

**GUADALUPE UNION SCHOOL DISTRICT
BOARD OF EDUCATION**

REGULAR SCHOOL BOARD MEETING-REVISED

Wednesday, October 10, 2018

5:15 pm – Call to Order, Adjournment to Closed Session

6:00 pm – Reconvene to Public Session

LOCATION OF MEETING: MARY BUREN ELEMENTARY SCHOOL
 MULTIPURPOSE ROOM
 1050 PERALTA STREET, GUADALUPE, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (805)343-2114. Notification of 48 hours before the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.

Any of the materials related to items on this agenda are available for viewing at the Office of the District Superintendent, 4465 Ninth Street, Guadalupe, CA during regular business hours, 8:00 am to 5:00 pm, Monday through Friday; telephone 805-343-2114.

I. Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Approval of Agenda

II. Adjourn to closed session

Closed Session Public Comments: This section of the agenda is intended for members of the public to address the Board of Education on items involving the school district that are being considered **Closed Session**. Such testimony shall be limited to three (3) minutes each person and fifteen (15) minutes on each topic. If an answer to a specific question is requested, the Board President will, if appropriate, direct administration to respond in writing.

The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of the closed session.

- A. Certificated and/or Classified Personnel Order 2018/2019-04
- B. Public Employment Discipline/Dismissal/Release/Resignation pursuant to Gov. Code § 54957, 54954.5 (e).) (Possible Action)
- C. Conference with Management
 - 1. Guadalupe Teachers Association

III. Reconvene in open session; announce closed session actions

The Board will announce any action taken on Public Employees Certificated and/or Classified Personnel.

IV. Open Session – Public Comments

The Board of Trustees will receive comments about items and issues not appearing on tonight's agenda. We ask that those who address the Board limit their remarks to three (3) minutes. Open meeting laws and fairness to other residents, who may have an interest in your topic, prohibit the Board from taking action or engaging in an extended discussion of your concerns. The Board may direct its district staff to meet at a later date with speakers who have specific concerns or needs. The Board may also direct

that an issue be placed on a future agenda for discussion and consideration. This permits the Board and staff members to prepare and receive necessary information and for the public to be aware that a topic is being formally considered. We appreciate your cooperation.

Any person may address the Board concerning any item on the agenda and may be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion or, in the case of a closed session item, prior to the Board convening in closed session. A form is available from the Superintendent's secretary that should be completed and returned to her. Please indicate on the form if additional time is requested and state the reason. The president may grant additional time if circumstances permit.

The public may address the board on any matter pertaining to the school district that is not on the agenda.

V. Superintendent's Report

The Superintendent may report to the Board about various matters involving the district. There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken. The item(s) may be listed on a subsequent agenda.

VI. Board Member Reports

Each member of the Board may report about various matters involving the district. There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken. The item(s) may be listed on a subsequent agenda.

VII. Administrative Staff Reports

Each Administrator/Director may report to the Board about various matters/events within their school site/department. There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken. The item(s) may be listed on a subsequent agenda.

- A. Mary Buren Elementary School
- B. Kermit McKenzie Intermediate School
- C. ASES Quarterly Report

VIII. Student Recognitions: At this time, the Board of Trustees and Dr. Emilio M. Handall will recognize the Guadalupe Union School District Students of the Month recipients.

IX. Consent Agenda

The Board will be asked to approve all of the following items by a single vote unless any member of the board or if the public asks that an item be removed from the consent agenda and considered and discussed separately.

- A. Approval of Minutes of the Regular Board Meeting of September 12, 2018.
- B. Approval of Minutes of the Special Board Meeting of September 20, 2018.
- C. Approval of Warrant Listing Report of Expenditures.
- D. Williams / Valenzuela Uniform Complaints Quarterly Report – (October-December)
- E. Approval of Bid Proposal from Smith Electric for the Prop 39 Exterior Lighting Fixture Replacement to the Guadalupe Union School District.

Background On July 25, 2018, the District received a quote from Smith Electric for replacing existing, old exterior building lighting fixtures at both Mary Buren Elementary School and Kermit McKenzie Intermediate School. That quote is attached here. Representatives from Smith Electric toured each site with Peter Bedolla prior to submitting their quote in order to get a complete count of fixtures that need to be replaced and can be replaced using Prop 39

Energy Efficiency Program funding. The District solicited quotes from a total of 3 local contractors and Smith Electric is the only one received. Their quote falls within the limits of the Prop 39 funding that the District has already received.

ONLY Price #1 for Mary Buren Elementary School and Price #2 for Kermit McKenzie Intermediate School are being recommended for approval. Those are the only components of this quote that are eligible to be paid from Prop 39 funds. The staff has determined that it would be better to get the Prop 39 parts done first and then determine if the new lighting that is quoted in sections Alt. 1, Alt. 2, and Price #3 of the Smith Electric quote will be needed, or if the replacement lighting will provide all necessary lighting.

The staff recommends Board approval of Smith Electric for Price #1 in the amount of \$21,951.00 for the replacement of old, existing exterior building lighting fixtures at Kermit McKenzie Intermediate School and Price #2 in the amount of \$21,953.00 for the replacement of old, existing exterior building lighting fixtures at Mary Buren Elementary School, for a total of \$43,904.00.

Funding Source: Prop 39 Energy Efficiency Program funding

It is being recommended that the Board approve the quote from Smith Electric for replacing existing, old exterior building lighting fixtures at both Mary Buren Elementary School and Kermit McKenzie Intermediate School. Smith Electric Bid Proposal for Price #1 in the amount of \$21,951.00 for the replacement of old, existing exterior building lighting fixtures at Kermit McKenzie Intermediate School and Price #2 in the amount of \$21,953.00 for the replacement of old, existing exterior building lighting fixtures at Mary Buren Elementary School, for a total of \$43,904.00.

It is being recommended that Consent Agenda Items IX. A, B, C, D and E be approved, as presented.

X. Items Scheduled for Action

A. General Functions

1. **Adoption of Resolution 2018/2019-06, Governing Board Authorization to Pay Invoice of Over One Year.** At this time, the Board will review and consider the adoption of Resolution 2018/2019-06, authorizing the payment of any invoice greater than one-year-old.

Roll Call will be taken for the Board Approval of Resolution 2018/2019-06, as presented.

2. **Approval of New Gymnasium Proposal.** Prior to taking action, the Board will review and consider the approval of the New Gymnasium Proposal.

It is being recommended that the Board approve the New Gymnasium Proposal, as presented.

3. **Adoption of Resolution 2018/2019-07 Resolution of the Governing Board Delegation of Governing Board Powers/Duties.** In accordance with the Authority provided in Education Code Section 35161, the Governing Board approves to Delegate to an Officer or Employee of the District, the Authority to make Cash and Budget Transfers between and within the District Funds as necessary for the Payment of Obligations of the District.

Roll Call will be taken for the Board approval of Resolution 2018/2019-07, as presented.

___Pereyra ___Sabedra-Cuello ___Hosking ___Arriola ___Cepeda

4. **Adoption of Resolution 2018/2019-08 Resolution of the Governing Board to Enter into Transaction with the California Department of Education for the Purpose of Providing Child Care and Development Services and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2018-19.** At this time, the Board will review and consider the adoption of Resolution 2018/2019-08 to enter into transaction with the California Department of Education for the Purpose of Providing Child Care and Development Services and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2018-19.

Roll Call will be taken for the Board approval of Resolution 2018/2019-08, as presented.

___Pereyra ___Sabedra-Cuello ___Hosking ___Arriola ___Cepeda

5. **Acceptance of Gifts.** The school district received the following donations for acknowledgement and acceptance:

- \$500 Mike Casola – The Cliffs Resort & Spa: Donation to the Mary Buren Elementary School ASB Kindergarten class.
- \$500 John Maretti: Donation to the Mary Buren Elementary School ASB Kindergarten class.

It is being recommended that the Board acknowledges and accepts the donations and that a letter of appreciation be send to the donor.

A. Employee/Personnel

1. **Adoption of Revision of Job Title and Description: Accounting Technician I-Purchasing.** The board will review and consider the adoption of the revised Accounting Technician I job title and description to read, Accounting Technician I-Purchasing.

It is being recommended that the Board adopt the revised job title and description for the Accounting Technician I description to read Accounting Technician I-Purchasing, as presented.

2. **Adoption of Revision of Job Title: Accounting Technician I-Payables.** The board will review and consider the adoption of the revised Accounting Technician I job title to read, Accounting Technician I-Payables.

It is being recommended that the Board adopt the revised job title for the Accounting Technician I to read Accounting Technician I-Payables, as presented.

B. Items Scheduled for Information/Discussion

1. General Functions

- 1. District Student Enrollment
- 2. Guadalupe Kids Come First Foundation
- 3. Board Policies Updates

2. Business / Functions

- 1. Fund Balance Summary

3. Pupil Personnel

1. Inter-District Request Summary

C. Future Agenda Items

D. Adjournment

Future Meetings: **Regular School Board Meeting** - Wednesday, November 14, 2018, 5:15 pm at Mary Buren Elementary School, 1050 Peralta Street, Guadalupe, CA 93434.

The Bobcat News

1050 Peralta Street, Guadalupe, CA 93434

www.maryburen.com T: (805) 343-2411



Upcoming Events

September 3: Labor Day - NO SCHOOL

September 10: Staff Development Day – NO SCHOOL

September 24: Coffee with the Principal

September 28: Student of the Month Assembly

October 1, 2, 3, 4, 5: Parent Teacher Conferences and Minimum Days

October 3: Picture Retake Day

October 4: Padres en Accion meeting at 6:30 pm

October 26: Student of the Month Assembly and Minimum Day

Announcements

Parent Teacher Conferences: Parent teacher conferences are scheduled for October 1-5. Your child's teacher will send a notice home indicating date and time to attend. This is the perfect moment to build a partnership between child, parent and teacher as well as being informed with strategies to help assist your child at home and what is done in the classroom.

From the Interim Principal

Dear Bobcat Families,

Help your child succeed in school by building the habit of good attendance early. School success goes hand in hand with good attendance! Did you know? Starting in kindergarten, too many absences can cause children to fall behind in school. Missing 10 percent (or about 18 days) can make it harder to learn to read. Students can still fall behind if they miss just a day or two days every few weeks. Being late to school may lead to poor attendance.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work. What you can do to ensure good attendance:

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- If your child is truly sick, do let them stay home. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make your child feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips during school.

Thank you in advance for getting your child to school on time every day. Together, let's make it another great year for learning!

Thank you.

Ms. María González, Interim Principal

Learning Focus: The Benefits of Reading

Reading is a skill we use every day. As an adult, we read signs on the road, menus at a restaurant, or instructional manuals to help set up electronic devices. As a child, reading is a lot simpler but an extremely important skill to develop.

Why is reading an important skill? Reading is a skill formulated throughout developmental growth stages. In the early stages, parents read aloud to their toddlers, which helps them to learn how to pronounce and enunciate words. Parents also teach the basic fundamentals of holding a book upright and turning pages. The pure anticipation of a good story promotes excitement and fosters curiosity.

Be safe, be responsible, be respectful—be a great Bobcat role model.

September /October 2018

As children first attend school, their surroundings become inundated with letters of the alphabet, letter sounds, and books. The art of reading is important to young preschoolers and they become motivated to read on their own. Beside them there is an adult to assist with meaning, revision, and inquiries.

Children in grade school, begin to select and read books related to their own interest. Teachers and parents can still influence young readers to read books in different genres or content. The exposure to books in different genres can help develop their empathy skills while exploring different cultures, people, places, and events. Their reading skills become more complex with a richer vocabulary and more complex sentences with formal grammatical structures.

As an adolescent, reading does not have to stop. They may need encouragement from adults to become lifelong readers. Role models are extremely important during this developmental stage. A idea to increase interest among adolescents is the concept of 'Book Talks', where students read the same book and have discussions about the story and share their opinions of how the book was written.

At home, continue to encourage the art of reading. Children will read if adults read too. You are the best reading support and model for your child at home.

MARY BUREN ELEMENTARY SCHOOL
SCHOOL SITE COUNCIL
Wednesday, October 17, 2018
4:00 p.m. – call to order

Agenda

I. Call to Order

II. Approval of Minutes

III. New Business/Action Items

1. Single Site Plan: Parent Involvement
2. Gloria Grijalva, CBO
 - a. Budget and requisition/order updates
3. Principal's Report
 - a. Academics
 - b. Attendance
 - c. Discipline
4. Committee Reports
 - a. ELAC
 - b. Sped
 - c. School Safety Committee
 - d. Leadership Team
 - e. Wellness Committee

IV. Public Comments

V. Announcements and Future Agenda Items

VI. Adjournment

ESCUELA PRIMARIA MARY BUREN
CONSEJO ESCOLAR
miércoles, 17 de octubre 2018
4:00 p.m. – llamar al orden

Programa de la reunión

I. Llamar al Orden

II. Aprobación de actas de la reunión

III. Nuevos temas del programa/acción del programa

1. Revisar el Plan Escolar: Participación de los padres
2. Gloria Grijalva, Oficial de negocios
 - a. Actualización del presupuesto y solicitudes/pedidos
3. Informe de la directora
 - a. Académica
 - b. Asistencia
 - c. Disciplina
4. Informe del comité
 - a. Comité consejero del programa del lenguaje de inglés (ELAC)
 - b. Educación especial
 - c. Comité de seguridad escolar
 - d. Equipo de liderazgo
 - e. Comité de bienestar

IV. Comentarios del público

V. Anuncios y temas para la próxima reunión

VI. Suspensión de la reunión

MARY BUREN ELEMENTARY SCHOOL
SCHOOL SITE COUNCIL

Wednesday, September 12, 2018

4:00 p.m. – call to order

Agenda/Minutes

I. Call to Order at 4:05 p.m.

A. Members present: Maria Gonzalez, Sylvia Adame, Eloy Perez, Crystal Guzman, Shannon Brough, Ashley Thompson

II. Approval of Minutes by Eloy Perez and Ashley Thompson

III. New Business/Action Items

1. Review Start of Year Items

a. Review SSC Bylaws and Membership 2018-2019

1. Need to fill Chairperson and Vice-chairperson

2. Need to fill teacher and parent positions

b. Review calendar for SSC meeting dates

1. October 17, November 14, January 16, February 13, March 13, April 10, May 15

c. Review Single Site Plan: Not prepared to review

2. Principal's Report

a. Academics

1. K-4 Social Studies Impact/Impacto pilot committee trained

2. ASES informational parent meeting

3. TK-8 Social-emotional professional development

4. Math and literacy task forces will meet next week to review assessment and curriculum plan

5. Parent classes offered by district in 10 week series on Thursdays from 9/20 - 11/29

6. Science instructor started Science with 3-5

b. Attendance

1. Total enrollment: 702 students

2. Dean of Students is implementing an attendance incentive in each classroom (10 days of 100% attendance receives class reward)

3. Board meeting recognition of student with perfect attendance and high marks in behavior

c. Discipline

1. 0 suspensions

2. 22 playground violations (Taking initiative to counteract these behaviors)

3. 45 referrals to Outreach Consultant

3. Committee Reports (See attached)

- a. ELAC (no meeting yet)
- b. SpEd
- c. School Safety Committee (no meeting yet)
- d. Leadership Team
- e. Wellness Committee (meeting next week)

IV. Public Comments (No comments)

V. Announcements and Future Agenda Items

- 1. Review Single Site Plan: Parent Involvement
- 2. CBO Gloria Grijalva to share budget and ordering updates at October 17th meeting

VI. Adjournment at 5:11 p.m.

**MARY BUREN SCHOOL SITE COUNCIL
CALENDAR OF EVENTS
SCHOOL YEAR 2018-2019**

<u>AUGUST</u>	<u>JANUARY</u>
N/A	16
<u>SEPTEMBER</u>	<u>FEBRUARY</u>
12	13
<u>OCTOBER</u>	<u>MARCH</u>
17	13
<u>NOVEMBER</u>	<u>APRIL</u>
14	10
<u>DECEMBER</u>	<u>MAY</u>
---	15 If needed

Leadership Team Minutes
Tuesday, September 18 , 2018
2:45 p.m. on Stage

- (DBE) Camelia Ortiz
- (SPED) Kathy Yingst
- (PREP) N. Ramos
- TK/K T. Herning
- 1st L. Alvarez
- 2nd L. Armstrong
- 3rd M. Berry
- 4th J. Kerr
- I.Prin. M. Gonzalez
- Dean of Students. K. Baldizon

Attendees: Michelle Berry, Kevin Baldizon, Nicole Ramos, Tarah Herning, Camelia Ortiz-Álvarez, Liz Alvarez, Jennifer Kerr, Lorena Armstrong

Minutes:

- Motioned made by: Michelle Berry
- Second made by: Lorena Armstrong
- Minutes edited/approved: approved

Team Reports:

Admin:

- We would like to know the order you are teaching the writing units and approximately when you will be done teaching each unit. Admin. Team is looking into have writing contests within each grade level based on the writing topic you finished. Please provide your grade levels writing rubric. We may select one or two winners per grade level and these students will be recognized at student assemblies and board meetings.
- We would like teachers to select students who demonstrate the qualities of a great citizen. Teachers can use the form attached "[Positive Office Referral](#)" and send student to the office.
- Please note the following days: Jan 29 and March 12 they are scheduled as leadership days. Scott Spector is scheduled to do PD with science on those days. Can we use a staff meeting to meet as leadership?
- Attendance Update: Just curious how it is going in different classes?
 - At articulation teachers will come up with a list of the prizes that they will use for each time that the class fills up the poster. Example: Class set of pencils for the first time, Class ball, etc.
- And thoughts on book review videos.
 - Create closed Youtube Channel - .
- If you receive Award Letters of any type of grant, please submit a copy to me.

Prep

Computers

- Started Computer Science Club for 4th grade students - Music & Sound with Scratch. This is awesome! Thank you for providing a list of attendees.

- **Math Intervention:** All 2nd, 3rd and 4th grade students took a pretest which made up the current students enrolled in Math intervention. In order to keep Reading and Math intervention on the same cycle, the next cycle for Math will start October 29. Reading's next cycle will be September 24.
The Schedule will be:
Reading Only - September 24
Both: October 29
Both: January 7
Both: February 11
Both: March 18
Both: May 6
- I have asked grade-levels to provide me with their backward mapping schedule, so I may make up the tests appropriately. I have received nothing for no one. AAARRRGGG! **Grade level leads, please inform your team.**
- The pre/post tests are on School-City. I select the standard I will work with for the data cycle. I select the lowest 12 students then pass along to teachers for their input and recommendation. I develop the list. Teachers need to be cognizant of students who are in interventions since they are often at the same time - it's not possible for students to be enrolled in both Reading and Math for the same cycle. A week prior to the end of current data cycle, students will be given the pre-test again as a post test to entire grade level to see: the effectiveness of intervention, retention of content of students not receiving intervention, and I know there's one more but can't come up with it right now. I am open to suggests, but I want to emphasize the data cycles are driven by data along with teacher recommendation.
- Computer Lab - All grade levels are receiving Digital Citizenship Curriculum. 2nd & 3rd grade are doing presentations, 4th grade two column notes, 1st grade discussion. Grades 2 - 4 will be asked to write a grade appropriate essay on their learning at the end of the unit. Somehow we may incorporate this with our writing contest.

Reading Intervention

- Students are learning their sight words and making progress in their reading level. Great!
- Concern: I'm still waiting to have partitions installed. It's very loud during the assembly and students get distracted when people walk in/out during the day. Also, I've noticed my classroom is being used and items used are not being put back. Two work orders have been placed and Jesely made a special request to have it put up before the start of school. Peter spoke with me today 9/18/18 and said he is working on getting the "legs". As far a building a wall, it will not happen. I told him you need the partition to block distraction from kids coming into the media center. I was not aware of the sound issue so I told him basically it was the distraction not the sound. He will come to speak with you,

Library

- 1st grade reading books about libraries and the importance of reading
- 2nd grade is learning the Dewey Decimal System
- 3rd is learning about libraries around the world
- 4th is beginning "Every Kid in a Park"
- **Friendly Reminder:** If you have computer lab before library in the morning, please turn in your books in between 8:30-9 a.m.. If your class comes in the afternoon, please get your books turned in before lunch

- **Reading Intervention** - We're beginning a new session next week. Some students will stay, others will be switched out at the teachers discretion. If you're not sure whether or not to move your student, I can print out an overview of their progress in Lexia or you can login and see for yourself.

PE - nothing to report

3rd grade

- Timeline for 3rd grade DBE teacher? I am hoping it will happen next week
- Redistribution
 - It has been really helpful sharing students with 2nd/ 4th grade, easier to manage and we actually have enough seats! Thank you! Glad to hear.
 - Please add in specials times & what students are pulled for resource
 - Reminder to teachers if it is not a hassle to try to give previous year teachers their old students
- Any update on Jog-a-thon? Tarah & Michelle B!!! I have not had anyone to take lead. McKenzie on Oct. 12
 - Friday, November 16
 - Picking a date/ times
 - Facility form
 - Cafeteria for snacks/water
 - Set up Field
 - PA system/Speakers
 - Update documents
 - Order markers, clips, index cards, envelopes
 - Families can buy a sack lunch with ticket
 - Have pledges available at Fall Festival.
 - Kevin - Work on a promotional video for Jog-A-Thon

DBE

- 3rd Grade DBE position filled? I am hoping it will happen next week
- What are the current decisions/discussions ADMIN has had regarding ELD? Is there a program other districts are using? Will we continue to have same leveled groups? What is the status? I need to discuss with Gina.
- Wanted to ask about curriculum needed. Was it ordered prior to Becky Bendele leaving? Who will be in charge of ordering curriculum from now on? If you need items to be ordered, please contact Gloria or Crystal personally
- The Math assessments students will take through School City need to be in Spanish for KINDER, 1st, 2nd and 3rd only /4th and 5th are ENGLISH This can be discussed at Math Task Force, please have your grade level rep for Math Task force bring it up.

4th Grade

- Jamba Juice fundraiser going very well, incentive for students who sell the most cards.
- Wondering about PTO funds for grade levels. Did we receive funds at the end of last year? I believe we did last year. I will double check. Check with Crystal.
 - Team leads will talk to teams about the Sept 27 meeting, voice how teachers would like the grant money to be distributed
- Thank you 3rd grade for taking our students!

- Field Trips
 - Hancock College in Oct or Spring
 - Aera Energy (classroom speaker and hands on activity)
 - Possibly November
 - Cal Poly - waitlist for LBD Lab
 - Dunes Center - November
- Math Workbook shortage in curriculum office. I emailed Veronica to possibly order extra workbooks for possible new enrolled students.
- Report Cards
 - Emailed Gina about updating 4th grade report card, waiting for a response. Will contact Gina
- Can students have printing access?
 - Many reports are being typed, a lot of work for teachers to print one at a time. It would save time to have student access.
 - Talk to Silvia and tech team (student designated printer?)
- Workroom - 32
 - Work order submitted for supplies and computer. Need to keep up.
 - Supply order was sent back, told to go through Maria
- Science
 - Sitting down with Ms. Gardner to go over lessons that she could take on due to prep/difficulty
 - Teachers will still do videos/extras/assessment and any lesson that is manageable by 1 teacher
- MB Website - Year at a Glance is still 2017/2018

TK/ K Team

- TK/K Team is asking for donations for field trips! We received \$500 from the Cliffs in Pismo Beach!!! Wahoo! Awesome!
- Kevin- can you add some easier daily challenges so the TK/K kids can participate?
 - Good point I will try to make sure to make a lower level challenge.
- We are concerned/ wondering about the vacant Aide position. Our new aide will be receiving her packet tomorrow. As soon as she is cleared she will begin in DBE Kinder.

1st Grade Team

- Fall Festival- Cathee would like to help Meeting Sept. 27th
- Thank you for the Back to school night letter that said "Parents Only"- Please clarify that we are meeting in our classrooms.
- Can we return the school purchased materials that are still in boxes? No, it is expensive to return. We can use those items for Literacy Night.
- Tupperware Fundraiser

Special Ed.:

- Concern: Ordering Please provide receipt and requisition to be reimbursed.
- Glad to have Becky back on board!

Second Grade:

- Fundraising:

- We will have a Snack Bar for Teachers in the Teacher's Lounge.
- We will have a money jar.
- Will we be getting baby wipes? Maria will check with Rose Marie
- Children Creative Project plans? Will we be getting a list to choose from?
 - Maria is working on it.
- I would also like to know if technology was ordered and if there's an ETA on them?
 - Coming soon.
- Could we have a paper cutter in room 32? There is an extra paper cutter in the Teacher's Lounge.
 - Nicole Ramos will check to see if she has an extra one. Joe-Henry uses it, so no dice

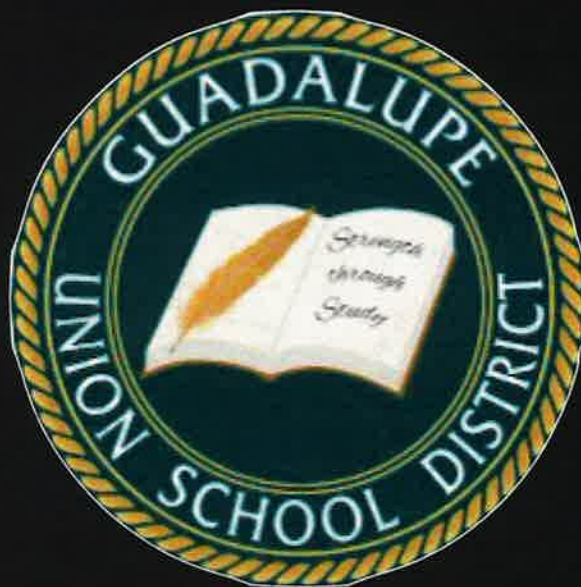
END OF MEETING SHOUT OUT.



MARY BUREN ELEMENTARY
School Site Council Establishment Meeting
Sign-In

Date: October 17, 2018

Printed Name	Signature	Membership
Maria Gonzalez		Interim Principal
Brough, Shannon		Teacher Representative
Thompson, Ashley		Teacher Representative
		Teacher Representative
Eloy Perez		Classified Representative
Crystal Guzman		Boys & Girls Club Community Representative
		Parent/Community Representative
		Parent/Community Representative
		Parent/Community Representative



McKenzie Intermediate School

Monthly Site Report

October 10, 2018

Highlights from MONTH



- Sept. 10 Professional Development/District Wide
- Sept. 24 Fire Drill
- Sept. 25-17 Bus Evacuation Drill
- Oct. 1 & 3 Big Smiles



Academic Highlights

- Oct. 5 Student Recognition @ O'Connell Park
- Oct 5 8th Grade Field Trip / Hancock College Career Exploration Day
-

McKenzie School Information



Enrollment: 587

MONTH Attendance %: 97.04 %

Year to Date Attendance: 97.32%

MONTH Tardies: 77

Year to Date Tardies: 123

Days of Suspension: 4

Number of Suspensions: 2



Upcoming School Events

- Oct. 12 End of First Quarter Grading Period
- Oct. 12 Jog-A-Thon
- Oct. 25 Fighting Back Santa Maria Parent Presentation / Vaping
- Oct. 25 Honor/Merit Student Recognition
- Oct. 24-25 Student Recognition w/parents--- Met / Exceeded
- Oct. 22-26 Red Ribbon Week--- Lunch Activities/ MC Risk

Kermit McKenzie Jr. High School
School Site Council

Minutes should address each agenda item, summarize discussions and note approvals.

SCHOOL: Kermit McKenzie Jr. High

DATE: 09/25/2018

TIME: 4:30 P.M.

Members Present: *see attached sign in sheet*

Quorum Number in Bylaws: _____

Quorum Present? _____

Others Present: _____

Minutes of (Date): _____

Approved: _____

Amended: _____

Change: _____

MEETING TOPIC(S)

*Topic must be addressed if ELAC delegated responsibilities to SSC.

_____ Establishment and <u>Elections</u> results	_____ Review/Analyze Student Achievement Data
_____ Evaluate the Effectiveness of SPSA	_____ Develop/Modify SPSA
_____ Obtain Input on Priorities	_____ *Review of Parent Notification Letter
_____ Review Academic Plan	_____ *CELDT Assessment
_____ Develop School Climate Needs Assessment	_____ *Plan Activities to Improve School Attendance
_____ Develop Physical Environment Needs Assessment	_____ *Review Reclassification Procedures
_____ Develop/Modify Budget	_____ *Review Language Census (R-30)
_____ Review Attendance and Discipline Data	_____ *Review Services of English Learners
_____ Monitor Plan Implementation	_____ Recommend the Plan for Board Approval

I. Welcome

- Call meeting to order at _4:35 pm__.
- Sign in sheet passed around and signed (see attached)

II. Welcome & Introductions:

- Name and title
 - Mr. Solorio gave a quick update about the building. Mr. Solorio is to follow up with the projectors for the 5th grade teachers.

III. New Business

- LCAP - Dr. Bravo is the site administrators for LCAP. Mr. Solorio gave a copy to each member to review. Mr. Solorio talked about the five goals for the LCAP.
 - 1. Student achievement
 - 2. School Environment
 - 3. Technology College & Career
 - 4. Societal Values
 - 5. Parental and Community Involvement
- Mrs. Vargas reminded Mr. Solorio about the math error in the LPAC document so that it can be corrected.

Principal's Report

- Attendance: 587 current enrollment- 98% attendance. These are the numbers Mr. Solorio reported to the Board Meeting on 9.12.18.

- Discipline: Restorative practices is part of LCAP which will help with the funding. Mr. Flippen continues to work with Ms. Geronimo and the teachers. Goal is to have a full time facilitator and also peer facilitators.

ASB Report

- Ms. Samuels is looking into having ASB as an elective for next quarter.

IV. Other

- Ballet Folklorico continues(every Monday), MESA(two classrooms) is on Thursdays and Homework Club on Mondays and Thursdays.
- Ms. Rosas suggested having a parent night to teach them about Restorative Practices. Mr. Solorio stated that they've had one in the past and it had a good outcome.
- Question: Mrs. Vargas asked about the budget for SSC. Mr. Solorio stated that Gloria Grijalva will be coming to the next meeting.
- Mrs. Vargas would like to hand off End of Year activities.

Announcements and Future Agenda Items

- Gloria Grijalva (Business Office)

Next meeting date: Oct 23rd 4:30, Nov 27th **Meeting adjourned at:** 5:08 pm.

Minutes submitted by: Rocio Prado

Kermit McKenzie Intermediate School, 5-8

Discipline Distribution Report from 8/9/2018 to 9/5/2018

Code # and Name

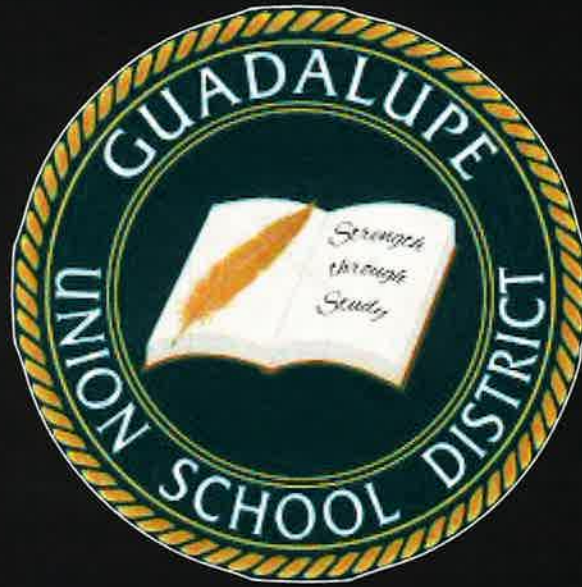
Grade

	Total Students	Total Incidence s	5	6	7	8	Suspension	Referral	Mediation
8 *Drugs, Possession of (E) 48900 (c)	2	2	0	0	2	0	2		
10 *Drugs, Use of (E) 48900 (c)	11	11	6	5	0	0	11		
41 Class Rules, Violation of	11	11	2	0	4	5		1	10
44 Contract, Behavior	1	1	0	0	1	0			
47 Disruption of School Activities (S) 48900 (k)	1	1	0	0	1	0	1		
52 Fighting (S) 48900 (a)	1	1	1	0	0	0		1	
62 Horseplay	1	1	0	0	0	1			1
65 Language, Profanity (S) 48900 (i)	1	1	0	0	1	0	1		1
76 School Rules, Violation of	3	3	0	0	3	0			3
99 Outreach Consultation	4	4	2	0	2	0			4
A2 Defiance	1	1	0	0	0	1			1
Totals:	37	37	11	5	14	7	15	2	20

Discipline Distribution Report from 9/6/2018 to 10/3/2018

Code # and Name

		Total Students	Total Incidence s	5	6	7	8	Suspension	In School Interventio n	Referral	Mediation
41	Class Rules, Violation of	12	13	5	1	5	2			3	10
52	Fighting (S) 48900 (a)	2	2	1	0	1	0	1	1		
58	Harassment (E) 48900.4	2	2	0	0	0	2	1	1		
62	Horseplay	3	3	0	0	3	0				3
74	Profanity (S) 48900 (i)	1	1	0	0	1	0		1		
76	School Rules, Violation of	3	3	1	0	1	1		1	1	1
	Totals:	23	24	7	1	12	5	2	4	4	14

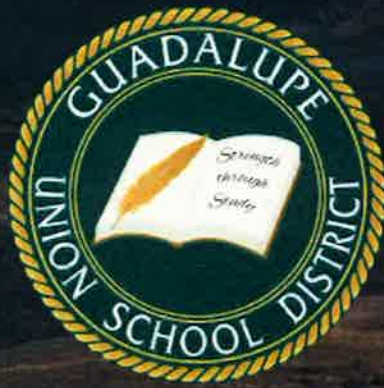


Presentation to the Board

ASES

October, 2018

MISSION STATEMENT



Mission Statement

"The Guadalupe Union School District will provide each student the academic, social and technological skills that will assist them in becoming high school graduates, as well as, college and career ready. In collaboration with parents and community, the district will assist students in becoming independent thinkers, lifelong learners, and responsible, productive members of society in a nurturing, family-style atmosphere."

*Approved and Adopted: October 11, 2017
GUSD Board of Trustees*

"In partnership with parents and the community, the ASES program provides a safe and fun environment where students receive academic support, participate in enrichment opportunities, and learn positive social values. The ASES staff will strive to provide emotional support and be positive role models for students"



ASES Counts

Mary Buren School (Funded at 84)

- Current Enrollment: 157
- Average Daily Attendance: 130

Mary Buren Site

Current Enrollment: 131

Average Daily Attendance: 110

Riverview Site

Current Enrollment: 26

Average Daily Attendance: 20

Kermit McKenzie School (Funded at 35)

- Current Enrollment: 54
- Average Daily Attendance: 43

What goes on during ASES?

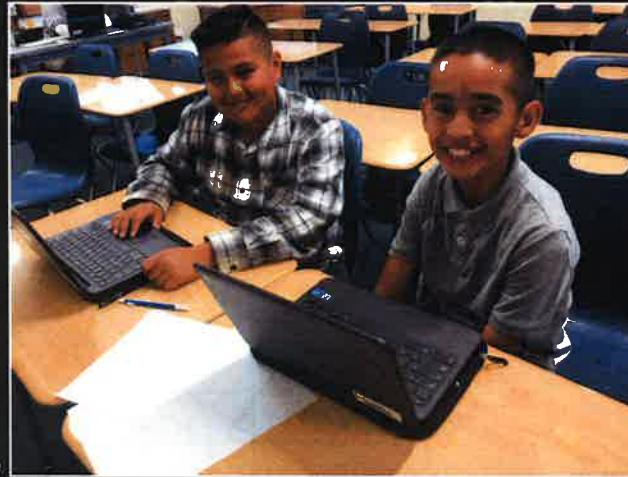


Healthy Snack

Homework Support

Enrichment Activities

P.E. Activities



2018-2019 ASES



This fall...

- + Archeology Program
- + Lights On Afterschool Fair
- + Mary Buren Fall Festival
- + Zulu Dance Program
- + Playbook for Teens...STE@M Mentoring Program



In the works...

- + Chromebook Cart
- + Supper Program



2018-2019 ASES



Administrative

- + Coding Grant
- + Program Plan Update
- + Grant Renewal
- + Universal Grant



Thank you!

Alejandra S. Mora

amora@gusdbobcats.com



GUADALUPE UNION SCHOOL DISTRICT NUTRITION SERVICES

To: Board of Trustees
 From: Dena Boortz
 CC: Dr. Emilio Handall
 Date: October 3, 2018
 Re: Department Update

The Nutrition Services Department has been busy providing meals and snacks to students during the first month of the new school year.

Counts for September	Mary Buren		Kermit McKenzie		District	District
	2018	2017	2018	2017	2018	2017
Days of Operation	18	22	18	22	18	22
Enrollment	697	868	587	434	1,284	1,296
Breakfast Served	11,468	15,343	8,319	6,358	19,787	21,701
Participation					85.6%	76.1%
Lunch Served	11,590	15,578	8,773	6,382	20,363	21,960
Participation					88.1%	77.0%
After-School Snack*	2,066	1,320	1,356	1,135	3,422	2,455

* Snacks are being served at Mary Buren, Kermit McKenzie, River View, MESA and Homework Club

Staff Changes:

With the retirement of Beatriz Carlon, cook at Kermit McKenzie, Rogelia Rodriguez transferred from Mary Buren into the position. Tiffany Guerrero was promoted to a cook's position to support the additional meals being served at Kermit McKenzie as a result of the reconfiguration of grade levels. Perla Alvarez was promoted from Food Service Assistant I to Cook at Mary Buren.

We are happy to welcome new staff members to our Nutritional Services team. At Kermit McKenzie, Maria Cisernos de Gonzalez has joined as a Food Service Assistance I. And at Mary Buren, Araceli Ramos and Martha Padilla are new Food Service Assistants. All the ladies were previous substitutes within the department.

Administrative Review:

In 2019-2020, Guadalupe Union School District will be undergoing an Administrative Review (AR) mandated by the USDA. It will monitor the program requirements under the National School Lunch, School Breakfast Fresh Fruit and Vegetable and After-school Snack programs. The AR occurs every three years and is conducted by the California Department of Education Child Nutrition Services Division.

The review consists of an Off-Site Assessment (OAT) and an On-Site Assessment. The On-Site Assessment is scheduled for February 2019.

Wellness Committee:

The GUSD Wellness Committee met on September 27, 2018. One of the goals of the Committee this year is to increase participation of parents, administration, and teachers on the Committee in order to promote health and wellness throughout the District. Our next meeting is November 29th.

If you have any questions, please do not hesitate to contact me at dboortz@gusdbobcats.com or 343-1196.

Respectfully submitted,

Dena

**GUADALUPE UNION SCHOOL DISTRICT
BOARD OF EDUCATION**

**REGULAR SCHOOL BOARD MEETING MINUTES
Thursday, September 12, 2018**

Board President, Mrs. Diana Arriola, called the special board meeting of September 12, 2018, to order at 5:15 pm. The flag salute was held at this time.

MEMBERS PRESENT Mrs. Diana Arriola, Mrs. MaryLou Sabedra-Cuello, Ms. Sheila Marie C. Cepeda, Mr. David Hosking and Mr. Jose Pereyra

ABSENT

PRESENT Dr. Emilio M. Handall, Superintendent/Board Secretary; Gina Branum, Assistant Superintendent of Curriculum and Instruction; Gloria Grijalva, CBO; Anne Rigali, Director of Pupil Services; Maria Gonzalez, Mary Buren Interim-Principal; Angela Soares, Assistant Principal; Gabriel Solorio, Intermediate School Principal; Dena Boortz, Director of Child Nutrition Services; Alejandra Mora, ASES Supervisor; Anita Flores, Executive Assistant to the Superintendent, Marytza Guzman, Administrative Assistant.

OTHERS PRESENT Martha S. Lomeli, Maria Laurel, Maria Quintanilla, Auston Webster, Maribel Martinez, Yvonne Avila, Elyssa Avila, Terry Bauer, Monseratt Garcia, Jose K. Menjiva, Maria Elena, Maria Granco, Araceli Martinez, Claudia Salvador, Alfredo Jarquin, Robin Sumabat, Reyna Maciel, Camelia Ortiz-Alvarez.

MOTION A motion was made by Mr. Pereyra, seconded by Ms. Cepeda and carried to approve the agenda with the removal of Item C, 2 of Business / Finance, (1) Review of GUSD Administrative Regulation / Board Policy 3350: Travel Expenses.

Ayes: Arriola, Sabedra-Cuello, Cepeda, Hosking and Pereyra
Absent: None

Closed Session Public Comments None

Close Session Board adjourned to Closed Session at 5:18 pm.

Reconvene Board President, Mrs. Arriola called the regular board meeting back to order at 6:05 pm. Mrs. Arriola announced the following action;

1. In closed session, there was a motion and a second to approve the Certified and/or Classified Personnel Order 2018/2019-03
2. In closed session, there was a motion and a second to approve the CONFERENCE WITH REAL PROPERTY NEGOTIATORS, Government Code 54956.8

District Recognition At this time, the Board of Trustees and Dr. Emilio M. Handall recognized Mrs. Robin Ilac with a certificate of Recognition from the Guadalupe Union School District Board of Trustees. For being the awarded recipient of the 2019 Distinguished Mentor Award from Santa Barbara County of Education Office.

Dr. Emilio M. Handall also presented Joaquin Velazquez with a certificate of Recognition for completing his Electrical Safety certificate. Due to his training, Joaquin is able to provide more services.

Open Session Public Comments

Terry Bauer thanked Dr. Handall, Gina Branum, Administration, MOT, CSEA, Teachers and Instructional Support Assistants for their professionalism, dedication, patience and positive attitudes.

Superintendent's Report

Dr. Emilio M. Handall reported to the board that August 9, 2018 was the first day of school. Roughly 1,300 students started classes at the Guadalupe Union School District. On September 6, 2018 the first Coffee with the Superintendent was held. Dr. Emilio M. Handall informed the board of upcoming events such as Parent Education classes performed by Padres Unidos for Spanish only parents with pre-teens and/or teens. It'll be a free, ten week course with dinner and childcare provided. Dr. Emilio M. Handall also informed the board that on September 29, 2018 the Guadalupe Kids Come First Foundation will be hosting its Annual Golf Tournament at Trilogy where he will be volunteering.

Board Member Report

Mr. Pereyra reported that he will be volunteering at the upcoming event GKCFE Golf Tournament.

Mrs. Sabedra-Cuello reported that she will be volunteering at the upcoming event GKCFE Golf Tournament. She also reported that she attended the Workshop designed for first time school board candidates in Buellton on Monday, September 10, 2018. Mrs. Sabedra-Cuello attended and enjoyed Grandparents day at the Mary Buren Elementary School

Mr. Hosking reported that he will be golfing at the upcoming event GKCFE Golf Tournament and is looking forward to it.

Ms. Cepeda reported that she will be volunteering at the upcoming event GKCFE Golf Tournament.

Mrs. Arriola welcomed everyone and reported that she also attended the Workshop designed for the first time school board candidates in Buellton on Monday, September 10, 2018 and a Bulldogs game over the weekend.

Administrative Staff Reports

Ms. Gonzalez informed the board with Mary Buren's important event dates; such as Back to School Night and went over academic highlights.

Mr. Solorio thanked staff and students for their positive attitudes and reported to the board academic highlights, past and upcoming trainings, first progress reports, homework club happening Mondays and Thursdays after school by staff. Mr. Solorio announced upcoming event for Kermit McKenzie Intermediate School, Jog-a-thon who this year after 15 years of being ran by Ms. Tonascia will be ran by Ms. Samuels.

Ms. Grijalva reported to the board that she was very conservative this year. Ms. Grijalva explained the ending balance and how it helps us as a guide to adopt to next year's budget. Auditors will be present on both September 20th and 21st and will report results to the board by December / January. Ms. Grijalva reported that this year, a bus was leased from Vista del Mar to help stranded students.

Student Recognition

At this time the Board of Trustees and Dr. Emilio M. Handall recognized the students of the month from Mary Buren Elementary School and Kermit McKenzie Intermediate School. Students of the Month for Kermit McKenzie Intermediate School were: Hector Leal, Jose Martinez, Olivia Quintanilla, David Salvador. Students of the Month for Mary Buren Elementary School were: Elisa Avila, Geselle Carrasco, Diego Villanueva, Angel Martinez, Kenya Mendivil and Emely Rodas.

Consent Agenda

A motion was made by Mr. Hosking, seconded by Mr. Pereyra and carried to approve the consent agenda items A, B, C, D, E, F, G, H, and I as presented.

Ayes: Arriola, Sabedra-Cuello, Cepeda, Hosking and Pereyra

ITEMS SCHEDULED FOR ACTION

A. General Functions

Public Hearing

Board President, Mrs. Diana Arriola opened the Public hearing at 7:02 pm. No public comments were made. The Public Hearing was closed at 7:03 pm.

Resolution

Roll Call was taken for the adoption of Resolution # 2018/2019 – 03, to determine whether each pupil in each school has sufficient textbooks or instructional materials in each subject that are consistent with the content and cycles of the curriculum framework adopted by the State Board.

Ayes: Arriola, Sabedra-Cuello, Cepeda, Hosking and Pereyra

Absent: None

Unaudited Actuals

A motion was made by Mr. Hosking, seconded by Mrs. Sabedra-Cuello, and carried to approved the usage of SACS Financial Reports to submit the 2017/2018 Unaudited Actuals.

Ayes: Arriola, Sabedra-Cuello, Cepeda, Hosking and Pereyra

Absent: None

Resolution

Roll Call was taken for the adoption of Resolution # 2018/2019 – 04, Gann Limit.

Ayes: Arriola, Sabedra-Cuello, Cepeda, Hosking and Pereyra

Absent: None

B. Curriculum and Instruction

LCAP

A motion was made by Mr. Hosking, seconded by Mrs. Sabedra-Cuello to approve and adopt the Revised Guadalupe Union School District Local Control Accountability Plan (LCAP) for July 1, 2018 – June 30, 2019.

Ayes: Arriola, Sabedra-Cuello, Cepeda, Hosking and Pereyra

Absent: None

C. Items Scheduled for Information/Discussion

1. General Functions

1. District Student Enrollment Projections

2. Business/Financial

1. Board Policy 3350: Travel Expenses
Motion was made by Mr. Pereyra, seconded by Ms. Cepeda to remove the Guadalupe Union School District Administrative Regulation/Board Policy 3350: Travel Expenses.
2. Fund Balance Summary - August 2018

3. Pupil Personnel

1. Inter-District Summary Report – August 2018

4. Curriculum and Instruction

1. English Learner Reclassification Update

Future Agenda Items

Adjournment

A Motion was made by Mr. Pereyra, seconded by Mrs. Sabedra-Cuello and carried to adjourn the meeting at 8:28 pm.

Next Regular Meetings:

Regular School Board Meeting – Wednesday, October 10, 2018, 5:15 pm, Mary Buren Elementary School, 1050 Peralta Street, Guadalupe, CA 93434

**GUADALUPE UNION SCHOOL DISTRICT
BOARD OF EDUCATION**

**SPECIAL SCHOOL BOARD MINUTES
Thursday, September 20, 2018**

Board President, Diana Arriola, called the regular board meeting of September 20, 2018, to order at 12:31 pm. The flag salute was held at this time.

MEMBERS PRESENT

Diana Arriola, MaryLou Sabedra-Cuello and Sheila Cepeda

ABSENT

José Pereyra and David Hosking

PRESENT

Emilio M. Handall, Ed.D, Superintendent/Board Secretary; Gloria Grijalva, CBO; Peter Bedolla, Operations Lead

OTHERS PRESENT

None

MOTION

A motion was made by Mrs. Sabedra-Cuello, seconded by Ms. Cepeda and carried to approve the agenda as presented.

Ayes: Arriola, Sabedra-Cuello and Cepeda

Absent: Pereyra and Hosking

ITEMS SCHEDULED FOR ACTION

Resolution

Roll Call was taken for the adoption of Resolution # 2018/2019-05, regarding California Energy Commission School Bus Replacement Program Grant.

Ayes: Arriola, Sabedra-Cuello and Cepeda

Absent: Pereyra and Hosking

I. Adjournment

Motion was made by Ms. Cepeda, seconded by Mrs. Sabedra-Cuello and carried to adjourn the meeting at 12:41 pm.

AYES: Arriola, Sabedra-Cuello and Cepeda

Absent: Pereyra and Hosking

II. Next Regular Meeting:

October 10, 2018, 5:00 p.m. at Mary Buren Elementary School, 1050 Peralta Street, Guadalupe, CA 93434

**GUADALUPE UNION SCHOOL DISTRICT
SCHOOL DISTRICT BOARD APPROVAL LIST
October 10, 2018**

WARRANTS ISSUED FROM: 09/1/2018 to 09/30/2018

DISTRICT VENDOR PAYMENTS	514,354.17
CERTIFICATED PAYROLL	682,798.51
CLASSIFIED PAYROLL	238,184.95
PAYROLL BENEFITS	281,589.75

TOTAL WARRANTS ISSUED	1,716,927.38
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The payable and payroll transactions listed above have been issued in accordance with the District's policies and constitute legal claims against the district. It is recommended that the Board of trustees approve them.

Pay01a

Payroll Summary by Org

Pay Date 09/13/2018 through 09/28/2018

EARNINGS by Earnings Code	Income	Adjustments
No Gross Pay		2,785.46-
Regular	920,983.46	
TOTAL	920,983.46	2,785.46-

EARNINGS by Group	Income	Adjustments
Base Pay	890,135.73	
Docks	4,530.00-	
Miscellaneous	13,901.09	2,785.46-
Overtime	1,628.09	
Stipends	19,848.55	
TOTAL	920,983.46	2,785.46-

EARNINGS	Person Type	Female Employees
Certificated	94	80
Classified	97	69
TOTAL	191	149

TAXES	Employee	Employer	Total	Subject Grosses
Federal Withholding	77,921.44		77,921.44	778,920.95
State Withholding	30,527.29		30,527.29	778,920.95
Social Security	13,806.26	13,806.26	27,612.52	222,682.21
Medicare	12,876.01	12,876.01	25,752.02	887,993.96
SUI		443.72	443.72	887,273.96
Workers' Comp		10,789.18	10,789.18	887,993.96
SUBTOTAL	135,131.00	37,915.17	173,046.17	

REDUCTIONS	Employee	Employer	Total	Subject Grosses
PERS	6,692.98	17,269.78	23,962.76	95,613.85
PERS / 62	6,416.75	16,551.55	22,968.30	91,699.09
STRS / 60	57,135.23	90,747.36	147,882.59	557,416.34
STRS / 62	11,326.05	18,068.33	29,394.38	110,984.87
TSA's	27,502.00		27,502.00	
Benefits	29,397.72	15,666.48	45,064.20	
Misc	802.32		802.32	
Retirement	1.48		1.48	
SUBTOTAL	139,274.53	158,303.50	297,578.03	

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Garn	50.00		50.00	
Benefits		84,924.83	84,924.83	
Misc	13,887.28	446.25	14,333.53	135,533.97
Summer Savings	64,256.00		64,256.00	388,276.98
SUBTOTAL	78,193.28	85,371.08	163,564.36	
TOTALS	352,598.81	281,589.75	634,188.56	

Vendor Summary for Pay Date 09/13/2018 thru 09/28/2018

Vendor Checks	43,593.20	20
Vendor Liabilities	590,595.36	44
	634,188.56	64

Cancel/Reissue for Process Date 09/13/2018 thru 09/28/2018

Reissued		
Cancel Checks	703.55-	1
Void ACH		

Selection Grouped by Org, Filtered by (Org = 11, Starting Pay Date = 9/1/2018, Ending Pay Date = 9/30/2018)

ESCAPE ONLINE

Page 1 of 2

Pay01a

Payroll Summary by Org

Pay Date 09/13/2018 through 09/28/2018

BALANCING DATA

Gross Earnings	920,983.46	568,384.65	Net Pay
District Liability	281,589.75	352,598.81	Deductions
		281,589.75	Contributions
	1,202,573.21	1,202,573.21	

NET

Direct Deposits	490,405.09	145	
Checks	72,462.96	44	
Partial Net ACH	569.00		3
Negative Net	703.55-	1	
Check Holds	5,651.15	2	
Zero Net			
TOTAL	568,384.65	192	

Selection Grouped by Org, Filtered by (Org = 11, Starting Pay Date = 9/1/2018, Ending Pay Date = 9/30/2018)

ESCAPE ONLINE

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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-533574	09/10/2018	A.,A.,L.,R.&R Attorneys at Law	35-5830	Attorney Fees for Facilities		3,037.12
01-533575	09/10/2018	Amazon Capital Services	01-4110	Curriculum: Books & RR/WW Supplies	466.65	
			01-4400	61W USB-C Power Adapter Charger	34.43	
				MacBook: Handall		
				Acer PC, LED Mount, View Sonic-2 Monitors	773.36	
				Rigali		
				Keyboard & Mouse	134.95	
				Unpaid Tax	3.03-	1,406.36
01-533576	09/10/2018	American Cleaners & Laundry	01-4300	Windshield Towels, Rugs & Inventory Maint.	170.00	
			13-5560	CNS Linen & Laundry Service	211.15	381.15
01-533577	09/10/2018	AMS.NET, Inc	01-5800	20 Hours Flex Time for Network Configuration	4,600.00	
				2018/19 Firewall Basic Maint/105Wi-Fi APs	21,330.00	25,930.00
01-533578	09/10/2018	Armstrong's Lock And Key	01-4300	Lock/Key Supplies		78.84
01-533579	09/10/2018	Berry Man, Inc. dba	13-4710	FFVP Produce	925.20	
				Produce 2018-19	1,847.95	2,773.15
01-533580	09/10/2018	Cannon Plumbing	13-5640	CNS Plumbing Repairs & Service		1,136.50
01-533581	09/10/2018	Casbo	01-5300	District Organizational Membership		1,000.00
01-533582	09/10/2018	Club Comite Civico Mexicano de Guadalupe	01-5630	Jul 1 - Dec 31 2018 Rent FSC		3,000.00
01-533583	09/10/2018	Crystal Creamery	13-4710	CNS Dairy Products		2,631.09
01-533584	09/10/2018	Ecolab	13-4790	CNS Cleaning Supplies		29.16
01-533585	09/10/2018	Edna's Bakery	13-4710	CNS Bread Items		1,112.10
01-533586	09/10/2018	Ernest Packing Solutions	01-4300	Custodial Supplies		1,019.36
01-533587	09/10/2018	Guadalupe Hardware Company Inc	01-4300	Maintenance Supplies		44.18
01-533588	09/10/2018	John A. Ortega dba West Coast Heating & Coo	01-5640	Heating and Cooling Repairs 2018-19		160.00
01-533589	09/10/2018	Julie Avnit	01-5800	Facilities Coordinator -40 & Prop 39 -6230	3,262.50	
			40-5800	Facilities Coordinator -40 & Prop 39 -6230	2,887.50	6,150.00
01-533590	09/10/2018	Kenco Construction Services	22-5800	Inspctr for Installation-KM Mod 8plex		15,640.00
01-533591	09/10/2018	KYA Services, LLC	22-5640	Carpet for 8Plex		47,786.93
01-533592	09/10/2018	Liebert Cassidy Whitmore	01-5830	SBC Legal Consortium		812.50
01-533593	09/10/2018	Medical Billing Technologies	01-5800	Medical Billing Serv.: MAA, - LEA		11.55
01-533594	09/10/2018	Noble Power Equipment	01-4300	MOT Supplies for Mower & Power Equip		267.22
01-533595	09/10/2018	Office Depot/bus Serv Division	01-4300	Office Supplies District Office	55.87	
				Office Supplies: KM Admin/Instr.	101.89	
			01-4310	Office Supplies: KM Admin/Instr.	214.66	372.42
01-533596	09/10/2018	P G & E 4794541299-8	01-5520	Electricity MB Peralta 4794541299-8		2,183.90

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 7

ReqPay12d

Board Report

Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-533597	09/10/2018	P G & E 6377505170-7	01-5520	Electricity (KM) 6377505170-7		3,716.27
01-533598	09/10/2018	Price, Postel & Parma LLP	01-5830	Attorney Services		3,337.50
01-533599	09/10/2018	Procure Janitorial Supply	01-4400	Machines To Clean R.R. and Carpet		3,573.71
01-533600	09/10/2018	So.cal. Gas Co. 161-314-9900	01-5510	Natural Gas Service:Utility 1050 Peralta		70.29
01-533601	09/10/2018	So.cal.gas Co. 159-214-9900	01-5510	Natural Gas Sevice:Utility 1050 Peralta		134.58
01-533602	09/10/2018	So.cal.gas Co. 178-315-3500	01-5510	Natural Gas Service:Utility 4710 Main		252.43
01-533603	09/10/2018	State Of California Office Of Food Distr.	13-4710	CNS USDA Commodity Fees		17.55
01-533604	09/10/2018	Sysco Food Services Of L.a.	13-4710	CNS Food & Supplies		9,764.72
01-533605	09/10/2018	UI Technical Subcommittee	01-5300	Umemployment Seminar for School Emplr - A.Flores		65.00
01-533606	09/10/2018	Wells Fargo Bank Northwest,NA Insight 39001 MAC:U1240-026	01-7438	360 Chromebooks & Mgmnt 3yr Lease: Yr1	175.01	
01-533607	09/10/2018	Wells Fargo Vendor Fin Serv	01-7439	360 Chromebooks & Mgmnt 3yr Lease: Yr1	2,077.99	2,253.00
			01-7438	TK-2nd Grade iPads Q#2204799432 Lease	29.12	
			01-7439	TK-2nd Grade iPads Q#2204799432 Lease	221.26	250.38
01-533608	09/10/2018	Wells Fargo Vendor Fin Serv	01-7438	Apple Ipads, TVs, Set-up, Services Yr2-3yr Lease	123.08	
			01-7439	Apple Ipads, TVs, Set-up, Services Yr2-3yr Lease	4,595.59	4,718.67
01-534542	09/17/2018	American Cleaners & Laundry	01-4300	Windshield Towels, Rugs & Inventory Maint.	126.00	
01-534543	09/17/2018	AMS.NET, Inc	13-5560	CNS Linen & Laundry Service	61.55	187.55
01-534544	09/17/2018	Berry Man, Inc. dba	01-5911	12 Mo. Cloud Data		2,579.86
01-534545	09/17/2018	Boys & Girls Club Of Sm Valley	13-4710	Produce 2018-19		66.90
01-534546	09/17/2018	Burnham Benefits Ins. Services	01-5800	Services Provided - M.Buren & McKenzie		9,452.05
01-534547	09/17/2018	Carr's Boots & Western Wear	01-3901	Full-Service Consulting 18/19		2,333.33
01-534548	09/17/2018	City Of Guadalupe	01-4300	Work Boots MOT \$150.00/Person		146.87
			01-5530	Water Service:GUA-0002/MB	724.49	
				Water Service:GUA-0003/MB	254.08	
				Water Service:GUA-0015/MB	563.03	
				Water Service:MCK-0003/KM	90.74	
			13-5530	CNS Water GUA-0016	3,267.99	4,900.33
01-534549	09/17/2018	Crystal Creamery	13-4710	CNS Dairy Products		702.93
01-534550	09/17/2018	Ecolab	13-4790	CNS Cleaning Supplies		1,418.06
01-534551	09/17/2018	Edna's Bakery	13-4710	CNS Bread Items		165.75
01-534552	09/17/2018	Ewing Irrigation	01-4300	Landscaping Materials 2017-18		1,785.84
01-534553	09/17/2018	Frontier Communications	01-5911	DO:Ethernet 213-003-0371-091004-5		471.45

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Board Report

Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-534554	09/17/2018	Handwriting w/o Tears	01-4110	Pre-K: My First Book		294.04
01-534555	09/17/2018	J&c Books	01-4110	Math Curriculum: Great Minds, Eureka		367.20
01-534556	09/17/2018	Kansas State Bank	01-7438	Chromebooks KM - 3 of 3 Year Lease	37.50	
			01-7439	Chromebooks KM - 3 of 3 Year Lease	1,284.82	1,322.32
01-534557	09/17/2018	Medical Billing Technologies	01-5800	Medical Billing Serv.: MAA, - LEA		39.60
01-534558	09/17/2018	More Office Solutions	01-4312	Copier Usage Contract: MB/KM/DO		5,779.72
01-534559	09/17/2018	Ocean Cities Pizza, Inc. dba Domino's Pizza	13-4710	CNS Pizza Program		755.47
01-534560	09/17/2018	Office Depot/bus Serv Division	01-4300	Office Supplies District Office	97.46	
			13-4300	CNS Office Supplies	208.34	305.80
01-534561	09/17/2018	Office Equip Finance System	01-5615	Copier Lease BO S#QTW13043	116.64	
				Copier Lease DO S#JWH16181	204.12	
				Copier Lease MB Offc & Libr S#UMU057788 & WSB05104	260.13	580.89
01-534562	09/17/2018	Pacific Central Cst Health Ctr	01-5800	Bus Driver: Physical Exams		450.00
01-534563	09/17/2018	Rayne Water Conditioning	13-4300	CNS Soft Water Services		108.60
01-534564	09/17/2018	Ready Refresh by Nestle	01-5530	Water D.O., Breakroom, Curriculum	93.82	
				Water Mary Buren	47.50	
				Water McKenzie	71.90	
			13-4300	CNS Drinking Water MB	118.09	331.31
01-534565	09/17/2018	Ronald Espinosa	01-5800	APE Services		1,980.00
01-534566	09/17/2018	Santa Maria J.u. High School	01-4300	Paper Purchase MB, KM, DO	48.94	
			01-4310	Paper Purchase MB, KM, DO	930.06	979.00
01-534567	09/17/2018	Self-Insured Schools Of Ca	67-9510	Sep 2018 Health Insurance Premium		122,310.30
01-534568	09/17/2018	SISC II Property & Liability	01-5450	SISC Property & Liability 2018-19		68,884.47
01-534569	09/17/2018	Southwest School Office Supply	01-4310	1st Grade Supplies	.17	
				2nd Grade Supplies	726.62	
				4th Grade Supplies	516.43	
				All Grades --ELA/RW/WW & Supply Cabinet	8,246.11	
				Kinder Supplies	1,474.17	
				MB Computer Lab - R.Battaglia	39.88	11,003.38
01-534570	09/17/2018	Sysco Food Services Of L.a.	13-4710	CNS Food & Supplies		4,093.72
01-534571	09/17/2018	Townsend Public Affairs, Inc	01-5800	Legislative & Funding Advocacy		3,000.00
01-534572	09/17/2018	U.S. Bank	01-4110	McGraw Hill: Read 180 & Math 180 Books KM	3,943.10	
				Walmart: Mystery Science Clsrm Supplies Grade 2	381.08	
			01-4300	Campus Safety Vests	99.90	

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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-534572	09/17/2018	U.S. Bank		Costco: 10 Mugs w/GUSD Logo Per Dr. Handall	108.32	
				First Aid Bins for New Classrooms	11.64	
				GUSD Leadership Mtg. 8-3-2018	272.13	
				KM Special Day Class Supplies	640.65	
				Parts for Windsor Compass Vacuum	63.83	
				Safety Kit- Floor Drains.MB-KM	307.21	
			01-4310	Committee for Children: Second Step-1 yr License	2,499.00	
				News-2-You Subscription - E.Davis	1,039.98	
			01-4400	Appliances for SDC - vocational training	2,433.97	
			01-5220	ACSA Supt Symposium 2019 - E.Handall	650.00	
				CAASPP Summer Institute	501.25	
				CSBA Master in Governance Courses: E.Handall	1,495.00	
				Expanded Learning Summit A.Mora ASES	186.22	
			01-5640	PODS/Storage Container KM Band Equip.	427.30	
			01-5800	ACSA 2018-19 Admin Academies - A.Rigali	1,285.00	
				Buswest: Install. Bus Child Safety Systems	434.00	
			01-5835	Adobe Pro - G.Branum	459.63	
			01-5919	Postage Fees & Monthly Service	274.99	
			13-4300	CNS Staff Training	79.98	
			13-4400	CNS BIC Carts	1,484.20	
			13-4710	Nutrition Services - Food 4710	535.15	
			13-4790	CNS Supplies 4790	1,068.36	
			13-5220	CNS Conf-Data Visual 7-27	254.03	
				Fuel	35.42	
				Unpaid Tax	121.40-	20,849.94
01-534573	09/17/2018	Vista Del Mar USD: Acct. Dept	01-4400	Purchase E.Handall MacBook Pro laptop		800.00
01-534574	09/17/2018	Waste Management - H S S	01-5570	DO Waste/Recycling 60080-05007	528.25	
				KM Waste/Recycling 60078-05001	896.96	
				MB Waste/Recycling 60079-85003	878.61	
			13-5570	KM Cafe Waste/Recycling 60078-05001	764.07	
				MB Cafe Waste/Recycling 60079-85003	811.02	3,878.91
01-535625	09/24/2018	Jacqueline Barrett	01-4310	Must Grab Now \$100		100.00
01-535626	09/24/2018	Gina Branum	01-5220	CAASPP Summer Institute-Fuel		28.34
01-535627	09/24/2018	Silvia Perez	01-4300	Google Domain Renewal		12.00
01-535628	09/24/2018	Access Information Protected	01-5570	Document Shredding Service		143.87

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Board Report

Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-535629	09/24/2018	Amazon Capital Services	01-4300	Nova Dryer 5 0222 Hand Dryer	2,489.36	
				Presentation Remote & Read-Aloud Handbook	49.47	
			01-4310	Books for Gr 1 - Putnam	16.42	
				Classroom Supplies	324.34	
			01-4400	61W USB-C Power Adapter Charger	19.87-	
				MacBook: Handall		
				Acer PC, LED Mount, View Sonic-2 Monitors	64.79	
				Rigali		
				Unpaid Tax	195.83-	2,728.68
01-535630	09/24/2018	American Cleaners & Laundry	01-4300	Windshield Towels, Rugs & Inventory Maint.	126.00	
			13-5560	CNS Linen & Laundry Service	211.15	337.15
01-535631	09/24/2018	Armstrong's Lock And Key	01-4300	Lock/Key Supplies		144.65
01-535632	09/24/2018	Berry Man, Inc. dba	13-4710	Produce 2018-19		1,626.50
01-535633	09/24/2018	Carr's Boots & Western Wear	01-4300	Work Boots MOT \$150.00/Person		150.00
01-535634	09/24/2018	Crystal Creamery	13-4710	CNS Dairy Products		1,889.01
01-535635	09/24/2018	Didax Education	01-4110	Math Manipulatives for 2nd Grade New Teacher	400.95	
				Unpaid Tax	29.70-	371.25
01-535636	09/24/2018	Schooldude.com Inc	01-5800	Maintenance & Trip Direct 8/1/18 - 7/31/19		2,232.32
01-535637	09/24/2018	Eagle Energy	01-4370	Fuel for District Vehicles		552.84
01-535638	09/24/2018	Edna's Bakery	13-4710	CNS Bread Items		1,191.85
01-535639	09/24/2018	Ernest Packing Solutions	01-4300	Custodial Supplies	979.46	
				Feminine Supplies.	359.99	
			01-4400	EVE1Free Dispenser for Feminine Supplies.	684.89	2,024.34
01-535640	09/24/2018	Ewing Irrigation	01-4300	Landscaping Materials 2017-18		535.07
01-535641	09/24/2018	Frontier Communications	01-5910	KM: Phone Service		164.95
				805-343-2371-071186-5		
01-535642	09/24/2018	Frontier Communications	01-5911	KM:Ethernet 213-052-1039-072815-5		811.62
				Cir40LUX016812		
01-535643	09/24/2018	Frontier Communications	01-5911	MB: Ethernet 213-055-9238-072815-5		377.50
				CirLUX016813		
01-535644	09/24/2018	Frontier Communications	01-5910	DO:Phone Service (Alarm)		61.94
				805-343-2911-081099-5		
01-535645	09/24/2018	Frontier Communications	01-5911	DO: Circuit Wiring 805-197-0013-063018-5		5,954.36
01-535646	09/24/2018	GUSD - Revolving Acct.	01-5919	KM Bulk Mailing: Q1 Report Cards		167.32
01-535647	09/24/2018	Houghton Mifflin Harcourt	01-4110	Preschool Curriculum	4,394.42	

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Board Report

Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-535647	09/24/2018	Houghton Mifflin Harcourt	01-5835	Read & Math 180 HMH Hosting Service	2,756.25	
				Unpaid Tax	64.00-	7,086.67
01-535648	09/24/2018	Nagsco	13-5640	CNS Filters for Exhaust Hoods		45.00
01-535649	09/24/2018	Ocean Cities Pizza, Inc. dba Domino's Pizza	13-4710	CNS Pizza Program		698.97
01-535650	09/24/2018	Office Depot/bus Serv Division	01-4300	Office Supplies District Office	276.74	
				Office Supplies: KM Admin/Instr.	189.46	
			01-4310	Supplies A.Mora ASES	438.44	904.64
01-535651	09/24/2018	Office Equip Finance System	01-5615	Copier Lease: KM (8Plx) S#XNM01029	248.56	
				Copier Rent: MB, KM, DO (Curr.)#0421592	1,384.98	1,633.54
01-535652	09/24/2018	P G & E 0055322415-5	01-5520	Electricity MB 0055322415		1,261.00
01-535653	09/24/2018	P G & E 5888676235-8	01-5520	Electric MB Peralta&10th 5888676235-8		1,695.20
01-535654	09/24/2018	P G & E 6544954354-8	01-5520	Electric MB Peralta&11th 6544954354-8		433.56
01-535655	09/24/2018	PMSM Architects	01-5800	Plans-DSA Submittal 2-960sq' Relocatable Classroom		16,275.00
01-535656	09/24/2018	PMSM Architects	01-5800	Plans-DSA Submittal 2-960sq' Relocatable Classroom		1,683.00
01-535657	09/24/2018	Santa Barbara Co.Educ. Office	01-4210	SBCEO Print Shop Posters and Printing	9.00	
			13-4790	CNS Printing Services	57.50	66.50
01-535658	09/24/2018	Santa Maria J.u. High School	01-4380	Pupil Transportation 2018-2019	113.42	
			01-5640	Pupil Transportation 2018-2019	256.32	369.74
01-535659	09/24/2018	Scholastic, Inc.	01-4110	Gr. 2 Curriculum-Miller		867.60
01-535660	09/24/2018	Southwest School Office Supply	01-4310	1st Grade Supplies	1,341.17	
				2nd Grade Supplies	248.42	1,589.59
01-535661	09/24/2018	Stanley Convergent Security So	01-5590	Alarm System Monitoring: MB & KM	129.73	
			01-6400	Install New Burglar Alarm in New 8Plex	8,500.00	8,629.73
01-535662	09/24/2018	Student Transport of America	01-5800	Student Transportation 2018-2019		9,537.62
01-535663	09/24/2018	Sysco Food Services Of L.a.	13-4710	CNS Food & Supplies		6,962.48
01-535664	09/24/2018	Tech-Time Communications	01-5640	Bell Monitoring/Repairs 5640		575.42
01-535665	09/24/2018	Vavrinek,Trine,Day & Co.,LLP	01-5810	Auditing Services		6,430.00
01-535666	09/24/2018	Wells Fargo Vendor Fin Serv	01-7438	TK-2nd Grade iPads Q#2204799432 Lease	29.13	
			01-7439	TK-2nd Grade iPads Q#2204799432 Lease	221.25	250.38
01-535667	09/24/2018	Wells Fargo Vendor Fin Serv	01-7439	Apple 3 Yr Lease 60 iPads & Set up		7,076.70
01-535668	09/24/2018	Western Exterminator Co.	01-5800	Gopher Extermination & Pest Control		320.00
01-535669	09/24/2018	Zoo Phonics	01-4110	1st Gr. Kit, Flashcards, & Wall Border		499.09

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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
Total Number of Checks					113	513,940.21

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	89	276,334.81
13	Cafeteria Spec Rev Fund	29	46,357.51
22	Building Fund 2 - Measure N	2	63,426.93
35	Cnty Schl Facilities Fund 1	1	3,037.12
40	Spec Resv Cap Outlay Proj 1	1	2,887.50
67	Self-Insurance Fund 1	1	122,310.30
Total Number of Checks		113	514,354.17
Less Unpaid Tax Liability			413.96
Net (Check Amount)			513,940.21

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Quarterly Report
on
Williams/Valenzuela Uniform Complaints
[Education Code § 35186]
2018

District: {select district name from drop-down box} _____

Name of person completing this form: _____

Title of person completing this form: _____

Please provide the date when this information will be reported publicly at the district governing board meeting:

Quarterly report submission date (check one):

☐

April (Jan.—March)

☐

July (April—June)

☒

October (July—Sept.)

☐

January (Oct.—Dec.)

General Subject Area	Total no. of complaints	No. of complaints resolved	No. of complaints unresolved
Textbooks and instructional materials			
Teacher vacancy or misassignment			
Facilities conditions			
Valenzuela/CAHSEE intensive instruction and services			
TOTALS	0	0	0

Signature of district superintendent

Date

Smith

**Brannon inc. dba
MECHANICAL, ELECTRICAL AND PLUMBING CONTRACTORS**

STATE CONTRACTORS LICENSE NO. 420418

State Lic. C2, C7, C9, C10, C16, C20, C36, C43, A & B

Bid Proposal

TO: Guadalupe School District		ATTN: Julie Avnit		
Prints: yes		TRADES: Electrical		
JOB NAME: Guadalupe School District Exterior Lighting Retrofits		JOB ADDRESS: Guadalupe, Ca 93434		
DATE SUBMITTED: 7-25-18 rev1				
PLANS	FOB JOBSITE	INSTALLED	TAX INCLUDED	ADDENDA
no	Yes	Yes	Yes	N/A

SCOPE INCLUDES:

- 1) Coordinate with POC on all installation requirements and scheduling.
- 2) Installation is based off attached Site Maps and Lighting Inventory
- 3) Any unforeseen issues or work outside the general scope of work will immediately be brought to the attention of POC. After a solution has been decided and approved, this will be followed up with an additional cost proposal if it is determined necessary.
- 4) Work to be completed during normal business hours (7am-3:30pm) Added fixtures which require getting into classroom ceilings to be done after school hours.
- 5) Mobilization
 - a) Submittals, Laydown yard, Storage-office container or trailer setup as required
- 6) Demobilization
 - a) Punch list, Closeout documentation
- 7) **Price #1 Mckenzie Jr High**
 - a) **BASE** Remove and replace fixtures per the lighting inventory and school site map and job walk **(work to be done during school hours)** (See attached for fixture counts and cutsheets)
 - b) **ALT** Add new fixtures per site map locations. **(work to be done after school hours)**
 - i) Connect to existing circuit in each building
- 8) **Price #2 Mary Buren Elementary Building Lighting**
 - a) **BASE** Remove and replace fixtures per the lighting inventory and school site map and job walk **(work to be done during school hours)** (See attached for fixture counts and cutsheets)
 - b) **ALT** Add new fixtures per site map locations. **(work to be done after school hours)**
 - i) Connect to existing circuit in each building
- 9) **Price #3 Mary Buren Elementary Pole lighting**
 - a) Replace existing pole light fixture with new (fixture head only) **(work to be done after school hours)**
(See attached for fixture counts and cutsheets)

- b) Replace existing pole and light with new pole and 2 fixtures heads (**work to be done after school hours**)
(See attached for fixture counts and cutsheets)

EXCLUSIONS:

- 1) Digging and trenching
- 2) Saw cutting and patch back
- 3) Patch/Paint
- 4) Permits and Fees
- 5) Not responsible for nonworking circuits and other existing unknown conditions

Price #1-Base \$21,951.00 Alt. 1 \$3,170.00 Price #2- Base \$21,953.00 Alt. 2 \$12,413.00 Price #3- Base \$10,486.00	Labor, Material and Equipment: Total: \$69,973.00
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MICHAEL BRANNON
President
Smith Electric Service
Phone (805) 621-5000

Lindsey Weber
Electrical Foreman/Estimator
Smith Electric Service
Phone (805) 621-5057



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Dr. Emilio Handall, Superintendent

FROM: Gloria Grijalva
Chief Business Official

A handwritten signature in cursive script, likely belonging to Gloria Grijalva.

BOARD MEETING DATE: October 10, 2018

BOARD AGENDA ITEM: Resolution # 2018/2019 – 06 Authorizing to Pay Invoice of Over One Year

BACKGROUND:

Education code requires the Board of Trustees to adopt a Resolution authorizing the payment of any invoice greater than one-year-old.

Great Minds provided professional development to 40 staff members on November 10, 2016. Invoice was never received and the purchase order was subsequently cancelled in July 2017.

On August 31, 2018 invoice dated 11/14/16 was received in the business office. It was confirmed with site administration that the services were indeed provided by Great Minds in November 2016.

RECOMMENDATION: It is requested that that the Board of Trustees adopts Resolution # 2018/2019 –06 Authorizing Governing Board for Payment of any Invoice Greater than One-Year-Old



**GUADALUPE UNION SCHOOL DISTRICT
RESOLUTION #2018/2019-06
GOVERNING BOARD FOR PAYMENT OF INVOICE OF OVER ONE YEAR**

WHEREAS, in November 2016, the Governing Board of this district did place an order with Great Minds, hereinafter called the vendor, for the purchase of certain supplies and/or services and,

WHEREAS, on November 10, 2016 said vendor did deliver to and/or complete for said district all or part of said supplies and/or services ordered, as shown on a copy of the vendor's invoice dated November 14, 2016, attached hereto and hereby made a part of this resolution, and

WHEREAS, said Governing Board did on November 10, 2016, accept as complete and in good order those supplies and/or services for which claim for payment is being made by said vendor on said invoice, and,

WHEREAS, this obligation has not been paid within the time limit set forth by law due to the following circumstances:

- The original Purchase Order was created in November 2016 and subsequently cancelled in July 2017.
- On August 31, 2018 invoice was received and on September 7, 2018, the vendor requested payment on the above-mentioned invoice for \$5,200. Accounting staff confirmed that services were provided by above-mentioned vendor as noted on the purchase order and invoice.

WHEREAS, this Governing Board recognizes that in as much as said obligation has not been paid within the limit of time set forth by law there is no legal requirement that said obligation be paid.

THEREFORE, BE IT RESOLVED that the Governing Board of the Guadalupe Union School District feels that there is a moral obligation to pay said vendor for said supplies and/or services those provisions of law that remove the legal requirement to pay are not being invoked by said Governing Board and obligation is hereby ordered paid.

PASSED and ADOPTED by the Governing Board of the Guadalupe Union School District the 10th day of October, 2018 at a meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sheila Marie Cepeda
GUSD Governing Board Clerk



September 14, 2018

Dr. Emilio Handall, Superintendent
GUADALUPE UNION SCHOOL DISTRICT
4465 Ninth Street
Guadalupe, California 93434

RE: New Junior High School
Gymnasium Building
19six #5040.06

Dear Superintendent Handall:

Thank you for the opportunity to provide you with professional architectural services for Guadalupe Union School District. We are pleased to submit this proposal for a new Gymnasium Building for the new Junior High School Campus. We understand that the District wishes to complete the design and agency approval of this building in time so that it bids and is constructed concurrently with the overall new junior high campus currently approved.

PROJECT DESCRIPTION

An approximately 8,500 square foot, single story building. The building will include a 5,650 main gymnasium space that will house a combination three practice and one main basketball court with retractable bleachers. Other currently programmed spaces are boy's and girl's locker rooms, men and women restrooms, staff offices and a concession stand that can serve both the exterior and interior of the building. The anticipated cost of the building is \$4,000,000.

SCHEDULE

The following is a preliminary schedule that assumes we get your go-ahead by September 28, 2018.

Authorization to Proceed	09-28-18
Schematic Design Complete	11-15-18
Design Development Complete.....	01-17-19
Construction Documents Complete.....	05-16-19
DSA Approval (Tentative)	10-17-19
Bidding Complete.....	12-18-19
Start Construction.....	02-03-20
Construction Complete	01-29-21

Note that this schedule gives the District five months to take possession and occupy the building to be ready for the 2021-2022 school year.

SCOPE OF SERVICES AND FEES

Basic Services

For Basic Services, our project team will consist of Stork, Wolfe & Associates for structural engineering, BMA for mechanical engineering and Thoma Electric for electrical engineering. A breakdown of the services is as follows:

- A. Schematic Design
 - 1. Review program and design objectives
 - 2. Attend (3) design review meeting
 - 3. Structural, mechanical, electrical, and architecture drawings
 - 4. Preparation of necessary drawings to illustrate the scale and relationship of project components
 - 5. Provide (2) schematic drawings sets
 - 6. Provide (2) presentation images
 - Fee \$ 34,100
- B. Design Development
 - 1. Attend (2) design review meetings to review structural, mechanical, plumbing and electrical systems
 - 2. Preparation of necessary drawings to fix and describe the architectural, structural, mechanical and electrical systems
 - 3. Coordination with structural, mechanical, and electrical engineers.
 - 4. Provide (2) design development sets
 - Fee \$ 62,900
- C. Construction Documents
 - 1. Attend (2) page turn meetings at 50% and 95% construction documents
 - 2. Preparation of necessary plans and details
 - 3. Specifications
 - 4. Deliver (1) of 50% and (1) set 95% construction documents plans for review
 - 5. Coordination with structural, mechanical, and electrical engineers
 - Fee \$ 119,300
- D. DSA Coordination and Approval
 - 1. Submittal to DSA
 - 2. Revise drawings and specifications per DSA review comments
 - 3. Coordination with structural, mechanical and electrical consultants
 - 4. Travel to DSA Los Angeles for back check appointment
 - Fee \$ 26,800
- E. Bidding
 - 1. Attend bid job walk
 - 2. Respond to bid questions
 - 3. Prepare addenda as necessary

4. Review contractor pricing	
Fee	\$ 13,800
F. Construction Administration	
1. Attend Pre-construction meeting	
2. Review submittals	
3. Respond to contractor questions (RFI's)	
4. Review proposal requests, pay requests and change orders	
5. Attend (1) weekly construction meeting for (52) weeks	
6. Conduct (1) punch list walk	
7. Conduct one (1) final review	
Fee	\$ 85,100
G. Closeout	
1. Review operations and maintenance manuals	
2. Review contractor as-built drawings	
3. Obtain DSA close of project with certification	
Fee	\$ 3,850
Total Fixed Fee for Basic Services	\$ 345,850

Special Services

For Special Services, our project team will consist of Above Grade Engineering for civil engineering, Firma Landscape Architects for landscape architecture, Collings & Associates for fire suppression engineering, Leland Saylor Associates for cost estimating, and Dohn & Associates for acoustical engineering. A breakdown of the services is as follows:

H. Surveying	
1. Survey Procurement	
2. Topographical survey	
3. Incorporate Survey into construction documents.	
Fee	\$ 5,000
I. Schematic Design	
1. Review program and design objectives	
2. Attend (3) design review meeting	
3. Civil, landscape and fire suppression drawings	
4. Acoustical assessment of the gymnasium	
5. Provide (2) schematic drawings sets	
Fee	\$ 9,450
J. Cost Estimate - Schematic Design	
1. Develop a construction cost estimate based upon the design narrative and schematic design drawings	
Fee	\$ 8,000

K. Design Development

1. Attend (2) design review meetings to review civil, landscape and fire sprinkler systems
 2. Preparation of necessary drawings to fix and describe the civil, landscape and fire sprinkler systems
 3. Coordination with landscape architect and civil and fire suppression engineers
 4. Provide (2) design development sets
- Fee \$ 15,450

L. Construction Documents

1. Attend (2) page turn meetings at 50% and 95% construction documents
 2. Preparation of necessary plans and details
 3. Acoustical design of the finishes and HVAC in the gymnasium
 4. Specifications
 5. Deliver (1) of 50% and (1) set 95% construction documents plans for review
 6. Coordination with landscape architect and civil and fire sprinkler engineers
- Fee \$ 13,400

M. Cost Estimate – Construction Documents

1. Develop a construction cost estimate based upon the construction documents
- Fee \$ 13,150

N. DSA Coordination and Approval

1. Submittal to DSA
 2. Revise drawings and specifications per DSA review comments
 3. Coordination with civil, landscape, and fire suppression consultants
- Fee \$ 17,400

O. Bidding

1. Respond to bid questions
 2. Prepare addenda as necessary
 3. Review contractor pricing
- Fee \$ 3,750

P. Construction Administration

1. Review submittals
 2. Respond to contractor questions (RFI's)
 3. Conduct (1) final punch list walk
- Fee \$ 9,700

Q. Closeout

1. Review operations and maintenance manuals
 2. Review contractor as-built drawings
- Fee \$ 1,200

Total Fixed Fee for Special Services**\$ 96,500**

R. Direct Expenses

1. Printing. Includes in-house check sets, meeting sets, design team sets, and DSA submittal sets through the bidding phase
2. Copying. Includes photocopying, to include specifications for DSA submittal and design team office sets
3. Courier Service. Includes all delivery of submittals from PMSM to consultants
4. Mileage. Includes all mileage for project meetings, DSA approval and construction meetings
5. Expenses associated with trip to DSA offices in Los Angeles. Includes lodging, parking and meals
Fee \$ 8,850

Total Fixed Fee for Basic Services, Special Service and Direct Expenses \$ 451,200

Fee Schedule

Survey	\$ 5,000
Schematic Design.....	\$ 43,550
Cost Estimate – Schematic Design	\$ 8,000
Design Development	\$ 78,350
Construction Documents	\$ 132,700
Cost Estimate – Construction Documents.....	\$ 13,150
Agency Approval	\$ 44,200
Bidding	\$ 17,550
Construction Administration	\$ 94,800
Closeout.....	\$ 5,050
Expenses	\$ 8,850
Total.....	\$ 451,200

REIMBURSABLE EXPENSES

There are no reimbursable expenses anticipated for this project. If any reimbursable expenses do arise, PMSM shall notify the Owner and get authorization prior to incurring said expense. Reimbursable expenses will be billed at a rate of 1.15 times.

Bid set printing for plans and specs shall be paid directly by the Owner to the print vendor. Bid set printing includes plans and specifications for: Contractor(s), Owner (includes owner's representative and/or Construction manager, as applicable), Testing Lab, Soils Engineer, Inspector (if applicable), Design Team and Plan Rooms (if applicable).

EXCLUSIONS

The following are not included in our services described above: agency plan review fees, soils reports, as-built drawings, blueprinting and photocopying costs for additional copies beyond those required for the meetings and as listed above.

MISCELLANEOUS PROVISIONS

DAMAGE LIMITATION - As a material inducement to PMSM/19six Architects to enter into this Agreement, Owner agrees that the total liability of PMSM/19six Architects (whether for compensatory or consequential damages, attorneys' fees, costs, or any other type of damages or liability whatsoever) arising out of or relating to any alleged negligence, design defects, or breach of this agreement by PMSM/19six Architects, shall be limited to the fee earned.

INDEMNITY - Each party agrees to indemnify, defend and hold its agents, employees, officers, directors, and consultants harmless from and against any and all claims, suits, actions, damages, fees, (including attorneys' fees), and liabilities whatsoever which arise out of or relate to the project except to the extent resulting from the negligence or willful misconduct of the other party.

Either of us may terminate this agreement for any reason by seven days' written notice. We agree to stop work immediately upon receiving your notice, except for reasonable time during the seven-day notice period to put the documents in order and to close down the project; you agree to pay us for such work.

We will bill you monthly based on a percentage complete basis. Payment is expected within 30 days of the billing date.

Services will be managed by Federico Cortez, Architect – license number C-36876, under the direction of Alan Kroeker, Architect - license number C-22474.

If this proposal meets with your approval, please sign two copies, keep one for your records and return the other to us.

We're excited to see the long planning process finally coming to fruition. This project will be a great asset to the community. Thank you for this opportunity to be of service.

Sincerely,

Accepted by:



Alan Kroeker, Architect
President
PMSM/19six Architects

Signature

Name (printed)

Title

Date

**Resolution of the Governing Board
Delegation of Governing Board Powers/Duties
Authority to make cash and budget transfers**

District: GUADALUPE UNION SCHOOL DISTRICT

Whereas, Education Code Section 35161 provides that “The governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board...;” and

Whereas, Education Code Section 35161 further provides that the governing board “...may delegate to an officer or employee of the district any of those powers or duties. The governing board, however, retains ultimate responsibility over the performance of those powers or duties so delegated;” and

Whereas, the governing board of the Guadalupe Union School District recognizes that, while the authority provided in Education Code Section 35161 authorizes the board to delegate any of its powers and duties, the governing board retains the ultimate responsibility over the performance of those powers and duties; and

Whereas, the governing board further recognizes that where other Education Code provisions authorize a delegation of authority for a specific purpose, but impose restrictions on such delegated authority, these restrictions must be observed;

Now, Therefore, Be It Resolved that, in accordance with the authority provided in Education Code Section 35161, the governing board of the Guadalupe Union School District hereby delegates to the following officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective from the date this resolution is passed through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

Authorized District Employee/Officer

Authorized District Employee/Officer

Authorized District Employee/Officer

Authorized District Employee/Officer

Passed and Adopted this 10 day of October, 2018 by the following vote:

Ayes:

Noes:

Absent:

Abstain:


Reference: Ed. Code § 35161


Board President/Secretary


Date

Authorized Signatures
District Personnel Approved by the Superintendent or his/her Designee
for Release of Commercial and Payroll Warrants

District: GUADALUPE UNION SCHOOL DISTRICT

Signature 	<input checked="" type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Typed Name/Title Emilio Handall, EdD, Superintendent		

Signature 	<input checked="" type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Typed Name/Title Gina Branum, Asst Superintendent		

Signature 	<input checked="" type="checkbox"/> Commercial Warrants	<input checked="" type="checkbox"/> Payroll Warrants
Typed Name/Title Anne Rigali, Director Pupil Svs		

Signature	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
Typed Name/Title		

Signature	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
Typed Name/Title		

Signature	<input type="checkbox"/> Commercial Warrants	<input type="checkbox"/> Payroll Warrants
Typed Name/Title		

I certify that the names and signatures above are authorized district personnel who may pick up warrants on behalf of our district.

_____ Signature Superintendent or his/her Designee	_____ Date
---	---------------

Authorized Signatures
District Personnel Approved by the Board to Act as District Agents

District: GUADALUPE UNION SCHOOL DISTRICT

Signature 	<input checked="" type="checkbox"/> Vendor Prelists	<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Payroll Prelists
Typed Name/Title Emilio Handall, EdD, Superintendent			

Signature 	<input checked="" type="checkbox"/> Vendor Prelists	<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Payroll Prelists
Typed Name/Title Gina Branum, Asst Superintendent			

Signature 	<input checked="" type="checkbox"/> Vendor Prelists	<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Payroll Prelists
Typed Name/Title Anne Rigali, Director Pupil Svs			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

Signature	<input type="checkbox"/> Vendor Prelists	<input type="checkbox"/> Contracts	<input type="checkbox"/> Payroll Prelists
Typed Name/Title			

I certify that the signatures shown on this page are the verified signatures of district personnel approved by the board to act as agents of the governing board.

<div style="border-top: 1px solid black; width: 80%; margin: 0 auto;"></div> Board President/Secretary	<div style="border-top: 1px solid black; width: 80%; margin: 0 auto;"></div> Date
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CONTRACT CHECKLIST

Please note that every form is required.

Contractor name Guadalupe Union School District Contract # CSPP-8547-00

Place a check mark next to each item being returned.

- ☐ Checklist
- ☐ **Two (2)** signed (in **blue ink**) child care contracts with original signatures
 - **Did you include your printed name, title, and address?**
 - **Is all of the contract language visible?**
- ☐ **Two (2)** signed Contractor Certification Clauses (CCC-4/2017)
 - **Did you fill in ALL spaces including Federal ID Number?**
- ☐ **Two (2)** signed California Civil Rights Laws Certifications (CO-005)
- ☐ Board resolution or minutes authorizing execution of contract and/or authorizing delegation of authority (if applicable)

Mail all signed contracts and completed documents *as soon as possible* to:

**Contracts, Purchasing, and Conference Services
California Department of Education
1430 N Street, Suite 1802
Sacramento, CA 95814-5901**

**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

F.Y. 18 - 19**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES****DATE:** July 01, 2018**CONTRACT NUMBER:** CSPP-8547**PROGRAM TYPE:** CALIFORNIA STATE
PRESCHOOL PROGRAM**PROJECT NUMBER:** 42-6920-00-8**CONTRACTOR'S NAME:** GUADALUPE UNION ELEMENTARY SCHOOL DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 18-19, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the STATE PRESCHOOL PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2018 through June 30, 2019. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed \$45.73 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of \$76,506.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 1,673.0

Minimum Days of Operation (MDO) Requirement 180

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at <https://www.cde.ca.gov/fg/aa/cd/ftc2018.asp>

STATE OF CALIFORNIA		CONTRACTOR	
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)	
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING Emilio M. Handall, Ed. D., District Superintendent	
TITLE Contract Manager		ADDRESS 4465 Ninth Street, Guadalupe, CA 93434	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 76,506	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23038-6920	Department of General Services use only	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 76,506	ITEM 30.10.010. 6100-196-0001		
CHAPTER B/A			
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590		STATUTE 2018	FISCAL YEAR 2018-2019
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> Guadalupe Union School District		<i>Federal ID Number</i> 77-0070778
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Emilio M. Handall, Ed.D., District Superintendent		
<i>Date Executed</i> October 10, 2018	<i>Executed in the County of</i> Santa Barbara	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's

Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract in the amount of \$100,000 or more on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts \$100,000 or more, executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		<i>Federal ID Number</i>
<i>Proposer/Bidder Firm Name (Printed)</i> Guadalupe Union School District		77-0070778
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Emilio M. Handall, Ed.D., District Superintendent		
<i>Date Executed</i> October 10, 2018	<i>Executed in the County and State of</i> Santa Barbara	

RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2018-19.

RESOLUTION

BE IT RESOLVED that the Governing Board of Guadalupe Union School District

authorizes entering into local agreement number CSPP-8547-00 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Emilio M. Handall, Ed.D.</u>	<u>Superintendent</u>	<u></u>
<u>Gina Branum</u>	<u>Asst. Supt. of Curriculum and Instruction</u>	<u></u>
<u>Gloria Grijalva</u>	<u>Chief Business Official</u>	<u></u>

PASSED AND ADOPTED THIS 10 day of October 2018, by the
Governing Board of Guadalupe Union School District
of Santa Barbara County, in the State of California.

I, Sheila Marie C. Cepeda, Clerk of the Governing Board of
Guadalupe Union School District, of Santa Barbara County, in the
State of California, certify that the foregoing is a full, true and correct copy of a resolution
adopted by the said Board at a Board meeting thereof held at a
regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

Guadalupe Union School District

Position Description

Position: Accounting Technician I - Purchasing	Position Number:
Department/Site: Business Office	FLSA: Non-exempt
Evaluated by: Chief Business Official	Salary Grade: 115

Summary

Performs regularly recurring and standardized duties associated with **processing requisitions and purchasing of supplies and materials in compliance with established purchasing regulations and practices.** ~~maintaining and reviewing accounting and other financial records.~~ Provides **clerical administrative** support to the Superintendent's office and Business Services that includes **assisting with payables, payroll, accounting and other office functions.** ~~purchasing support, payroll processing, and accounting.~~ Provides support for programs involving other departments.

Distinguishing Career Features

The Accounting Technician I - **Purchasing** is the first level in an accounting clerical career ladder. The Accounting Technician I - **Purchasing** will concentrate on processing and preparation of documents for **purchasing further action** and on data entry using pre-established account classifications and formats. The Account Technician I - **Purchasing** requires competency in **procedures, methods and techniques of purchasing, distribution and record management systems.** ~~accessing and entering alpha and numeric data, ability to accurately post data to proper account classifications, and the ability to rapidly perform arithmetic calculations.~~ **and the ability to receive, process and distribute shipments.** The Accounting Technician I - **Purchasing** provides **clerical administrative, and project support to one or more managers, and provides quality customer service.** ~~, and budget support to one or more managers.~~

Essential Duties and Responsibilities

- Assist staff and/or vendors with ordering and purchasing procedures, and provide required documentation; provide information and facilitating purchasing process in accordance with established policies and guidelines.
- Process requisitions and purchase orders by pricing, extending, and verifying for accuracy and completeness. Verify pricing and delivery terms with vendors. Distributes shipment to the appropriate sites or departments.
- Perform purchase order follow-up process, and follow up shipment discrepancies and damage.
- Compile data from a variety of sources including vendors, staff, and public agencies to analyze issues, assure compliance with a wide variety of purchasing policies and procedures, and/or monitor purchasing processes.
- ~~Serves as first point of contact for calls and visitors to the Business Office.~~
- ~~Receives telephone calls and visitors, screens callers, handles routine matters, provides information, or routs calls to administrators as necessary.~~

- ~~Receives and processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions.~~
- ~~Prepares and processes accounts payable information to comply with various payment timetables. Verifies and reconciles documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips. Provides backup support to Accounting Technician II.~~
- Verifies **purchasing/receiving** documents for accuracy and completeness of specific **orders, entries and information**, maintains a file of documents and posts transactions to the appropriate journals using established data entry formats. **including separate files for facilities accounting requirements.**
- Calculates totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined arithmetic formulas.
- Enters or posts financial information from source documents into established accounting programs. May code transactions into proper account classification using instruction manuals for support.
- ~~May operate a cash drawer, collecting, balancing, and accounting for funds on a daily basis.~~
- ~~May prepare bank deposits and reconcile bank statements.~~
- Issues vendor numbers, **maintains vendor lists and performs other activities to ensure district remains in compliance with the California Uniform Public Construction Cost Accounting Act.**
- ~~Maintains records of check documents and payment history.~~
- **Maintains and enter vendor information and registration with the Department of Industrial Relations.**
- **Prepares and conducts lower dollar formal Bids and RFP processes in support of the acquisition of goods and services, including Public Works projects.**
- **Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.**
- Assists others with resolving problems with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks. Provides backup support to Accounting Technician II.
- Monitors transaction status such as payment histories, partial payments, past due charges, merchandise back orders, POs as payables, POs as rollovers for the new fiscal year, and end-of-year payables cutoff. ~~Provide backup support to Accounting Technician II.~~
- **Audits Invoices.**

- Perform a variety of clerical functions, including composing and typing of routine memoranda, letters, and other printed material. Operates calculator and other office machines.
- Operates calculator and other office machines.
- Searches files and records for readily identifiable information. Lists or tabulates information from documents where knowledge of the subject matter is not required.
- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- Assists principals and department managers with budget information.
- May Sorts and delivers incoming mail and prepares outgoing mail. as needed.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires basic knowledge of bookkeeping and accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires knowledge of **procedures and regulations to purchasing, warehousing and distribution of supplies, goods and materials.** and skill at entering alpha-numeric data onto preformatted data entry screens that are part of computer-aided accounting systems. Requires sufficient math skill to calculate totals, percentages, ratios, and portions. Requires sufficient human relation skills to work cooperative as a member of a team.

▪ **Abilities**

Requires demonstrated ability to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators; to perform basic arithmetic operations. **Provide procurement functions based on district policies and regulations and established purchasing software system. Effectively and efficiently perform record management.** Requires the ability to post numeric data into proper account classifications. Requires the ability to learn account numbering streams used by the District and the procedures and processes used for specialized accounts, e.g., accounts payable. **Posts and makes arithmetic computations rapidly and accurately. Operates calculators and other office machines by touch. Works cooperatively with others.**

▪ **Physical Abilities**

Requires sufficient hand coordination to use a keyboard for routine typing and data entry on a 10-key pad at an advanced rate; visual acuity to recognize numbers and letters; arm/hand movements to retrieve work materials and operate a variety of general office equipment. **The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching; and significant fine finger dexterity. Generally the job requires sitting, walking and standing.**

- **Education and Experience**

The position requires completion of high school plus college level curriculum or higher preferably in bookkeeping or business practices-, training or coursework in purchasing and distribution procedures, or closely related field. Two years experience in a production oriented record keeping, cashiering, or general clerical capacity. Additional experience may substitute for higher education.

- **Licenses and Certificates**

~~May~~ Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

GUSD Board of Trustees

Guadalupe Union School District

Position Description

Position: Accounting Technician I - Payables	Position Number:
Department/Site: Business Office	FLSA: Non-exempt
Evaluated by: Chief Business Official	Salary Grade: 115

Summary

Performs regularly recurring and standardized duties associated with maintaining and reviewing accounting and other financial records. Provides administrative support to the Superintendent's office and Business Services that includes purchasing support, payroll processing, and accounting. Provides support for programs involving other departments.

Distinguishing Career Features

The Accounting Technician I is the first level in an accounting clerical career ladder. The Accounting Technician I will concentrate on processing and preparation of documents for further action and on data entry using pre-established account classifications and formats. The Account Technician I requires competency in accessing and entering alpha and numeric data, ability to accurately post data to proper account classifications, and the ability to rapidly perform arithmetic calculations. The Accounting Technician I provides administrative, project, and budget support to one or more managers.

Essential Duties and Responsibilities

- Serves as first point of contact for calls and visitors to the Business Office.
- Receives telephone calls and visitors, screens callers, handles routine matters, provides information, or routs calls to administrators as necessary.
- Receives and processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions.
- Prepares and processes accounts payable information to comply with various payment timetables. Verifies and reconciles documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips. Provides backup support to Accounting Technician II.
- Verifies documents for accuracy and completeness of specific entries and information, maintains a file of documents and posts transactions to the appropriate journals using established data entry formats.
- Calculates totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined arithmetic formulas.
- Enters or posts financial information from source documents into established accounting programs. May code transactions into proper account classification using instruction manuals for support.
- May operate a cash drawer, collecting, balancing, and accounting for funds on a daily basis.

- May prepare bank deposits and reconcile bank statements.
- Issues vendor numbers.
- Maintains records of check documents and payment history.
- Assists others with resolving problems with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks. Provides backup support to Accounting Technician II.
- Monitors transaction status such as payment histories, partial payments, past due charges, merchandise back orders, POs as payables, POs as rollovers for the new fiscal year, and end-of-year payables cutoff. Provide backup support to Accounting Technician II.
- Audits Invoices.
- Operates calculator and other office machines.
- Searches files and records for readily identifiable information. Lists or tabulates information from documents where knowledge of the subject matter is not required.
- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- Assists principals and department managers with budget information.
- May sort and deliver incoming mail and prepare outgoing mail as needed.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires basic knowledge of bookkeeping and accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires knowledge of and skill at entering alpha-numeric data onto preformatted data entry screens that are part of computer-aided accounting systems. Requires sufficient math skill to calculate totals, percentages, ratios, and portions. Requires sufficient human relation skills to work cooperative as a member of a team.

▪ Abilities

Requires demonstrated ability to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators; to perform basic arithmetic operations. Requires the ability to post numeric data into proper account classifications. Requires the ability to learn account numbering streams used by the District and the procedures and processes used for specialized accounts, e.g., accounts payable. Posts and makes arithmetic computations rapidly and accurately. Operates calculators and other office machines by touch. Works cooperatively with others.

- **Physical Abilities**

Requires sufficient hand coordination to use a keyboard for routine typing and data entry on a 10-key pad at an advanced rate; visual acuity to recognize numbers and letters; arm/hand movements to retrieve work materials and operate a variety of general office equipment.

- **Education and Experience**

The position requires completion of high school plus college level curriculum or higher preferably in bookkeeping or business practices. Two years experience in a production oriented record keeping, cashiering, or general clerical capacity. Additional experience may substitute for higher education.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

GUSD Board of Trustees

Adopted: 5/15/2014

Fund 01 - General Fund		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
LCFF Revenue Sources	(8010-8099)	13,782,007.00	1,437,692.00		12,344,315.00	90%
Federal Revenue	(8100-8299)	698,224.00	18,792.53		679,431.47	97%
Other State Revenue	(8300-8599)	1,715,644.18	78,149.87		1,637,494.31	95%
Other Local Revenue	(8600-8799)	288,983.00	98,658.57		190,324.43	66%
Total Revenues		16,484,858.18	1,633,292.97		14,851,565.21	90%
EXPENDITURES						
Certificated Salaries	(1000-1999)	7,100,270.54	845,675.27	5,886,298.22	368,297.05	5%
Classified Salaries	(2000-2999)	2,380,072.07	405,675.30	1,661,229.40	313,167.37	13%
Employee Benefits	(3000-3999)	3,809,767.83	521,372.08	2,545,482.12	742,913.63	20%
Books and Supplies	(4000-4999)	998,998.74	135,316.01	264,905.37	598,777.36	60%
Services & Operating Expenses	(5000-5999)	1,842,344.18	375,407.89	990,838.14	476,098.15	26%
Capital Outlay	(6000-6999)	175,013.00	10,550.00	55,132.00	109,331.00	62%
Other Outgo	(7100-7299, 7400-7499)	111,307.07	50,328.14	87,462.02	(26,483.09)	(24)%
Transfer of Indirect Costs	(7300-7399)	(41,396.00)	.00	.00	(41,396.00)	100%
Total Expenditures		16,376,377.43	2,344,324.69	11,491,347.27	2,540,705.47	16%
Operating Surplus/(Deficit)		108,480.75	(711,031.72)	(12,202,378.99)		
OTHER FINANCING SOURCES/USES						
Interfund Transfers Out	(7600-7629)	60,000.00	.00	.00	60,000.00	100%
Total Other Financing Sources/Uses		(60,000.00)	.00	.00	(60,000.00)	100%
Net Surplus/(Deficit)		48,480.75	(711,031.72)	(12,202,378.99)		
Beginning Fund Balance		1,082,291.94	1,685,454.46	1,685,454.46		
Net Ending Fund Balance		1,130,772.69	974,422.74	(10,516,924.53)		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		1,130,772.69	.00			
Ending Fund Balance		1,130,772.69	.00			

Fund 07 - Tax Rev Anticipation Note Fund		Fiscal Year 2019 through 06/30/2019			
	Budget	Actual	Encumbrance	Balance	Avail
Beginning Fund Balance	.08	.08	.08		
Net Ending Fund Balance	.08	.08	.08		
*** calculated ***					
Components of Ending Fund Balance					
Unassigned/Unappropriated - 9790	.08	.00			
Ending Fund Balance	.08	.00			

Fund 12 - Child Dvlpmt Fund		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other State Revenue	(8300-8599)	70,898.00	.00		70,898.00	100%
Other Local Revenue	(8600-8799)	.00	75.63		(75.63)	0%
Total Revenues		70,898.00	75.63		70,822.37	100%
EXPENDITURES						
Certificated Salaries	(1000-1999)	28,784.52	6,666.38	26,167.52	(4,049.38)	(14)%
Classified Salaries	(2000-2999)	10,464.87	1,457.59	9,334.54	(327.26)	(3)%
Employee Benefits	(3000-3999)	13,249.96	2,449.50	14,635.83	(3,835.37)	(29)%
Books and Supplies	(4000-4999)	2,000.00	.00	153.33	1,846.67	92%
Services & Operating Expenses	(5000-5999)	16,398.65	.00	4,800.00	11,598.65	71%
Total Expenditures		70,898.00	10,573.47	55,091.22	5,233.31	7%
Operating Surplus/(Deficit)		.00	(10,497.84)	(65,589.06)		
Beginning Fund Balance		42,387.12	18,821.29	18,821.29		
Net Ending Fund Balance		42,387.12	8,323.45	(46,767.77)		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		42,387.12	.00			
Ending Fund Balance		42,387.12	.00			

Fund 13 - Cafeteria Spec Rev Fund		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Federal Revenue	(8100-8299)	1,068,843.80	60,926.83		1,007,916.97	94%
Other State Revenue	(8300-8599)	91,000.00	4,429.67		86,570.33	95%
Other Local Revenue	(8600-8799)	9,000.00	965.84		8,034.16	89%
Total Revenues		1,168,843.80	66,322.34		1,102,521.46	94%
EXPENDITURES						
Classified Salaries	(2000-2999)	472,237.78	67,699.21	353,784.33	50,754.24	11%
Employee Benefits	(3000-3999)	152,868.19	19,404.53	100,312.92	33,150.74	22%
Books and Supplies	(4000-4999)	442,291.96	101,196.07	283,761.51	57,334.38	13%
Services & Operating Expenses	(5000-5999)	104,830.00	14,597.90	44,486.74	45,745.36	44%
Capital Outlay	(6000-6999)	17,000.00	.00	.00	17,000.00	100%
Transfer of Indirect Costs	(7300-7399)	41,396.00	.00	.00	41,396.00	100%
Total Expenditures		1,230,623.93	202,897.71	782,345.50	245,380.72	20%
Operating Surplus/(Deficit)		(61,780.13)	(136,575.37)	(918,920.87)		
Beginning Fund Balance		61,780.13	199,703.04	199,703.04		
Net Ending Fund Balance		.00	63,127.67	(719,217.83)		
*** calculated ***						

Fund 14 - Deferred Maintenance Fund		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	800.00	129.45		670.55	84%
Total Revenues		800.00	129.45		670.55	84%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	22,300.00	.00	.00	22,300.00	100%
Capital Outlay	(6000-6999)	38,500.00	.00	.00	38,500.00	100%
Total Expenditures		60,800.00	.00	.00	60,800.00	100%
Operating Surplus/(Deficit)		(60,000.00)	129.45	129.45		
OTHER FINANCING SOURCES/USES						
Interfund Transfers In	(8900-8929)	60,000.00	.00		60,000.00	100%
Total Other Financing Sources/Uses		60,000.00	.00		60,000.00	100%
Net Surplus/(Deficit)		.00	129.45	129.45		
Beginning Fund Balance		.00	35,208.76	35,208.76		
Net Ending Fund Balance		.00	35,338.21	35,338.21		
*** calculated ***						

Fund 21 - Building Fund 1 - Measure M		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	.00	2,696.21		(2,696.21)	0%
Total Revenues		.00	2,696.21		(2,696.21)	0%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	19,500.00	.00	.00	19,500.00	100%
Capital Outlay	(6000-6999)	52,906.88	.00	24,824.00	28,082.88	53%
Total Expenditures		72,406.88	.00	24,824.00	47,582.88	66%
Operating Surplus/(Deficit)		(72,406.88)	2,696.21	(22,127.79)		
Beginning Fund Balance		716,952.72	754,823.95	754,823.95		
Net Ending Fund Balance		644,545.84	757,520.16	732,696.16		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		644,545.84	.00			
Ending Fund Balance		644,545.84	.00			

Fund 22 - Building Fund 2 - Measure N		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	.00	2,209.79		(2,209.79)	0%
Total Revenues		.00	2,209.79		(2,209.79)	0%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	3,004,899.10	733,615.15	574,740.04	1,696,543.91	56%
Total Expenditures		3,004,899.10	733,615.15	574,740.04	1,696,543.91	56%
Operating Surplus/(Deficit)		(3,004,899.10)	(731,405.36)	(1,306,145.40)		
OTHER FINANCING SOURCES/USES						
Other Financing Sources	(8930-8979)	4,000,000.00	645,599.87		3,354,400.13	84%
Total Other Financing Sources/Uses		4,000,000.00	645,599.87		3,354,400.13	84%
Net Surplus/(Deficit)		995,100.90	(85,805.49)	(660,545.53)		
Beginning Fund Balance		156,284.31	780,730.32	780,730.32		
Net Ending Fund Balance		1,151,385.21	694,924.83	120,184.79		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		1,151,385.21	.00			
Ending Fund Balance		1,151,385.21	.00			

Fiscal26a

Fund Balance Summary (SACS)

Fund 25 - Capital Facilities Fund		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	.00	86,692.11		(86,692.11)	0%
Total Revenues		.00	86,692.11		(86,692.11)	0%
EXPENDITURES						
Other Outgo	(7100-7299, 7400-7499)	142,434.03	63,059.03	79,375.00	0.00	0%
Total Expenditures		142,434.03	63,059.03	79,375.00	.00	0%
Operating Surplus/(Deficit)		(142,434.03)	23,633.08	(55,741.92)		
Beginning Fund Balance		442,058.26	621,043.77	621,043.77		
Net Ending Fund Balance		299,624.23	644,676.85	565,301.85		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		299,624.23	.00			
Ending Fund Balance		299,624.23	.00			

Fiscal26a

Fund Balance Summary (SACS)

Fund 35 - Cnty Schl Facilities Fund 1		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	12,000.00	3,899.71		8,100.29	68%
Total Revenues		12,000.00	3,899.71		8,100.29	68%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	33,476.00	3,037.12	6,962.88	23,476.00	70%
Capital Outlay	(6000-6999)	806,245.12	.00	.00	806,245.12	100%
Total Expenditures		839,721.12	3,037.12	6,962.88	829,721.12	99%
Operating Surplus/(Deficit)		(827,721.12)	862.59	(6,100.29)		
Beginning Fund Balance		828,221.12	847,480.39	847,480.39		
Net Ending Fund Balance		500.00	848,342.98	841,380.10		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		500.00	.00			
Ending Fund Balance		500.00	.00			

Fiscal26a

Fund Balance Summary (SACS)

Fund 40 - Spec Resv Cap Outlay Proj 1		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other State Revenue	(8300-8599)	71,500.00	.00		71,500.00	100%
Other Local Revenue	(8600-8799)	.00	366.74		(366.74)	0%
Total Revenues		71,500.00	366.74		71,133.26	99%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	38,500.00	2,887.50	30,378.50	5,234.00	14%
Capital Outlay	(6000-6999)	33,000.00	.00	.00	33,000.00	100%
Total Expenditures		71,500.00	2,887.50	30,378.50	38,234.00	53%
Operating Surplus/(Deficit)		.00	(2,520.76)	(32,899.26)		
Beginning Fund Balance		.00	86,170.93	86,170.93		
Net Ending Fund Balance		.00	83,650.17	53,271.67		
*** calculated ***						

Fund 51 - Bond Int & Redempt Fund 1 - M		Fiscal Year 2019 through 06/30/2019				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other State Revenue	(8300-8599)	1,332.00	.00		1,332.00	100%
Other Local Revenue	(8600-8799)	128,706.00	425.74		128,280.26	100%
Total Revenues		130,038.00	425.74		129,612.26	100%
EXPENDITURES						
Other Outgo	(7100-7299, 7400-7499)	29,269.00	92,495.00	.00	(63,226.00)	(216)%
Total Expenditures		29,269.00	92,495.00	.00	(63,226.00)	(216)%
Operating Surplus/(Deficit)		100,769.00	(92,069.26)	(92,069.26)		
Beginning Fund Balance		103,727.13	109,304.38	109,304.38		
Net Ending Fund Balance		204,496.13	17,235.12	17,235.12		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		204,496.13	.00			
Ending Fund Balance		204,496.13	.00			

Fund 67 - Self-Insurance Fund 1		Fiscal Year 2019 through 06/30/2019			
	Budget	Actual	Encumbrance	Balance	Avail
Beginning Fund Balance	2,279.60	266,500.28	266,500.28		
Net Ending Fund Balance	2,279.60	266,500.28	266,500.28		
*** calculated ***					
Components of Ending Fund Balance					
Unassigned/Unappropriated - 9790	2,279.60	.00			
Ending Fund Balance	2,279.60	.00			

GUADALUPE UNION SCHOOL DISTRICT

Interdistrict Boundary Agreement Request Summary

Informational Item: October 10, 2018

District Requested	Request Rec'd	Student Name	Grade	School of Attendance	Reason for Transfer		
					Childcare	Employment	Other
Coming In From							
Orcutt Union School District	8/9/18	I.Shamburger	4	Mary Buren Elementary School		X	Established business in Guadalupe.