	96	165	196	24	481	94.37%	451.61	94.73%	
Isador Cohen Elementary	34	103	104	7	248	92.78%	238.29	94.14%	
James W Marshall Elementary	52	161	181	23	417	95.08%	403.69	95.97%	
John Bidwell Elementary	45	139	162	11	357	95.12%	337.43	96.03%	
John Cabrillo Elementary	46	140	153	48	387	92.68%	357.02	94.13%	
John D Sloat Elementary	46	84	89	23	242	92.72%	230.00	93.68%	
John H. Still K-8	103	282	260	12	657	92.63%	633.89	94.17%	
John Morse Therapeutic Center	0	0	0	33	33	89.22%	33.62	92.57%	
Leataata Floyd Elementary	55	152	118	19	344	92.38%	323.05	93.47%	
Leonardo da Vinci K - 8 School	119	278	280	38	715	96.94%	697.11	97.06%	
Mark Twain Elementary	47	116	144	28	335	93.30%	317.55	94.93%	
Martin Luther King Jr Elementary	33	138	158	33	362	94.04%	342.33	94.46%	
Matsuyama Elementary	72	278	271	10	631	96.46%	609.97	96.54%	
Nicholas Elementary	94	263	285	24	666	93.51%	626.81	94.81%	
O W Erlewine Elementary	45	118	137	17	317	94.59%	304.62	95.32%	
Oak Ridge Elementary	89	257	241	3	590	93.67%	555.87	94.44%	
Pacific Elementary	131	300	287	0	718	93.40%	675.90	94.81%	
Parkway Elementary School	87	225	231	32	575	92.52%	553.55	93.51%	
Peter Burnett Elementary	71	229	258	23	581	93.56%	554.15	95.39%	
Phoebe A Hearst Elementary	95	286	284	0	665	96.44%	644.21	97.07%	
Pony Express Elementary	37	165	194	8	404	94.79%	384.61	95.97%	
Rosa Parks K-8 School	47	140	162	16	365	93.14%	346.63	94.65%	
Sequoia Elementary	60	177	227	10	474	94.14%	453.94	96.11%	
Success Academy K-8	0	0	15	3	18	88.18%	9.62	88.61%	
Susan B Anthony Elementary	47	146	126	0	319	95.83%	305.60	96.85%	
Sutterville Elementary	54	198	271	7	530	94.95%	507.47	96.57%	
Tahoe Elementary	59	124	130	42	355	93.31%	322.47	93.08%	
Theodore Judah Elementary	94	213	229	20	556	95.32%	535.19	96.13%	
Washington Elementary	68	67	51	0	186	92.71%	175.98	94.22%	
William Land Elementary	56	198	153	0	407	96.18%	393.82	96.84%	
Woodbine Elementary	24	112	131	27	294	94.34%	276.10	95.11%	
<b>TOTAL ELEMENTARY SCHOOLS</b>	<b>3,319</b>	<b>9,191</b>	<b>9,636</b>	<b>861</b>	<b>23,007</b>	<b>94.26%</b>	<b>21,828.44</b>	<b>95.34%</b>	

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 TRADITIONAL SCHOOLS

MIDDLE SCHOOLS	REGULAR ENROLLMENT			Special Education Grades 7-8	TOTAL MONTH- END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
	Grade 7	Grade 8	Total Grades 7-8			2016-2017 Actual Attendance	Cum Attd Days/89 2016-2017	PERCENTAGE 2016-2017
A M Winn Elementary K-8 Waldorf	22	15	37	0	37	94.40%	34.52	94.64%
Albert Einstein MS	325	329	654	44	698	95.41%	683.90	95.86%
Alice Birney Waldorf-Inspired K8	56	56	112	0	112	96.43%	109.06	95.79%
C K McClatchy HS	0	1	1	0	1	100.00%	0.99	98.88%
California MS	442	440	882	14	896	94.98%	858.29	95.50%
Capital City School	11	26	37	0	37	92.25%	32.31	93.80%
Father Keith B Kenny K-8 School	22	14	36	0	36	93.06%	36.10	95.97%
Fern Bacon MS	366	373	739	21	760	94.88%	725.58	95.73%
Genevieve Didion Elementary	59	51	110	0	110	96.83%	108.26	97.51%
Home/Hospital	7	10	17	2	19	100.00%	6.10	100.00%
John H. Still K-8	138	121	259	22	281	95.39%	273.56	96.95%
John Morse Therapeutic Center	0	0	0	16	16	95.95%	16.17	92.60%
Kit Carson MS	164	152	316	23	339	93.44%	316.06	93.42%
Leonardo da Vinci K - 8 School	62	61	123	15	138	97.15%	134.27	97.34%
Martin Luther King Jr Elementary	45	39	84	0	84	96.51%	82.34	96.26%
Rosa Parks K-8 School	213	190	403	43	446	94.11%	424.05	95.27%
Sam Brannan MS	206	233	439	51	490	94.72%	463.40	95.07%
School of Engineering and Science	126	112	238	0	238	96.99%	231.85	96.89%
Success Academy K-8	7	10	17	0	17	81.09%	7.69	85.61%
Sutter MS	564	571	1135	35	1170	97.03%	1139.65	97.19%
Will C Wood MS	317	309	626	21	647	94.95%	620.14	95.88%
<b>TOTAL MIDDLE SCHOOLS</b>	<b>3,152</b>	<b>3,113</b>	<b>6,265</b>	<b>307</b>	<b>6,572</b>	<b>95.37%</b>	<b>6,304.28</b>	<b>95.92%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 TRADITIONAL SCHOOLS

HIGH SCHOOLS	REGULAR ENROLLMENT					Total Grade 9-12	Special Education Grades 9-12	TOTAL MONTH- END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
	Continuation	Grade 9	Grade 10	Grade 11	Grade 12				2016-2017 Actual Attendance	Cum Attd Days/89	PERCENTAGE 2016-2017
										2016-2017	
American Legion HS	262	0	0	0	0	262	0	262	81.68%	219.85	83.20%
Arthur A. Benjamin Health Prof	0	58	55	36	35	184	13	197	93.56%	192.45	93.36%
C K McClatchy HS	0	585	533	530	505	2153	88	2241	95.56%	2103.44	95.72%
Capital City School	0	27	46	76	108	257	1	258	89.19%	243.60	88.08%
Hiram W Johnson HS	0	385	330	327	312	1354	159	1513	93.70%	1369.58	93.05%
Home/Hospital	0	14	12	15	4	45	11	56	100.00%	16.50	100.00%
John F Kennedy HS	0	536	565	474	512	2087	101	2188	96.44%	2065.37	96.58%
Kit Carson MS	0	42	39	30	0	111	0	111	95.33%	106.12	94.19%
Luther Burbank HS	0	397	410	410	363	1580	157	1737	93.08%	1575.26	93.02%
Rosemont HS	0	371	334	317	256	1278	83	1361	95.29%	1303.13	95.16%
School of Engineering and Science	0	87	72	60	49	268	0	268	98.20%	261.91	97.83%
The Academy	0	2	22	0	0	24	1	25	73.47%	21.12	78.69%
West Campus HS	0	224	208	226	195	853	0	853	97.23%	836.00	97.72%
<b>TOTAL HIGH SCHOOLS</b>	<b>262</b>	<b>2,728</b>	<b>2,626</b>	<b>2,501</b>	<b>2,339</b>	<b>10,456</b>	<b>614</b>	<b>11,070</b>	<b>94.67%</b>	<b>10,314.34</b>	<b>94.65%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 TRADITIONAL SCHOOLS

DISTRICT TOTALS	TOTAL MONTH- END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
		2016-2017 Actual Attendance	Cum Attd Days/89	PERCENTAGE 2016-2017
			2016-2017	
ELEMENTARY	23,007	94.26%	21,828	95.34%
MIDDLE	6,572	95.37%	6,304	95.92%
HIGH SCHOOL	11,070	94.67%	10,314	94.65%
<b>TOTAL ALL DISTRICT SEGMENTS</b>	<b>40,649</b>	<b>94.77%</b>	<b>38,447</b>	<b>95.25%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 CHARTER SCHOOLS

2016-2017 DEPENDENT CHARTER SCHOOLS	REGULAR ENROLLMENT					Special Education Grades K-12	TOTAL MONTH-END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
	Kdgn	Grades 1-3	Grades 4-6	Grades 7-8	Grades 9-12			2016-2017 Actual Attendance	2016-2017	PERCENTAGE 2016-2017
Bowling Green-Mc Coy	65	213	186	0	0	11	475	94.51%	448.34	96.09%
Bowling Green-Chacon	53	151	148	0	0	1	353	96.69%	345.07	97.09%
George W. Carver SAS	0	0	0	0	283	6	289	99.95%	277.75	95.10%
New Joseph Bonnheim Charter	36	135	115	0	0	0	286	93.02%	269.73	95.62%
New Tech High	0	0	0	0	178	5	183	95.37%	178.99	96.23%
The Met High School	0	0	0	0	278	0	278	97.44%	274.42	97.75%
<b>TOTAL DEPENDENT CHARTER SCHOOLS</b>	<b>154</b>	<b>499</b>	<b>449</b>	<b>0</b>	<b>739</b>	<b>23</b>	<b>1,864</b>	<b>96.02%</b>	<b>1,794.29</b>	<b>96.32%</b>

2016-2017 INDEPENDENT CHARTER SCHOOLS	REGULAR ENROLLMENT					Special Education Grades K-12	TOTAL MONTH-END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
	Kdgn	Grades 1-3	Grades 4-6	Grades 7-8	Grades 9-12			2016-2017 Actual Attendance	2016-2017	PERCENTAGE 2016-2017
CA Montessori Project Capitol Campus	44	126	107	45	0	0	322	95.57%	311.51	96.66%
Capitol Collegiate Academy	72	145	69	0	0	0	286	94.13%	262.16	95.06%
Aspire Capitol Heights Academy	48	148	113	0	0	0	309	95.73%	282.99	95.85%
Language Academy	84	199	198	84	0	0	565	95.19%	549.12	97.24%
Oak Park Prep	0	0	0	139	0	0	139	96.72%	134.84	97.14%
PS 7 Elementary	66	130	196	138	0	0	530	92.84%	519.81	94.72%
Sacramento Charter HS	0	0	0	0	860	0	860	94.57%	847.38	95.67%
Sol Aureus College Preparatory	49	147	91	38	0	0	325	92.24%	311.55	94.97%
Yav Pem Suab Academy	66	198	202	0	0	0	466	95.37%	439.36	96.84%
<b>TOTAL INDEPENDENT CHARTER SCHOOLS</b>	<b>429</b>	<b>1,093</b>	<b>976</b>	<b>444</b>	<b>860</b>	<b>-</b>	<b>3,802</b>	<b>94.71%</b>	<b>3,658.72</b>	<b>96.02%</b>

<b>TOTAL CHARTER SCHOOLS</b>	<b>583</b>	<b>1,592</b>	<b>1,425</b>	<b>444</b>	<b>1,599</b>	<b>23</b>	<b>5,666</b>	<b>95.37%</b>	<b>5,453.01</b>	<b>96.17%</b>
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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 ADULT EDUCATION SCHOOLS

ADULT EDUCATION	ENROLLMENT	HOURS EARNED			2016-2017 CUMULATIVE ADA		
		CONCURRENT	OTHER	TOTAL	CONCURRENT	OTHER	TOTAL
A. Warren McClaskey Adult Center	620		21,291.00	21,291.00		274.87	274.87
Charles A. Jones Career & Education Center	719		34,044.00	34,044.00		447.38	447.38
<b>TOTAL ADULT EDUCATION</b>	<b>1,339</b>		<b>55,335.00</b>	<b>55,335.00</b>		<b>722.25</b>	<b>722.25</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 GRADE BY GRADE ENROLLMENT

ELEMENTARY SCHOOLS	REGULAR CLASS ENROLLMENT							TOTAL
	Kdgn	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	REGULAR
A M Winn Elementary K-8 Waldorf	45	41	48	48	48	56	44	330
Abraham Lincoln Elementary	70	72	70	72	66	67	66	483
Alice Birney Waldorf-Inspired K8	80	53	63	61	60	61	59	437
Bret Harte Elementary	24	34	34	33	44	37	43	249
Caleb Greenwood	72	71	96	71	64	62	56	492
Camellia Basic Elementary	72	68	59	60	60	59	70	448
Capital City School	4	3	6	7	6	12	14	52
Caroline Wenzel Elementary	41	32	36	36	27	53	35	260
Cesar Chavez ES	0	0	0	0	132	137	111	380
Crocker/Riverside Elementary	95	93	92	91	96	99	96	662
David Lubin Elementary	90	84	57	71	84	72	77	535
Earl Warren Elementary	47	58	56	65	59	74	83	442
Edward Kemble Elementary	167	137	128	111	0	0	0	543
Elder Creek Elementary	95	111	99	114	116	117	117	769
Ethel I Baker Elementary	117	111	88	90	113	101	98	718
Ethel Phillips Elementary	68	72	71	74	85	66	76	512
Father Keith B Kenny K-8 School	70	62	56	45	46	60	31	370
Genevieve Didion Elementary	68	69	69	63	60	77	73	479
Golden Empire Elementary	72	71	80	85	85	94	83	570
H W Harkness Elementary	66	52	47	41	55	48	51	360
Hollywood Park Elementary	45	50	45	40	42	31	47	300
Home/Hospital	5	4	7	4	15	12	20	67
Hubert H. Bancroft Elementary	96	48	58	59	66	54	76	457
Isador Cohen Elementary	34	37	32	34	41	29	34	241
James W Marshall Elementary	52	66	47	48	54	68	59	394
John Bidwell Elementary	45	44	48	47	51	47	64	346
John Cabrillo Elementary	46	47	48	45	48	54	51	339
John D Sloat Elementary	46	28	25	31	23	34	32	219
John H. Still K-8	103	97	96	89	85	96	79	645
John Morse Therapeutic Center	0	0	0	0	0	0	0	0
Leataata Floyd Elementary	55	61	47	44	46	46	26	325
Leonardo da Vinci K - 8 School	119	91	92	95	95	92	93	677
Mark Twain Elementary	47	47	34	35	48	52	44	307
Martin Luther King Jr Elementary	33	48	35	55	44	66	48	329
Matsuyama Elementary	72	89	94	95	92	84	95	621
Nicholas Elementary	94	96	95	72	96	99	90	642
O W Erlewine Elementary	45	35	39	44	41	45	51	300
Oak Ridge Elementary	89	92	82	83	72	81	88	587
Pacific Elementary	131	94	110	96	107	86	94	718
Parkway Elementary School	87	76	93	56	75	76	80	543
Peter Burnett Elementary	71	72	87	70	64	101	93	558
Phoebe A Hearst Elementary	95	95	95	96	93	95	96	665
Pony Express Elementary	37	47	70	48	61	69	64	396
Rosa Parks K-8 School	47	49	45	46	42	60	60	349
Sequoia Elementary	60	58	54	65	75	86	66	464
Success Academy K-8	0	0	0	0	4	6	5	15
Susan B Anthony Elementary	47	65	43	38	48	41	37	319
Sutterville Elementary	54	74	70	54	88	92	91	523
Tahoe Elementary	59	45	39	40	51	46	33	313
Theodore Judah Elementary	94	70	71	72	82	76	71	536
Washington Elementary	68	24	21	22	16	19	16	186
William Land Elementary	56	63	58	77	62	58	33	407
Woodbine Elementary	24	37	36	39	41	39	51	267
<b>TOTAL</b>	<b>3,319</b>	<b>3,143</b>	<b>3,071</b>	<b>2,977</b>	<b>3,174</b>	<b>3,292</b>	<b>3,170</b>	<b>22,146</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 CUMULATIVE TOTAL ABSENCES

ELEMENTARY	TOTAL ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	DAYS ENROLLED	PERCENTAGE OF ATTENDANCE
A M Winn Elementary K-8 Waldorf	350	1741	29585	31326	94.44%
Abraham Lincoln Elementary	488	2512	40025	42537	94.09%
Alice Birney Waldorf-Inspired K8	437	1940	36859	38799	95.00%
Bret Harte Elementary	285	1525	23957	25482	94.02%
Caleb Greenwood	497	1631	42164	43795	96.28%
Camellia Basic Elementary	460	906	39978	40884	97.78%
Capital City School	52	143	3439	3582	96.01%
Caroline Wenzel Elementary	312	1607	25778	27385	94.13%
Cesar Chavez ES	395	1674	33938	35612	95.30%
Crocker/Riverside Elementary	662	1887	57125	59012	96.80%
David Lubin Elementary	568	2694	46605	49299	94.54%
Earl Warren Elementary	457	1439	40065	41504	96.53%
Edward Kemble Elementary	551	2636	46071	48707	94.59%
Elder Creek Elementary	769	2769	65564	68333	95.95%
Ethel I Baker Elementary	718	3905	58843	62748	93.78%
Ethel Phillips Elementary	534	2522	44588	47110	94.65%
Father Keith B Kenny K-8 School	370	2153	30082	32235	93.32%
Genevieve Didion Elementary	493	1171	43007	44178	97.35%
Golden Empire Elementary	586	1709	50422	52131	96.72%
H W Harkness Elementary	373	1427	31406	32833	95.65%
Hollywood Park Elementary	345	1458	29572	31030	95.30%
Home/Hospital	76	0	2073	2073	100.00%
Hubert H. Bancroft Elementary	481	2237	40193	42430	94.73%
Isador Cohen Elementary	248	1319	21208	22527	94.14%
James W Marshall Elementary	417	1507	35928	37435	95.97%
John Bidwell Elementary	357	1242	30031	31273	96.03%
John Cabrillo Elementary	387	1983	31775	33758	94.13%
John D Sloat Elementary	242	1381	20470	21851	93.68%
John H. Still K-8	657	3494	56416	59910	94.17%
John Morse Therapeutic Center	33	240	2992	3232	92.57%
Leataata Floyd Elementary	344	2010	28751	30761	93.47%
Leonardo da Vinci K - 8 School	715	1878	62043	63921	97.06%
Mark Twain Elementary	335	1509	28262	29771	94.93%
Martin Luther King Jr Elementary	362	1788	30467	32255	94.46%
Matsuyama Elementary	631	1945	54287	56232	96.54%
Nicholas Elementary	666	3056	55786	58842	94.81%
O W Erlewine Elementary	317	1332	27111	28443	95.32%
Oak Ridge Elementary	590	2914	49472	52386	94.44%
Pacific Elementary	718	3290	60155	63445	94.81%
Parkway Elementary School	575	3420	49266	52686	93.51%
Peter Burnett Elementary	581	2385	49319	51704	95.39%
Phoebe A Hearst Elementary	665	1729	57335	59064	97.07%
Pony Express Elementary	404	1438	34230	35668	95.97%
Rosa Parks K-8 School	365	1744	30850	32594	94.65%
Sequoia Elementary	474	1634	40401	42035	96.11%
Success Academy K-8	18	110	856	966	88.61%
Susan B Anthony Elementary	319	885	27198	28083	96.85%
Sutterville Elementary	530	1605	45165	46770	96.57%
Tahoe Elementary	355	2133	28700	30833	93.08%
Theodore Judah Elementary	556	1920	47632	49552	96.13%
Washington Elementary	186	960	15662	16622	94.22%
William Land Elementary	407	1144	35050	36194	96.84%
Woodbine Elementary	294	1263	24573	25836	95.11%
<b>TOTAL</b>	<b>23,007</b>	<b>94,944</b>	<b>1,942,730</b>	<b>2,037,674</b>	<b>95.34%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 CUMULATIVE TOTAL ABSENCES

MIDDLE	TOTAL ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	DAYS ENROLLED	PERCENTAGE OF ATTENDANCE
A M Winn Elementary K-8 Waldorf	37	174	3072	3246	94.64%
Albert Einstein MS	698	2629	60867	63496	95.86%
Alice Birney Waldorf-Inspired K8	112	427	9706	10133	95.79%
C K McClatchy HS	1	1	88	89	98.88%
California MS	896	3598	76388	79986	95.50%
Capital City School	37	190	2876	3066	93.80%
Father Keith B Kenny K-8 School	36	135	3213	3348	95.97%
Fern Bacon MS	760	2881	64577	67458	95.73%
Genevieve Didion Elementary	110	246	9635	9881	97.51%
Home/Hospital	19	0	543	543	100.00%
John H. Still K-8	281	766	24347	25113	96.95%
John Morse Therapeutic Center	16	115	1439	1554	92.60%
Kit Carson MS	339	1980	28129	30109	93.42%
Leonardo da Vinci K - 8 School	138	327	11950	12277	97.34%
Martin Luther King Jr Elementary	84	285	7328	7613	96.26%
Rosa Parks K-8 School	446	1874	37740	39614	95.27%
Sam Brannan MS	490	2137	41243	43380	95.07%
School of Engineering and Science	238	663	20635	21298	96.89%
Success Academy K-8	17	115	684	799	85.61%
Sutter MS	1170	2932	101429	104361	97.19%
Will C Wood MS	647	2370	55192	57562	95.88%
<b>TOTAL</b>	<b>6,572</b>	<b>23,845</b>	<b>561,081</b>	<b>584,926</b>	<b>95.92%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 5, ENDING FRIDAY, JANUARY 27, 2017  
 CUMULATIVE TOTAL ABSENCES

HIGH SCHOOL	ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	DAYS ENROLLED	PERCENTAGE OF ATTENDANCE
American Legion HS	262	3950	19567	23517	83.20%
Arthur A. Benjamin Health Prof	197	1218	17128	18346	93.36%
C K McClatchy HS	2241	8375	187206	195581	95.72%
Capital City School	258	2933	21680	24613	88.08%
Hiram W Johnson HS	1513	9111	121893	131004	93.05%
Home/Hospital	56	0	1469	1469	100.00%
John F Kennedy HS	2188	6514	183818	190332	96.58%
Kit Carson MS	111	583	9445	10028	94.19%
Luther Burbank HS	1737	10531	140195	150726	93.01%
Rosemont HS	1361	5901	115979	121880	95.16%
School of Engineering and Science	268	516	23310	23826	97.83%
The Academy	25	509	1880	2389	78.69%
West Campus HS	853	1734	74404	76138	97.72%
<b>TOTAL</b>	<b>11,070</b>	<b>51,875</b>	<b>917,974</b>	<b>969,849</b>	<b>94.65%</b>

	TOTAL ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	DAYS ENROLLED	PERCENTAGE OF ATTENDANCE
<b>TOTAL ALL SCHOOLS</b>	<b>40,649</b>	<b>170,664</b>	<b>3,421,785</b>	<b>3,592,449</b>	<b>95.25%</b>