

## MEMO

DATE: February 17, 2016

TO: District Superintendents, CBOs, North County SELPA  
Tierra Pacifica Charter School, Ocean Grove Charter School,  
Delta Charter School, Pacific Collegiate Charter School,  
CEIBA Charter School, Cabrillo Community College

FROM: Jean S. Gardner  
Senior Director, Fiscal Services

SUBJECT: AUDITOR SELECTION

---

Education Code Section 41020 requires that, prior to April 1<sup>st</sup>, each school district select an auditor to audit the current year's fiscal records. If the district does not select an auditor prior to that date, the County Superintendent shall select one for the district by May 1<sup>st</sup>.

For your reference, we have included the list of auditors that were used by the districts for the 2014-15 fiscal year.

We also have sample audit specification documents that may be used to secure proposals. It should be noted **that a district is not required to bid or use the lowest price as the sole criteria for selection of an auditor**. In fact, low prices may be a source for examining more closely the qualifications and performance of the firm.

**Please Note:** Education Code 41020(f) specifies that beginning July 1, 2003, a mandatory rotation of auditors after six consecutive years of auditing the same Local Education Agency (LEA) is required unless the LEA receives a waiver from the Educational Audits Appeal Panel. Additionally, audits shall be performed by Certified Public Accountants (CPAs) selected by LEAs from a directory developed by the State Controller.

### TIMELINE FOR SELECTION OF AUDITOR

- |   |                            |
|---|----------------------------|
| 1. District contact of auditor(s)   | February – March           |
| 2. District Decision  | By April Board meeting     |
| 3. Notification of district selection to<br>County Superintendent of Schools                              | By the 3rd Monday in April |
| 4. County Superintendent selects<br>auditor for districts who fail to meet<br>Timeline or elect no choice | By May 1st                 |

Please complete the attached notification sheet and return it to Leslie Kootstra. If you have any questions, please feel free to contact me at 466-5604.

JG:lk  
Attachement

## Work Sheet for 2016-2017 Santa Cruz County School District Calendars

Event	COE	Bonny Doon	Happy Valley	Live Oak	Mountain	Pacific	PVUSD	SLV	SCCS	Scotts Valley	Soquel	PCS
1 <sup>st</sup> Student Day	8/24	8/24	8/24	8/24	8/24	8/24	8/17	8/22	8/24			8/17
Labor Day	9/5	9/5	9/5	9/5	9/5	9/5	9/5	9/5	9/5	9/5	9/5	9/5
Veteran's Day	11/11			11/11		11/11	11/11	11/11	11/11	11/11		11/11
Thanksgiving Break	11/23-11/25		11/21-11/25	11/23-11/25		11/23-11/25	11/23-11/25	11/21-11/25	11/23-11/25			11/23-11/25
Winter Break	12/23-1/6			12/23-1/6		12/23-1/6	12/23-1/18	12/23-1/6	12/23-1/6		12/23-1/6	12/23-1/6
ML King	1/16	1/16	1/16	1/16	1/16	1/16	1/16	1/16	1/16	1/16	1/16	1/16
Lincoln's Birthday	2/13			2/13		2/13	2/13	2/13	2/13		2/13	n/a
President's Day	2/20			2/20		2/20	2/20	2/20	2/20		2/20	2/20
Spring Break	4/3-4/7			4/3-4/7		4/3-4/7	4/3-4/7	4/3-4/7	4/3-4/7	4/3-4/7	4/3-4/7	4/3-4/7
Memorial Day	5/29	5/29	5/29	5/29	5/29	5/29	5/29	5/29	5/29	5/29	5/29	5/29
Last Day	6/8			6/8		6/8	6/9	6/8	6/8			6/2
Additional Days Off				2PD & 2-TWD		PD: 11/1 & 3/17		PD:10/10 & 1/27	1/20-TWD 1/23 - PD			10/10 & 1/9
Comments												

\*Christmas Day is Sunday (Observed Monday)/New Year's Day is Sunday (Observed Monday)

\*\*Good Friday & Easter are March 25 & March 27)

RESOLUTION IN SUPPORT OF THE  
LIBRARY FACILITIES REVENUE MEASURE FOR THE SANTA CRUZ PUBLIC LIBRARY SYSTEM  
TO APPEAR ON THE JUNE 7, 2016 BALLOT

WHEREAS strong public libraries are a foundational institution of a free, open society; and the purpose of the ten-branch Santa Cruz Public Library system is to connect, inspire and inform; and

WHEREAS our local libraries are a vital and growing community resource, providing a wide array of services and programs that enrich the lives of our residents every day, including young children and families, teens, seniors and people of all ages, and

WHEREAS our public libraries are more important than ever in supporting the quality of education in our community, through programs that include pre-school reading readiness, homework help, a safe place to study after school, and access to computers for those who do not have them at home, and

WHEREAS many local seniors and others with limited incomes count on our libraries' extensive collection of books, electronic media, and online databases, to meet their needs for essential information, entertainment and enrichment, and

WHEREAS libraries have expanded their reach through partnerships with local organizations, offering community classes, programs and activities that include literacy, small business workshops, veterans services, creative learning clubs, senior programs and more, and

WHEREAS our libraries offer access to free, up-to-date computer technology, including fast and free wireless access for all; but some of our libraries have electrical systems that predate computers and must be renovated to handle the high-tech needs of today's world, and

WHEREAS our library facilities themselves are seriously outdated and inadequate, with each branch in need of major repair, remodeling, modernization, expansion or even replacement in order to meet the current and future needs of our community. Old, leaky roofs must be replaced; branches with outdated heating systems, old bathrooms, and antiquated wiring need major renovation, and

WHEREAS in response to this need, the governing body of the Santa Cruz Public Library System has placed a measure on the June 2016 ballot calling for a special tax of \$49.50 per parcel per year in order to generate funds for these needed improvements, with provision for an annual audit and independent citizen oversight to ensure that all funds are spent as promised, and

WHEREAS the continued strength of our local library system and its facilities is vital to the well-being of a vibrant, thriving community that values knowledge, equal opportunity, and access to information, and this measure is consistent with the values and goals of our organization,

THEREFORE the **Pacific Elementary School Board** has voted to endorse the Library Facilities Revenue Measure and make its support publicly known.

**Pacific Elementary School District  
50 Ocean Street  
Davenport, California 95017**

**Resolution #2016-11  
Certifying the Academic Rigor and Educational Quality  
of the Independent Studies Program**

***Whereas***, the Independent Studies program at Pacific Elementary is of the same duration as the equivalent classroom-based courses, has the same number of instructional minutes for each school day, and has the same number of total instructional minutes; and

***Whereas***, students enrolled in the Independent Studies program at Pacific Elementary earn the same amount of credit for completion of the course, consistent with the equivalent classroom-based courses;

***Now, therefore, be it resolved*** that the Board certifies that the Independent Studies program is of the same educational quality and academic rigor as the equivalent classroom-based courses.

***Passed and adopted*** by the Governing Board of the Pacific Elementary School District, County of Santa Cruz, State of California, this 10<sup>th</sup> day of March, 2016 by the following vote:

**Ayes:** \_\_\_\_\_

**Noes:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

**Absences:** \_\_\_\_\_

\_\_\_\_\_  
Eric Gross, Superintendent  
Secretary, Board of Trustees

\_\_\_\_\_  
Gwyon Rhabyt  
President, Board of Trustees





# SANTA CRUZ PUBLIC LIBRARIES Strengthening Our Libraries

connect | inspire | inform



## A Critical Community Resource

In Santa Cruz County, our local libraries are a vital community resource. Young children, teens, veterans, seniors and community members of all ages rely on our libraries every day to finish homework, apply for jobs and stay informed.

With many local schools closing their libraries, our public libraries are more important than ever in supporting the quality of public education in Santa Cruz County. Our libraries offer programs for young children and provide a safe place for students after school. Many local seniors and others on fixed incomes also count on our extensive collection of books, electronic media and online databases and regularly participate in a variety of community classes, programs and activities.

## Local Libraries Must Be Repaired

In order to continue providing critical services to our community, our local libraries must be updated. Old, worn out, leaky roofs have ruined library materials and must be replaced. In fact, one branch's roof is over 50 years old. Additionally, branches have outdated boilers that need frequent repair and old bathrooms that need major renovation.

## Access to the Modern World

Our libraries offer access to free, up-to-date computer technology, including fast and free wireless internet access for all. However, some of our libraries have electrical systems that predate computers and must be renovated to handle the high-tech needs of today's libraries. In our modern world, it is crucial that all libraries provide access to e-books, databases and 21st-century technology.

## Local Funding to Protect Community Libraries

Santa Cruz Public Libraries has begun exploring various funding options to address these needs in our local libraries. While no final decisions have been made, the Santa Cruz Libraries Facilities Financing Authority is considering placing a \$67 million bond measure on the ballot in June 2016 that could be used to:

- 📖 Replace worn out, leaky roofs
- 📖 Upgrade outdated and inadequate electrical systems so that they are able to support the high-tech needs of modern libraries
- 📖 Provide space for young children and teens, including story time, homework and after-school programs and expanded collections
- 📖 Improve old bathrooms and replace outdated boilers
- 📖 Improve and expand libraries in underserved communities



## Every Penny for Santa Cruz Public Libraries

Every penny generated by a local funding measure would be dedicated solely to Santa Cruz Public Libraries. Mandatory accountability provisions would ensure that all funds are spent as promised.

**For more information, feel free to contact Janis O'Driscoll,  
Interim Director of Libraries, at [odriscollj@santacruzpl.org](mailto:odriscollj@santacruzpl.org) or (831) 427-7700 ext.7662.**

### Santa Cruz Public Libraries

#### Branches

Aptos 📖 Boulder Creek 📖 Branciforte 📖 Capitola 📖 Downtown Santa Cruz 📖 Felton 📖 Garfield Park 📖 La Selva Beach 📖 Live Oak 📖 Scotts Valley

#### Shared Resources

Bookmobile 📖 e-books, Online Publications and Much More at [www.SantaCruzPL.org](http://www.SantaCruzPL.org)

# Join the Campaign to Strengthen Our Local Libraries!

Our local libraries provide amazing resources, programs and services for community members of all ages, but the library facilities themselves are seriously outdated and inadequate. Each branch is in need of major repair, remodeling or even replacement in order to meet the current and future needs of our community.

Now, the Library System is planning on placing a revenue measure on the June 2016 ballot to fund improvements to all our branches. Every penny generated by this local funding measure will be dedicated solely to improving the facilities of the Santa Cruz Public Libraries.

Library advocates are already organizing to build a strong campaign. We can provide GREAT libraries for all our communities.

**Your early support will help!**

The Santa Cruz Public Library System includes the following branches: Aptos ■ Boulder Creek ■ Branciforte ■ Capitola ■ Downtown Santa Cruz ■ Felton ■ Garfield Park ■ La Selva Beach ■ Live Oak ■ Scotts Valley plus shared use of the Bookmobile and online resources. For more information visit [www.SantaCruzPL.org](http://www.SantaCruzPL.org)

## YES!

☐ **I support the ballot measure to improve our local library facilities!**

Add my name to your public list of supporters.

☐ **I would like to become involved with the campaign.** Contact me!

☐ **I would like to display a lawn sign to support this measure.**

☐ **I will support the campaign with a financial contribution.** Here's my donation of:

☐ \$500    ☐ \$250    ☐ \$100    ☐ \$50    ☐ Other: \$ \_\_\_\_\_

Please make checks payable to:

**Our Libraries Our Future  
PO Box 8305  
Santa Cruz, CA 95061**

Name\* (PRINT CLEARLY!) \_\_\_\_\_

Email (for library updates only; will not be shared) \_\_\_\_\_

Address\* \_\_\_\_\_ City\* \_\_\_\_\_ Zip\* \_\_\_\_\_

Phone \_\_\_\_\_

Occupation\* \_\_\_\_\_ Employer\* \_\_\_\_\_

\* Required by campaign finance laws for contributions of \$100 or more. NOTE: Campaign contributions are not tax deductible.

☐ **BONUS! Here's why I support excellent libraries for our community:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Santa Cruz County Office of Education**

**NOTIFICATION OF AUDITOR SELECTION**

Pacific Elementary

Our district has selected Robertson and Associates, CPA to audit our 2015-2016 fiscal year records. Address: 55 First Street, Box G, Suite 306 Lakeport, CA 95453.

Phone: (707) 263-9012

Please complete the information below to assist us in accommodating the State Controller's annual request for information:

Audit Fee if applicable: \$

Fiscal Year Covered if applicable: \$

Authorized Representative Eric Gross

Date 3/10/16

**Please return this notification, regardless of whether or not you select the same auditor as previous years, to the SCCOE Business Office, by April 15.**

This will assist us in an efficient notification to the State Controller.



**BOARD OF EDUCATION**  
Ms. Jane Royer Barr  
Mr. Jack Dilles  
Ms. Sandra Nichols  
Mr. Dana M. Sales  
Mr. Abel Sanchez  
Mr. George "Bud" Winslow  
Mr. Bruce Van Allen

Michael C. Watkins, Superintendent • 400 Encinal Street, Santa Cruz, CA 95060 • 831-466-5600 • FAX 831-466-5607 • [www.santacruzcoe.org](http://www.santacruzcoe.org)

February 22, 2016

Gwyn Rhabyt, President  
Governing Board  
Pacific Elementary School District  
456 Swanton Road  
Davenport, CA 95017

**SUBJECT:** Review of the 2015-16 First Interim Financial Report for Pacific Elementary School District

Dear Mr. Rhabyt:

In accordance with Education Code Section 42131, the Santa Cruz County Office of Education has reviewed the First Interim Financial Report for the Pacific Elementary School District for fiscal year 2015-16. The Education Code requires that the County Superintendent review the district Interim Report and concur or not concur with the district certification of the financial status based on the following:

Determine whether the financial report complies with the standards and criteria established pursuant to Education Code Section 33127.

Determine whether the Interim Report indicates that the district will be able to meet its financial obligations during the current fiscal year and subsequent two fiscal years.

Based upon our review, we concur with the **Positive** certification for the 2015-16 First Interim Financial Report for the Pacific Elementary School District. Please see the attached documents for additional comments and information related to our review of your 1st Interim Financial Report.

We have conducted our review based upon the specifics of the State Enacted Budget for 2015-16; we have used the FCMAT LCFF calculator in our analysis.

The budget is a dynamic document that reflects the Governing Board's plan for receipt of revenues and utilization of expenditures to meet the goals and financial obligations of the Pacific Elementary School District in the coming year, based on the information known to the district and board at the time of approval. To ensure that the budget continues to reflect that plan, the district must take at minimum the following items into consideration:

- Average Daily Attendance (ADA) & Enrollment Projections
- Revenue and Expenditure Projections/Deficit spending
- Negotiations Status
- Long Term Debt
- Reserves
- Cash Flow

- Other district-specific items

The district's budget must also include funding to implement its Local Control Accountability Plan (LCAP) and should be updated to remain in line with the LCAP when the plan is updated. The district must clearly identify where expenditures are in the budget which are outlined in the LCAP.

Under the Local Control Funding Formula (LCFF), districts will have to maneuver through the different gap funding percentages that are published and continue to maintain positive fund and cash balances as well as keep stakeholders informed and maintain good working relationships with labor unions. Projections for increases in state funding are very different from what was experienced under Revenue Limits. With the release of the Governor's proposed budget for 2016-17, we are continuing to experience the differences in published gap funding rates as noted previously, and the volatility that this can cause when making funding assumptions for future years.

The current recommended strategy for determining the appropriate reserve level for districts under LCFF is to increase reserve levels to one year of GAP funding. This will allow districts a level of flexibility to address the volatility of the projections for increased state funding. Although this appears to be in direct contradiction with the legislative changes regarding the cap on reserves, it is still recommended at this point as triggers relating to the cap on reserves are not in place. The volatility of state funding can greatly impact the fiscal position of school districts.

If you have any questions or concerns, please contact me at 466-5602.

Sincerely,



Mary Hart  
Deputy Superintendent, Business Services

MH:lk  
Attachments

- c: Michael C. Watkins, County Superintendent of Schools  
Eric Gross, Superintendent/Pacific Elementary School District  
Jean Gardner, Senior Director of Fiscal Services/SCCOE  
Elaine Bungo, Financial Analyst/SCCOE

## REVIEW AND APPROVAL OF FISCAL YEAR 2015/2016 1ST INTERIM REPORT

TO THE GOVERNING BOARD:

Pacific Elementary School District

FROM:

Michael C. Watkins, County Superintendent of Schools  
Santa Cruz County Office of Education

In accordance with the provisions of Education Code Section 42131, this office has completed a review of the **FIRST INTERIM** report for your district. A report on that review follows.

### 1. TYPE OF APPROVAL

- ☒ The Interim budget has been certified as **POSITIVE**.  
Based on current projections, this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
- ☐ The Interim budget has been certified as **Qualified**.  
Based on current projections, this district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years.
- ☐ The Interim budget has been certified as **Negative**.  
Based on current projections, this district will be unable to meet its financial obligations for the remainder of the fiscal year or for the subsequent fiscal year.

### 2. GENERAL FUND BALANCES / RESERVES

We have made the following computation of budget year reserves based upon updated prior year information. Adjustments made after this date could further impact the projected ending reserve fund balance.

		Unrestricted	Restricted
Beginning fund balance per unaudited actuals:		\$617,713	\$64,093
Projected Increase/decrease in fund balance per Interim:		\$56,673	(\$37,961)
Ending fund balance per Interim:		\$674,386	\$26,132
State required unrestricted reserves:	\$ 65,000		
District Reserves for Economic Uncertainty (9789) Fund 01:		\$75,000	
District Reserves for Economic Uncertainty (9789) Fund 17:		\$0	
REU percentage per state criteria and standards:	5.00%		
District REU percentage per Interim:	6.36%		
Restricted funds (9780/9740):			26,132
Other unrestricted nonspendable, assigned and committed funds		\$151,467	
Unassigned funds (9790):		\$447,919	

3. STATEWIDE CRITERIA AND STANDARDS (Ed. Code 33127)

We have reviewed your board Interim report evaluation based upon state mandated budget criteria and standards for fiscal stability, including narrative(s), if any.

- ☒ We accept your Summary Review Document calculations as complete and narrative(s) as reasonable.
- ☐ We have made recalculations based upon updated information for the prior fiscal year. See attached.
- ☐ We were unable to base our evaluation on the criteria and standards, as the information was not completed. The district provided no narratives.

☐ RECOMMENDATION AND TECHNICAL CORRECTIONS

A. Unrestricted Reserves Available through the MYP

- ☒ Appear to be adequate (as recalculated).
- ☐ Are below state recommended levels for your size district (See Section 5, below).  
Level: 5% of budgeted expenditures or: \$ 65,000, whichever is greater.

B. Revenue and Expenditures through the MYP

- ☐ The revenue appears to be overstated (see Section 5, below).
- ☐ The total expenditures appear to be understated (see Section 5, below).
- ☐ The proposed expenditures and transfers out exceed the estimated total revenue.
- ☐ Total available reserves appear adequate to offset this condition.
- ☐ Total available reserves do not appear adequate to offset this condition, (see Section 5, below).

C. ADA: We recommend budgeting no more revenue limit funding than the state guarantee (prior year ADA). The average daily attendance upon which this budget is based: 111.8

- ☐ ADA budgeted represents the state guaranteed level of ADA revenue limit funding.
- ☐ With our prior concurrence, this level of ADA is above the state guaranteed level of revenue limit funding by \_\_\_\_\_ ADA. Actual ADA should be monitored closely.
- ☒ This level of ADA exceeds the state guaranteed level of revenue limit funding by 9.3 ADA (see Section 5, below).

D. Other Recommendations

- ☒ See Section 5 for details.

# REVIEW AND APPROVAL OF FISCAL YEAR 2015/2016 1ST INTERIM REPORT

Pacific Elementary School District

Page 3

## E. Technical Corrections

☐

Other technical corrections have been noted in our review as explained in Section 5, below.

## 5. DESCRIPTION OF RECOMMENDATIONS AND TECHNICAL CORRECTIONS

SECTION & COMMENT NUMBER	DESCRIPTION
B-1	The district is not projecting to deficit spend in the unrestricted resources in the current year or in the subsequent two fiscal years. The district should continue to closely monitor its budget and actuals.
B-2	The district maintains its unrestricted reserves in both the general fund and in Fund 17, the Special Reserve for Other than Capital Outlay. The district drew upon its Fund 17 reserve in the prior year to dedicate funds for its facilities and currently is projecting a fund balance of approximately \$214,000 in the Special Reserve fund.
C-1	The district is projecting that ADA will increase by 9.3 in the current year, increase by 2 in 2016-17 and remain flat in 2017-18. At the P-1 reporting period, ADA for the current year was 110.7, which is 1.1 ADA lower than the current P-2 projection. ADA typically drops at P-2, so the district's ADA projections may be slightly overstated in the current year and the MYP. This would also impact the district's operational revenue generated under the Local Control Formula Funding (LCFF).
C-2	We note that the district is conservatively projecting its Enrollment to ADA ratio at 93.9% in the current year, and 94% in the MYP. This is prudent, especially since the district is projecting increases in ADA. If ADA is realized at the prior year level of 94.9%, this would generate additional operational revenue for the district under the Local Control Funding Formula (LCFF).
D-1	The district is currently projecting an increase in its operational funding through the Local Control Funding Formula (LCFF). This funding increase is mainly due to two factors: an increase in the Gap funding projection based on Department of Finance (DOF) assumptions, and the increase in projected current year ADA noted above.
D-2	In the district's current year budget and multi-year projections (MYP), budgeted costs in the 4000 Materials and Supplies expenditure category appear to be low, based on historical data. The district should re-evaluate these projections at 2nd Interim and adjust in both the current year and MYP as necessary.
	Continued on next page...



# REVIEW AND APPROVAL OF FISCAL YEAR 2015/2016 1ST INTERIM REPORT


Pacific Elementary School District

Page 4

## 5. DESCRIPTION OF RECOMMENDATIONS AND TECHNICAL CORRECTIONS continued...

SECTION & COMMENT NUMBER	DESCRIPTION
	Continued from previous page...
D-3	The district has settled compensation issues with its unrepresented groups for the current year. The district has included the estimated costs of step and column adjustments in the MYP for each future year.
D-4	The district has included a potential increase in health and welfare benefits in the multi-year projections of 10% in both subsequent two fiscal years in the multi-year projections.
D-5	Contributions to restricted programs (enroachment) are projected to significantly increase in the current year 59% over prior year actuals and 55% over the Adopted Budget. In the multi-year projections, they are projected to decrease by just under 40% in 2016-17 and then increase by just under 7% in 2017-18. The district's contributions are mainly due to the costs of Special Education (88.6%) and VAPA (11%), which is actually revenue from Parent club donations. Contributions in the current year total \$133,000.
D-6	The district is currently not projecting any cash flow issues in the current year due to its healthy reserve levels. This may change in the future as the district spends down its fund balances.

EXAMINED BY COUNTY SUPERINTENDENT OF SCHOOLS:

BY:  Date: \_\_\_\_\_  
 Mary Hart  
 Deputy Superintendent, Business Services

cc: Eric Gross, Superintendent  
 Jean Gardner, Senior Director of Fiscal Services/SCCOE

Revised: 1/2006

## SANTA CRUZ COUNTY SCHOOLS

## PACIFIC ELEMENTARY SCHOOL DISTRICT

## FINANCIAL ANALYSIS OF GENERAL FUND

GENERAL FUND	2011/12	2012/13	2013/14	2014/15	2015/16	2015/16	Change Between 14/15 UA & 15/16 1st I	Change Between 15/16 AB & 15/16 1st I	2016/17	Change Between 15/16 1st I & 16/17 PB	2017/18	Change Between 16/17 PB & 17/18 PB
	Unaudited Actuals	Unaudited Actuals	Unaudited Actuals	Unaudited Actuals	Adopted Budget	1st Interim Budget			Projected Budget		Projected Budget	
<b>Revenues</b>												
8010-8099 Local Control Funding Formula	\$ 639,478	\$ 640,082	\$ 749,692	\$ 791,381	\$ 869,299	\$ 901,118	13.9%	3.66%	\$ 937,490	4.0%	\$ 966,679	3.1%
8100-8299 Federal	45,621	33,674	34,681	54,664	42,985	51,858	-5.1%	20.64%	43,388	-16.3%	43,388	0.0%
8300-8599 Other State	112,112	114,470	97,667	59,414	84,532	113,911	91.7%	34.75%	48,622	-57.3%	48,622	0.0%
8600-8799 Other Local	138,773	151,961	150,187	152,535	130,304	131,651	-13.7%	1.03%	128,649	-2.3%	120,649	-6.2%
8910-8929 Interfund Transfers In	-	-	15,000	345,000	-	-	-100.0%		-		-	
8930-8979 Other Sources	-	-	-	-	-	-			-		-	
<b>Total Revenue, Transfers, and Other Sources</b>	<b>\$ 935,984</b>	<b>\$ 940,188</b>	<b>\$ 1,047,227</b>	<b>\$ 1,402,994</b>	<b>\$ 1,127,120</b>	<b>\$ 1,198,538</b>	<b>-14.6%</b>	<b>6.34%</b>	<b>\$ 1,158,149</b>	<b>-3.4%</b>	<b>\$ 1,179,338</b>	<b>1.8%</b>
<b>Expenditures</b>												
1000-1999 Certificated Salary	\$ 443,562	\$ 435,693	\$ 448,332	\$ 457,922	\$ 438,446	\$ 454,164	-0.8%	3.58%	\$ 463,248	2.0%	\$ 472,512	2.0%
2000-2999 Classified Salary	206,686	174,090	170,841	158,440	148,728	157,088	-0.9%	5.62%	155,230	-1.2%	158,334	2.0%
3000-3999 Employee Benefit	196,190	173,862	174,954	214,967	190,978	219,532	2.1%	14.95%	240,231	9.4%	263,560	9.7%
4000-4999 Books & Supplies	33,728	41,290	46,933	50,955	33,378	34,168	-32.9%	2.37%	38,204	11.8%	34,665	-9.3%
5000-5899 Services & Other Operating Expenditures	117,163	139,808	158,084	180,739	264,087	282,195	56.1%	6.86%	207,878	-26.3%	201,427	-3.1%
6000-6599 Capital Outlay	-	-	-	-	25,349	25,349		0.00%	-	-100.0%	-	
7100-7299 Other Outgo	103	240	163	165	256	256	55.2%	0.00%	256	0.0%	256	0.0%
7300-7399 Direct & Indirect Support	-	-	-	-	-	-			-		-	
7610-7629 Interfund Transfers Out	10,100	14,742	5,000	349,500	7,073	7,073	-98.0%	0.00%	7,073	0.0%	7,073	0.0%
7630-7699 Other Uses	-	-	-	-	-	-			-		-	
<b>Total Expenditures, Transfers, and Other Uses</b>	<b>\$ 1,007,533</b>	<b>\$ 979,725</b>	<b>\$ 1,004,307</b>	<b>\$ 1,412,688</b>	<b>\$ 1,108,295</b>	<b>\$ 1,179,825</b>	<b>-16.5%</b>	<b>6.5%</b>	<b>\$ 1,112,120</b>	<b>-5.7%</b>	<b>\$ 1,137,827</b>	<b>2.3%</b>
<b>Excess (Deficiency)</b>	<b>\$ (71,549)</b>	<b>\$ (39,537)</b>	<b>\$ 42,921</b>	<b>\$ (9,694)</b>	<b>\$ 18,825</b>	<b>\$ 18,713</b>	<b>-293.0%</b>	<b>-0.6%</b>	<b>\$ 46,029</b>	<b>146.0%</b>	<b>\$ 41,511</b>	<b>-9.8%</b>
<b>Beginning Balance</b>	<b>\$ 759,666</b>	<b>\$ 688,117</b>	<b>\$ 648,580</b>	<b>\$ 691,501</b>	<b>\$ 656,439</b>	<b>\$ 681,806</b>	<b>-1.4%</b>	<b>3.9%</b>	<b>\$ 700,519</b>	<b>2.7%</b>	<b>\$ 746,548</b>	<b>6.6%</b>
Audit Adjustments / Restatements	-	-	-	-	-	-			-		-	
<b>Ending Balance</b>	<b>\$ 688,117</b>	<b>\$ 648,580</b>	<b>\$ 691,501</b>	<b>\$ 681,806</b>	<b>\$ 675,264</b>	<b>\$ 700,519</b>	<b>2.7%</b>	<b>3.7%</b>	<b>\$ 746,548</b>	<b>6.6%</b>	<b>\$ 788,059</b>	<b>5.6%</b>
<b>Reserves:</b>												
Normal Reserve Level per Criteria & Standard	5%	5%	5%	5%	5%	5%			5%		5%	
<b>Recommended REU (Computed in C&amp;S)</b>	<b>\$ 62,000</b>	<b>\$ 61,000</b>	<b>\$ 63,000</b>	<b>\$ 70,634</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>-8.0%</b>	<b>0.0%</b>	<b>\$ 65,000</b>	<b>0.0%</b>	<b>\$ 65,000</b>	<b>0.0%</b>
<b>Reserves per District (REU 9789)</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ 75,000</b>	<b>0.0%</b>	<b>\$ 75,000</b>	<b>0.0%</b>
Revolving Cash / Nonspendable	300	300	300	-	-	-			-		-	
Stores / Prepaid Expenditures/ All Other	-	-	-	-	-	-			-		-	
Restricted	13,290	8,220	70,995	64,093	(31,311)	26,132	-59.2%	-183.5%	21,582	-17.4%	20,717	-4.0%
Committed	-	-	-	-	-	-			-		-	
Assigned	101,208	101,743	97,108	85,052	139,672	151,467	78.1%	8.4%	-	-100.0%	-	
Unassigned	498,319	463,317	448,398	457,660	446,945	447,919	-2.1%	0.2%	649,965	45.1%	692,341	6.5%
Excess (Deficiency) above state recommended REU	\$ 1,179,737	\$ 1,148,234	\$ 1,113,689	\$ 760,799	\$ 778,490	\$ 824,107	8.3%	5.9%	\$ 875,759	6.3%	\$ 919,214	5.0%
Contributions to Restricted Programs	83,271	92,839	81,574	83,846	85,878	133,451	59.2%	55.4%	80,271	-39.8%	85,752	6.8%
<b>Average Daily Attendance</b>												
Total P-2 ADA	103	101	102	102	107	112	9.1%	4.3%	113	0.9%	113	0.0%
ADA Transfer (COE)	-	-	-	-	-	-			-		-	
District Only P-2 ADA	103	101	102	102	107	112	9.1%	4.3%	113	0.9%	113	0.0%
Funded ADA (District Only)	103	103	102	102	107	112	9.1%	4.3%	113	0.9%	113	0.0%
Net Shift of Charter ADA (to and from District)	-	-	-	-	-	-			-		-	
Prior Year ADA Guarantee	103	103	101	102	102	102	0.3%	0.0%	112	9.1%	113	0.9%
Total Charter ADA	-	-	-	-	-	-			-		-	
CBEDS Enrollment	110	104	106	108	113	119	10.2%	5.3%	120	0.8%	120	0.0%
Enrollment to ADA Ratio	93.7%	97.1%	96.4%	94.9%	94.9%	93.9%			94.0%		94.0%	
<b>Special Reserve Fund 17</b>	<b>\$ 567,210</b>	<b>\$ 569,174</b>	<b>\$ 556,183</b>	<b>\$ 213,721</b>	<b>\$ 213,183</b>	<b>\$ 214,721</b>	<b>0.5%</b>	<b>0.7%</b>	<b>\$ 215,794</b>	<b>0.5%</b>	<b>\$ 216,873</b>	<b>0.5%</b>

FINANCIAL ANALYSIS OF GENERAL FUND UNRESTRICTED AND RESTRICTED MONIES

GENERAL FUND	2014/15			2015/16			2015/16			2016/17			2017/18		
	Unaudited Actuals			Adopted Budget			1st Interim Budget			Projected Budget			Projected Budget		
				Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>Revenues</b>															
8010-8099 Local Control Funding Formula	\$ 791,381	\$ -	\$ 791,381	\$ 869,299	\$ -	\$ 869,299	\$ 901,118	\$ -	\$ 901,118	\$ 937,490	\$ -	\$ 937,490	\$ 966,679	\$ -	\$ 966,679
8100-8299 Federal	13,435	41,229	54,664	-	42,985	42,985	8,470	43,388	51,858	-	43,388	43,388	-	43,388	43,388
8300-8599 Other State	23,030	36,384	59,414	77,578	6,954	84,532	70,373	43,538	113,911	16,127	32,495	48,622	16,127	32,495	48,622
8600-8799 Other Local	86,812	65,723	152,535	77,769	52,535	130,304	78,907	52,744	131,651	77,905	50,744	128,649	69,905	50,744	120,649
8910-8929 Interfund Transfers In	345,000	-	345,000	-	-	-	-	-	-	-	-	-	-	-	-
8930-8979 Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8980 Contributions From Unrestricted	(83,846)	83,846	(0)	(85,878)	85,878	-	(133,451)	133,451	-	(80,271)	80,271	-	(85,752)	85,752	-
8990 Contributions From Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue, Transfers, and Other Sources</b>	<b>\$ 1,175,813</b>	<b>\$ 227,181</b>	<b>\$ 1,402,994</b>	<b>\$ 938,768</b>	<b>\$ 188,352</b>	<b>\$ 1,127,120</b>	<b>\$ 925,417</b>	<b>\$ 273,121</b>	<b>\$ 1,198,538</b>	<b>\$ 951,251</b>	<b>\$ 206,898</b>	<b>\$ 1,158,149</b>	<b>\$ 966,959</b>	<b>\$ 212,379</b>	<b>\$ 1,179,338</b>
<b>Expenditures</b>															
1000-1999 Certificated Salary	\$ 386,715	\$ 71,206	\$ 457,922	\$ 379,511	\$ 58,935	\$ 438,446	\$ 395,229	\$ 58,935	\$ 454,164	\$ 403,134	\$ 60,114	\$ 463,248	\$ 411,196	\$ 61,316	\$ 472,512
2000-2999 Classified Salary	130,874	27,566	158,440	121,598	27,130	148,728	131,442	25,646	157,088	134,071	21,159	155,230	136,752	21,582	158,334
3000-3999 Employee Benefit	167,101	47,866	214,967	168,090	22,888	190,978	171,285	48,247	219,532	189,906	50,325	240,231	210,603	52,957	263,560
4000-4999 Books & Supplies	27,050	23,905	50,955	29,219	4,159	33,378	30,009	4,159	34,168	30,261	7,943	38,204	30,446	4,219	34,665
5000-5899 Services & Other Operating Expenditures	117,200	63,539	180,739	118,792	145,295	264,087	133,449	148,746	282,195	135,971	71,907	207,878	128,257	73,170	201,427
6000-6599 Capital Outlay	-	-	-	-	25,349	25,349	-	25,349	25,349	-	-	-	-	-	-
7100-7299 Other Outgo	165	-	165	256	-	256	256	-	256	256	-	256	256	-	256
7300-7399 Direct & Indirect Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7610-7629 Interfund Transfers Out	349,500	-	349,500	7,073	-	7,073	7,073	-	7,073	7,073	-	7,073	7,073	-	7,073
7630-7699 Other Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures, Transfers, and Other Uses</b>	<b>\$ 1,178,606</b>	<b>\$ 234,082</b>	<b>\$ 1,412,688</b>	<b>\$ 824,539</b>	<b>\$ 283,756</b>	<b>\$ 1,108,295</b>	<b>\$ 868,743</b>	<b>\$ 311,082</b>	<b>\$ 1,179,825</b>	<b>\$ 900,672</b>	<b>\$ 211,448</b>	<b>\$ 1,112,120</b>	<b>\$ 924,583</b>	<b>\$ 213,244</b>	<b>\$ 1,137,827</b>
<b>Excess (Deficiency)</b>	<b>\$ (2,793)</b>	<b>\$ (6,902)</b>	<b>\$ (9,694)</b>	<b>\$ 114,229</b>	<b>\$ (95,404)</b>	<b>\$ 18,825</b>	<b>\$ 56,674</b>	<b>\$ (37,961)</b>	<b>\$ 18,713</b>	<b>\$ 50,579</b>	<b>\$ (4,550)</b>	<b>\$ 46,029</b>	<b>\$ 42,376</b>	<b>\$ (865)</b>	<b>\$ 41,511</b>
<b>Beginning Balance</b>	<b>\$ 620,505</b>	<b>\$ 70,995</b>	<b>\$ 691,501</b>	<b>\$ 617,713</b>	<b>\$ 64,093</b>	<b>\$ 681,806</b>	<b>\$ 617,713</b>	<b>\$ 64,093</b>	<b>\$ 681,806</b>	<b>\$ 674,386</b>	<b>\$ 26,132</b>	<b>\$ 700,519</b>	<b>\$ 724,965</b>	<b>\$ 21,582</b>	<b>\$ 746,548</b>
Audit Adjustments / Restatements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>\$ 617,713</b>	<b>\$ 64,093</b>	<b>\$ 681,806</b>	<b>\$ 731,941</b>	<b>\$ (31,311)</b>	<b>\$ 700,631</b>	<b>\$ 674,386</b>	<b>\$ 26,132</b>	<b>\$ 700,519</b>	<b>\$ 724,965</b>	<b>\$ 21,582</b>	<b>\$ 746,548</b>	<b>\$ 767,341</b>	<b>\$ 20,717</b>	<b>\$ 788,059</b>
<b>Reserves:</b>															
Minimum Reserve Level per Criteria & Standards	5%			5%			5%			5%			5%		
<b>Recommended REU (Computed in C&amp;S)</b>	<b>\$ 70,634</b>			<b>\$ 65,000</b>			<b>\$ 65,000</b>			<b>\$ 65,000</b>			<b>\$ 65,000</b>		
<b>Reserves per District (REU 9789)</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>
Revolving Cash / Nonspendable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stores / Prepaid Expenditures/ All Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restricted	-	64,093	64,093	-	(31,311)	(31,311)	-	26,132	26,132	-	21,582	21,582	-	20,717	20,717
Committed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assigned	85,052	-	85,052	139,672	-	139,672	151,467	-	151,467	-	-	-	-	-	-
Unassigned	457,660	-	457,660	446,945	-	446,945	447,919	-	447,919	649,965	-	649,965	692,341	-	692,341
Excess (Deficiency) above state recommended REU	\$ 760,799			\$ 778,490			\$ 824,107			\$ 875,759			\$ 919,214		
Contributions to Restricted Programs			83,846			85,878			133,451			80,271			85,752
<b>Average Daily Attendance</b>															
Total P-2 ADA			102.49			107.24			111.80			112.80			112.80
ADA Transfer (COE)			-			-			-			-			-
District Only P-2 ADA			102.49			107.24			111.80			112.80			112.80
Funded ADA (District Only)			102.49			107.24			111.80			112.80			112.80
Net Shift of Charter ADA (to and from District)			-			-			-			-			-
Prior Year ADA Guarantee			102.14			102.49			102.49			111.80			112.80
Total Charter ADA			-			-			-			-			-
CBEDS Enrollment			108			113			119			120			120
Enrollment to ADA Ratio			94.9%			94.9%			93.9%			94.0%			94.0%
<b>Special Reserve Fund 17</b>	<b>\$ 213,721</b>			<b>\$ 213,183</b>			<b>\$ 214,721</b>			<b>\$ 215,794</b>			<b>\$ 216,873</b>		

**PACIFIC ELEMENTARY SCHOOL DISTRICT  
ALL FUNDS SUMMARY  
2015/16  
1st Interim**

	<b>01 General</b>	<b>12 Child Development</b>	<b>13 Cafeteria</b>	<b>14 Deferred Maintenance</b>	<b>17 Special Reserve</b>	<b>21 Building Fund</b>	<b>25 Capital Facilities</b>	<b>51 Bond Fund</b>	<b>61 Cafeteria Enterprise Fund</b>	<b>Total All Funds</b>
<b><u>Revenue</u></b>										
8000-8099 LCFF	\$ 901,118	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 911,118
8100-8299 Federal Revenue	51,858	-	19,755	-	-	-	-	-	-	71,613
8300-8599 State Revenue	113,911	56,448	1,530	-	-	-	-	-	-	171,889
8600-8699 Local Revenue	131,651	73,032	50,550	10	1,000	2,000	340		2,050	260,633
<b>Total Revenue</b>	<b>\$ 1,198,538</b>	<b>\$ 129,480</b>	<b>\$ 71,835</b>	<b>\$ 10,010</b>	<b>\$ 1,000</b>	<b>\$ 2,000</b>	<b>\$ 340</b>	<b>\$ -</b>	<b>\$ 2,050</b>	<b>\$ 1,415,253</b>
<b><u>Expenditures</u></b>										
1000 Certificated Salaries	\$ 454,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 454,164
2000 Classified Salaries	157,088	68,618	31,688	-	-	-	-	-	300	257,694
3000 Employee Benefits	219,532	36,855	12,297	-	-	-	-	-	55	268,739
4000 Books & Supplies	34,168	2,900	39,900	-	-	-	-	-	1,100	78,068
5000 Services & Other Oper.	282,195	5,250	2,850	6,500	-	107,220	5	-	1,100	405,120
6000 Equipment	25,349	-	-	-	-	-	-	-	-	25,349
7100-7299 Other Outgo (74XX)	256	-	-	-	-	-	-	-	-	256
7300 Indirect Costs	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,172,752</b>	<b>\$ 113,623</b>	<b>\$ 86,735</b>	<b>\$ 6,500</b>	<b>\$ -</b>	<b>\$ 107,220</b>	<b>\$ 5</b>	<b>\$ -</b>	<b>\$ 2,555</b>	<b>\$ 1,489,390</b>
<b>Excess (Deficiency)</b>	<b>\$ 25,786</b>	<b>\$ 15,857</b>	<b>\$ (14,900)</b>	<b>\$ 3,510</b>	<b>\$ 1,000</b>	<b>\$ (105,220)</b>	<b>\$ 335</b>	<b>\$ -</b>	<b>\$ (505)</b>	<b>\$ (74,137)</b>
<b><u>Other Sources/Uses</u></b>										
89XX Transfers In	\$ -	\$ -	\$ 15,273	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 15,273
8930-8979 Other Sources	-	-	-	-	-	-	-	-	-	-
7610-7629 Transfers Out	7,073	1,200	-	-	-	-	-	-	7,000	15,273
7630-7699 Other Uses	-	-	-	-	-	-	-	-	-	-
<b>Total Other Sources/Uses</b>	<b>\$ (7,073)</b>	<b>\$ (1,200)</b>	<b>\$ 15,273</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (7,000)</b>	<b>\$ -</b>
<b>Total Incr (Decr) in Fund Balance</b>	<b>\$ 18,713</b>	<b>\$ 14,657</b>	<b>\$ 373</b>	<b>\$ 3,510</b>	<b>\$ 1,000</b>	<b>\$ (105,220)</b>	<b>\$ 335</b>	<b>\$ -</b>	<b>\$ (7,505)</b>	<b>\$ (74,137)</b>
<b>Beginning Fund Balance</b>	<b>\$ 681,806</b>	<b>\$ 12,106</b>	<b>\$ 9,177</b>	<b>\$ 843</b>	<b>\$ 213,721</b>	<b>\$ 1,043,461</b>	<b>\$ 26,625</b>	<b>\$ 16,872</b>	<b>\$ 12,045</b>	<b>\$ 2,016,655</b>
Audit Adjustments/Restatements	-	-	-	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>\$ 700,519</b>	<b>\$ 26,763</b>	<b>\$ 9,550</b>	<b>\$ 4,353</b>	<b>\$ 214,721</b>	<b>\$ 938,241</b>	<b>\$ 26,960</b>	<b>\$ 16,872</b>	<b>\$ 4,540</b>	<b>\$ 1,942,518</b>
Deficit (Surplus) as % of Fund Balance	2.7%	121.1%	4.1%	416.4%	0.5%	-10.1%	1.3%	0.0%	-62%	-3.7%

Feb. 16, 2016

Gwyan Rhabyt  
Pacific Elementary School District Board of Trustees President

Dear Pacific Elementary School District Board of Trustees,

As champions for education in our community, you know **the importance of having strong local libraries**. Young children, teens, seniors and people of all ages rely on our libraries every day. Our local library system -- comprised of ten branches, a bookmobile, online resources and offsite partnerships -- provides excellent services to a steadily growing variety of patrons.

**Our library facilities themselves, however, are seriously outdated and inadequate.** Each branch is in need of major repair, remodeling or even replacement in order to meet the current and future needs of our community. Leaky roofs, inadequate wiring, outdated heating, and insufficient space are just a few of the serious issues; two of the library branches need to be replaced entirely.

**In order to continue providing critical services to our community, our local libraries must be updated.** The Library System is placing a revenue measure on the June 2016 ballot to fund improvements to all our branches. Every penny generated by this local funding measure will be dedicated solely to improving the facilities of the Santa Cruz Public Libraries.

As you may know, the public library system itself cannot pay for the campaign. OUR LIBRARIES OUR FUTURE is the community-based, volunteer group that has come together to work on behalf of this measure, to ensure that our libraries can continue serving our community for years to come.

A campaign like this needs support from a broad coalition of community members in order to succeed, and support from a respected community institution like yours can make a real difference. **We're asking your board to consider endorsement for this measure at your earliest convenience.**

Enclosed is a fact sheet about our local library system and its facility needs, along with a draft resolution and a response form that can be used by both organizations and individuals. Please let me know when your board will be scheduling this for consideration. We would be happy to have a speaker attend to answer questions. Please contact me if you need any additional information, and thank you in advance for your support of this important effort for Santa Cruz Public Libraries.

Sincerely,  
*Cynthia Mathews*  
Cynthia Mathews  
Steering committee member

(831) 423-8977

encl: Fact Sheet, Draft Resolution, Response Form  
cc: Stephanie Siddens



# *Pacific Elementary School*

www.pacificesd.org  
50 Ocean Street/P.O. Box H  
Davenport, CA 95017  
831-425-7002

March 10<sup>th</sup>, 2016

Office of Administrative Hearings

2349 Gateway Oaks Drive, Suite 200

Sacramento, CA 95833-4231

Re: Agreement – Pacific Elementary School District

Dear Sir/Madam:

Enclosed please find the executed, original Agreement for hearing services and a copy of the Resolution wherein the Board of Trustees authorized its execution.

Sincerely,

Eric Gross

Superintendent

Encls: Agreement (original)

Resolution (copy)

cc: School and College Legal Services of California

5350 Skylane Blvd.

Santa Rosa, CA 95403



# *Pacific Elementary School*

www.pacificesd.org  
50 Ocean Street/P.O. Box H  
Davenport, CA 95017  
831-425-7002

## **PACIFIC ELEMENTARY SCHOOL DISTRICT**

### **Resolution**

#### **Authorizing Execution of**

#### **Agreement with Office of Administrative Hearings for Hearing Services**

WHEREAS the Board of Trustees has or is considering the non-reelection of a probationary certificated employee pursuant to Education Code section 44948.5;

WHEREAS that certificated staff member could request a hearing regarding the non-reelection of him\her as a probationary employee;

WHEREAS the Office of Administrative Hearings conducts such hearings in California; and

NOW, THEREFORE, BE IT RESOLVED that the Superintendent, or Superintendent's designee, is authorized to execute an Agreement with the Office of Administrative Hearings for such hearing services.

The foregoing Resolution was adopted by the Board of Trustees of the Pacific Elementary School District on March 10<sup>th</sup>, 2016, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_



---

President, Board of Trustees

I, Eric Gross, Clerk of the Board of Trustees of the Pacific Elementary School District do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its meeting held on March 10<sup>th</sup>, 2016.

---

Clerk of the Board of Trustees

# Pacific SD

## Administrative Regulation

### Exclusions From Attendance

AR 5112.2  
**Students**

~~Students may be excluded from attendance at the district school if they:~~

~~1. Are under the legal age of attendance, except as otherwise provided by law. (Education Code 48210)~~

~~(cf. 5111 - Admission)~~

~~2. Do not present evidence of immunization from certain infectious diseases as required by law. A student shall not be excluded, however, if the parent/guardian, in writing, requests exemption from the immunization requirement on the basis of the student's physical condition or a conflict with the parent/guardian's religious beliefs. (Health and Safety Code 120335, 120365, 120370)~~

~~(cf. 5141.31 - Immunizations)~~

*The Superintendent or designee shall ensure that each child entering a district school at any grade level adheres to district admission requirements and enrollment procedures.*

(cf. [5111](#) - Admission)

(cf. [5111.1](#) - District Residency)

(cf. [5116](#) - Intradistrict Open Enrollment)

(cf. [5117](#) - Interdistrict Attendance)

(cf. [5125](#) - Student Records)

(cf. [5141.3](#) - Health Examinations)

#### *Mandatory Exclusions*

*Education Code [48216](#) requires that a student who has not met immunization requirements be excluded from school attendance until he/she meets those requirements. However, pursuant to Health and Safety Code [120335](#) and [120370](#), as amended by SB 277 (Ch. 35, Statutes of 2015), a student may be exempted from one or more immunizations for medical reasons or because his/her parent/guardian submits a letter or affidavit by January 1, 2016, stating that he/she objects to immunizations based on*

*his/her personal beliefs. Students who are granted an exemption on the basis of their parent/guardian's personal beliefs must be immunized when they enter the next grade span as defined (birth to preschool, grades K-6, or grades 7-12). The new law specifies that its provisions do not prohibit a student who qualifies for an individualized education program (IEP) from "accessing any special education and related service" required by his/her IEP. See BP/AR 5141.31 - Immunizations for further information about immunization requirements and exemptions.*

*The Superintendent or designee shall not unconditionally admit any student to an elementary or secondary school, preschool, or child care and development program for the first time, nor, after July 1, 2016, admit or advance any student to grade 7 unless the student has been fully immunized in accordance with Health and Safety Code [120335](#) and BP/AR 5141.31 - Immunizations or is exempted by law.*

*If a conditionally admitted student has not received required immunizations within 10 days after his/her parent/guardian has been notified of the need to do so, the student shall be excluded until he/she provides written evidence that he/she has received the vaccines due at that time. (Education Code [48216](#); Health and Safety Code [120335](#), [120370](#); 17 CCR [6055](#))*

*(cf. [5141.31](#) - Immunizations)*

*(cf. [5141.22](#) - Infectious Diseases)*

~~3. — Are reasonably suspected of having active tuberculosis. (Health and Safety Code 121485, 121495, 121505)~~

~~(cf. 5141.26 - Tuberculosis Testing)~~

~~(cf. 5141.33 - Head Lice)~~

*The Superintendent or designee shall not admit a student who is reasonably suspected of having active tuberculosis. He/she shall be denied admission until the local health officer or licensed medical practitioner informs the district, in writing, that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code [121485](#), [121495](#), [121505](#))*

*(cf. [5141.26](#) - Tuberculosis Testing)*

~~4. — Are infected with any contagious or infectious disease. (Education Code 49451; 5 CCR 202)~~

~~(cf. 5141.22 - Infectious Diseases)~~

~~5. — Reside where any contagious, infectious, or communicable disease subject to quarantine exists or has recently existed, unless written permission of the health officer is provided. (Health and Safety Code 120230)~~

*The Superintendent or designee shall exclude a student who is infected with any contagious or infectious disease. The student shall be permitted to return to school when a medical provider informs the Superintendent or designee in writing that he/she is satisfied that the contagious or infectious disease no longer exists. (Education Code [49451](#); 5 CCR [202](#))*

*The Superintendent or designee shall exclude a student who resides where any contagious, infectious, or communicable disease subject to quarantine exists or has recently existed and who is subject to strict isolation or quarantine of contacts, unless written permission of the health officer is provided. (Health and Safety Code [120230](#))*

~~6. Have not had the health screening, specified in Health and Safety Code [124040](#), before or within the first 90 days of attending first grade. Such students may be excluded for up to five days unless the parent/guardian has presented a waiver or the district has exempted the student from this requirement in accordance with law. (Health and Safety Code [124105](#))~~

~~(cf. [5141.32](#) – Child Health and Disability Prevention Program)~~

#### *Permissive Exclusions*

*A student may be excluded from attendance at a district school under either of the following circumstances:*

*1. If there is good cause to believe that the student has been exposed to any disease stated in Health and Safety Code [120335](#) and his/her documentation of immunization does not show proof of immunization against that disease, the student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code [120335](#), [120370](#))*

*2. If the student has not had the health screening specified in Health and Safety Code [124040](#) before or within the first 90 days of attending first grade, he/she may be excluded for up to five days unless the parent/guardian has presented a waiver or the district has exempted the student from this requirement in accordance with law. (Health and Safety Code [124105](#))*

*(cf. [5141.32](#) - Health Screening for School Entry)*

#### *Notifications to Parents/Guardians*

~~Prior to excluding a student from attendance, the Superintendent/Principal or designee shall send a notice to the student's parent/guardian stating the facts leading to the exclusion.~~

The Superintendent/Principal or designee may exclude a student without prior notice to the parent/guardian if the student is excluded because: (Education Code 48213)

1. He/she resides in an area subject to quarantine pursuant to Health and Safety Code 120230
2. He/she is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to Education Code 49451.
3. The Superintendent/Principal or designee determines that the presence of the student would constitute a clear and present danger to the safety or health of other students or school personnel.

However, in such cases, the Superintendent/Principal or designee shall send a notice as soon as reasonably possible after the exclusion. (Education Code 48213)

(cf. [5145.6](#) - Parental Notifications)

*In all other cases, the Superintendent or designee shall send a notice to the student's parent/guardian stating the facts leading to the exclusion, prior to excluding the student from attendance.*

### Appeals from Exclusion

Upon exclusion of his/her child, a parent/guardian may meet with the Superintendent/Principal or designee to discuss the exclusion. If the parent/guardian disagrees with the decision of the Superintendent/Principal or designee to exclude his/her child, he/she may appeal the decision to the Board of Trustees.

The parent/guardian shall have an opportunity to inspect all documents upon which the district is basing its decision, to challenge any evidence and question any witness presented by the district, to present oral and documentary evidence on the student's behalf, and to have one or more representatives present at the meeting.

### Legal Reference:

#### EDUCATION CODE

~~48210-48216 Persons excluded~~

~~49076 Access to records by persons without written consent or under judicial order~~

~~49408 Information of use in emergencies~~

~~49451 Parent's refusal to consent~~

#### HEALTH AND SAFETY CODE

~~120230 Exclusion of persons from school~~

~~120325-120380 Educational and child care facility immunization requirements~~

~~121475-121520 Tuberculosis tests for students~~

PROPOSED ADMINISTRATIVE REGULATION UPDATE

~~124025-124110 Child Health and Disability Prevention Program~~  
~~CODE OF REGULATIONS, TITLE 5~~  
~~202 Exclusion of students with a contagious disease~~

Management Resources:

WEB SITES

California Department of Health Services: <http://www.cdph.gov>  
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>  
Centers for Disease Control and Prevention: <http://www.cdc.gov>

Legal Reference:

EDUCATION CODE

[48210-48216](#) Persons excluded  
[49076](#) Access to records by persons without written consent or under judicial order  
[49408](#) Information of use in emergencies  
[49451](#) Parent's refusal to consent

HEALTH AND SAFETY CODE

[120230](#) Exclusion of persons from school  
[120325-120380](#) Educational and child care facility immunization requirements  
[121475-121520](#) Tuberculosis tests for students  
[124025-124110](#) Child Health and Disability Prevention Program

CODE OF REGULATIONS, TITLE 5

[202](#) Exclusion of students with a contagious disease

CODE OF REGULATIONS, TITLE 17

[6055](#) Exclusion for failure to obtain required immunizations

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Vaccines: SB 277, Fact Sheet, August 2015

WEB SITES

CSBA: <http://www.csba.org>  
California Department of Public Health, Immunization Branch:  
<http://www.cdph.ca.gov/programs/immunize>  
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>  
Centers for Disease Control and Prevention: <http://www.cdc.gov>

Regulation PACIFIC SCHOOL DISTRICT

approved: October 15, 2009 Davenport, California

revised: XXXXXXXX Davenport, California



# PROPOSED SERVICE

DAVENPORT - BOULDER CREEK - SCOTTS VALLEY

40



Proposed service

Discontinued Service

Roads

Outside Study Area

\*NOTE: Weight of each route has no relation to service span or frequency. For illustrative purposes only.



ROUTE	EXISITING FREQ	EXISITING SPAN	PROPOSED FREQ	PROPOSED SPAN
17	VARIES	4:45A - 10:45P	VARIES	4:45A - 10:45P
30	2 TRIPS	6:45A - 2:15P	-	-
33	2 TRIPS	6:53A - 2:50P	2 TRIPS	6:53A - 2:50P
34	2 TRIPS	7:25A - 3:30P	2 TRIPS	7:25A - 3:30P
35	30	5:40A - 11:00P	30 PEAK 60 OFFPEAK	6:30A - 10:00P
40	4 TRIPS	6:40A - 3:25P	5 TRIPS	6:40A - 5:25P
41	4 TRIPS	5:50A - 5:30P	-	-
42	1 TRIP	8:30P	-	-



# Selecting Service Providers

---


After you close your competitive bidding process, you can evaluate the bids received and choose the bid that is the most cost-effective. You may consider as many factors in your evaluation as you want, but the price of the eligible products and services must be included as a factor and must be weighted more heavily than any other single factor. Remember, your FCC Form 470 and your Request for Proposals (RFP), if you issued one, must both have been publicly available for the same [28-day period](#) as the FCC Form 470 before you can close your competitive bidding process.

If you received one bid, and that bid is cost-effective, you should memorialize that fact with a memo or email for your records. If you did not receive any bids, you can solicit bids. If you currently receive service from a service provider, you can ask your current provider to submit information in response to your FCC Form 470.

## Constructing an Evaluation

---

To evaluate the bids you receive, you must [construct an evaluation](#). You decide what factors you want to consider in your evaluation and how important each factor is to you. You can use as few or as many evaluation factors as you like, and you can assign percentages or points to the factors you use to reflect their relative importance. However, you must include the price of the eligible products and services as a factor and that factor must be weighted more heavily than any other single factor.

Preparing a [Bid Evaluation Matrix](#)  helps you evaluate bids and also provides documentation of the process you followed to select your service provider.

You can receive services:

- Under tariff or on a month-to-month basis. Services such as basic telephone service or Internet access may not require a contract. However, you must post an FCC Form 470 and open a competitive bidding process for these services each year.
- Under a contract. Tariffed or month-to-month services provided under a contract are considered to be contracted services. Eligible products and the upkeep of eligible products are generally provided under a contract. If you post an FCC Form 470 and sign a multi-year contract resulting from that posting, you do not have to post an FCC Form 470 or open a competitive bidding process again for the life of that contract.



## Contracts

---

If you intend to receive services under contract, remember that the contract must have been preceded by the filing of an FCC Form 470. If you have an existing contract that was not signed as a result of posting an FCC Form 470, you can post an FCC Form 470 for the next funding year and consider your existing contract as a bid response. However, you must evaluate any other bids received as well, and your existing contract may not be the most cost-effective solution. The entity that filed the FCC Form 470 must also have followed the Schools and Libraries Program competitive bidding rules and all applicable state and local contract and procurement rules and regulations.

- You can [sign a contract](#), which may be for one or more years and may include the option of voluntary extensions.
- If you are eligible, you can purchase services from a [state master contract](#).
- If you are eligible to purchase from a state master contract but that contract will expire before or during the upcoming funding year, you and your state should follow the guidance for [state replacement contracts](#).

## Next step

---

Once you have chosen your service provider(s) and signed a contract, if applicable, you can file an FCC Form 471 to apply for discounts as soon as the FCC Form 471 application filing window opens.

**QUARTERLY DISTRICT STATUS REPORT OF UNIFORM COMPLAINTS  
TO THE COUNTY SUPERINTENDENT OF SCHOOLS**

**QUARTER ENDED 3/31/2016**

Due to County Superintendent by October

**DISTRICT: PACIFIC ELEMENTARY SCHOOL IDSTRIC** Reported to District Governing Board: 10/15/15

**I. INSTRUCTIONAL MATERIALS**

**A) Insufficient text books or instructional materials in classroom:**

# of Complaints 0	# of Complaints Resolved	# of Complaints Unresolved*
-------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**B) Insufficient textbooks or instructional materials to take home:**

# of Complaints 0	# of Complaints Resolved	# of Complaints Unresolved*
-------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**C) Textbooks or instructional materials in poor or unusable condition:**

# of Complaints 0	# of Complaints Resolved	# of Complaints Unresolved*
-------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**II. TEACHER VACANCY OR MISASSIGNMENT**

**A) No assigned certified teacher at beginning of semester:**

# of Complaints 0	# of Complaints Resolved	# of Complaints Unresolved*
-------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**B) Teacher lacking credentials or training to teach English Language Learners (ELL) with  
More than 20% Ell in class:**

# of Complaints 0	# of Complaints Resolved	# of Complaints Unresolved*
-------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**D) Teacher instructing class lacking subject matter competency:**

# of Complaints 0	# of Complaints Resolved	# of Complaints Unresolved*
-------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**III. FACILITIES**

**A) Conditions pose an emergency or urgent threat to the health or safety of students/staff:**

# of Complaints 0	# of Complaints Resolved	# of Complaints Unresolved*
-------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**QUARTERLY DISTRICT STATUS REPORT OF UNIFORM COMPLAINTS  
TO THE COUNTY SUPERINTENDENT OF SCHOOLS  
QUARTER ENDED 9/30/2015**

Due to County Superintendent by October

**DISTRICT: PACIFIC ELEMENTARY SCHOOL IDSTRIC** Reported to District Governing Board: 10/15/15

**I. INSTRUCTIONAL MATERIALS**

**A) Insufficient text books or instructional materials in classroom:**

# of Complaints    0	# of Complaints Resolved	# of Complaints Unresolved*
----------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**B) Insufficient textbooks or instructional materials to take home:**

# of Complaints    0	# of Complaints Resolved	# of Complaints Unresolved*
----------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**C) Textbooks or instructional materials in poor or unusable condition:**

# of Complaints    0	# of Complaints Resolved	# of Complaints Unresolved*
----------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**II. TEACHER VACANCY OR MISASSIGNMENT**

**A) No assigned certified teacher at beginning of semester:**

# of Complaints    0	# of Complaints Resolved	# of Complaints Unresolved*
----------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**B) Teacher lacking credentials or training to teach English Language Learners (ELL) with  
More than 20% Ell in class:**

# of Complaints    0	# of Complaints Resolved	# of Complaints Unresolved*
----------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**D) Teacher instructing class lacking subject matter competency:**

# of Complaints    0	# of Complaints Resolved	# of Complaints Unresolved*
----------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**III. FACILITIES**

**A) Conditions pose an emergency or urgent threat to the health or safety of students/staff:**

# of Complaints    0	# of Complaints Resolved	# of Complaints Unresolved*
----------------------	--------------------------	-----------------------------

- Explanation: \_\_\_\_\_

**Quarterly Report on Williams/Valenzuela Uniform Complaints**  
Education Code § 35186(d)

District: Pacific Elementary School District

Person completing this form: Elizabeth Andrews

Title of person completing this form: Administrative Assistant

Quarterly Report Submission Date (check one):

- ☐ July – September, due at October Regular Board Meeting  
☒ October – December, due at January Regular Board Meeting  
☐ January – March, due at April Regular Board Meeting  
☐ April – June, due at August Regular Board Meeting

Date for information to be reported publicly at governing board meeting: April 21, 2016

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
Valenzuela/CAHSE E Intensive Instruction	0		
TOTALS	0		

District Superintendent: Eric Gross

  
Signature of District Superintendent

1/20/16  
Date

**SANDMAN GLASS INC**  
COMMERCIAL / RESIDENTIAL902 SOQUEL AVENUE, SANTA CRUZ CA 95062  
P (831)464-1966 F (831)464-1974  
LIC #828715

# Estimate

Date	Estimate #
3/30/2016	10075

Name / Address
Pacific Elementary School Eric Gross 50 Ocean Street Davenport Ca 95017

Ship To
Option #2 Repair Existing Systems

P.O. No.	Terms	Rep	Project
		Jenny	

Description	Qty	Cost	Total
Sandman Glass Inc. to Repair Existing Systems -Adjust Glass -Replace Vinyl/ or replace seals with 795 Black Caulking -Replace Dot Stops in 2 locations  Materials (sealants/vinyls) Tax & Installation Complete  Excludes: New glass/windows Hardware Labor is warranted with Sandman Glass Inc. for 1 year of installation. If anything concerning the labor happens within that year Sandman glass Inc. will come and fix at no cost, after that time limit has passed a service charge will be applied.		3,407.03	3,407.03
Lowe Film to be applied by Transparent Glass Coatings after Sandman makes repairs.  Thinsulate Film on Upper and Lower Windows  Materials, Tax & Installation Complete  Excludes: Permits not included, customer must assume all responsibilities for fees and requirements. Check with county for further information.		7,611.30	7,611.30
Thank you for your business.		<b>Total</b>	\$11,018.33

Phone #	Fax #
831-464-1966	831-464-1974

Customer Signature \_\_\_\_\_

# **Telephone & Internet Access Services Proposal**

**Presented By**



SPIN # 143032068

**Contact: Tom Jordan**

**314-406-6000**

**[tjordan@proficienttel.com](mailto:tjordan@proficienttel.com)**

**[www.proficienttel.com](http://www.proficienttel.com)**

---

## ABOUT PROFICIENT TELECOM

### Leading Provider:

Proficient Telecom is an industry leading provider of telephone and data communications services to schools and libraries throughout the United States. We develop secure end-to-end solutions to meet the needs of today's complex communications environment, and through the integration of IP-based telecommunications and cutting-edge software applications, deliver economic communications solutions that leverage broadband networks. In recent years we have focused on serving academic institutions, and as a result understand the unique requirements of schools and libraries who undertake the E-rate Form 470/471 application process in pursuit of Universal Service funding.

### Our History:

Proficient Telecom was originally founded in 1996 to provide dedicated Internet access services to small and medium-sized businesses in the Midwest. Now in our 21<sup>st</sup> year of service, we offer a comprehensive range of telephone, dedicated Internet access, network security and virtual private network services to schools, libraries and small and medium-sized businesses in all 50 states and the District of Columbia.

### Our Mission:

Proficient Telecom's mission is to provide high-quality, highly-affordable telephone and high-speed Internet connectivity and related services to schools, libraries and small and medium-sized businesses.

### Our Goals:

Simply stated, we focus on meeting your connectivity needs so that you can focus on running your organization. To achieve our mission, we apply ourselves in four key areas important to your operation:

**Reliability.** To keep you up and running around the clock, we've built a secure network with redundant switching and routing. To this we've added gear from Cisco, Intel and other leading vendors and have topped it all off with diversely routed connections to the Internet over tier-one telecommunications companies. All of this leads to one of the most reliable networks in our service areas.

**Service & Support.** Our highly-skilled support team is available seven days a week to address service related problems you may encounter. If it cannot be handled over the telephone, we employ escalation procedures to get your problem into the hands of systems engineers right away. Keeping you up and running is a top priority.

**Value.** Receiving quality service doesn't have to cost an arm and a leg. With a focus on reliability, our service plans offer the highest price to value ratio in the industry. You may find a lower-priced provider, but you won't find a better value.

**Simplicity.** We recognize that you need to focus on running your business and not on the latest technical jargon. That's why we speak in your terms - how Proficient Telecom will benefit your organization.

### **Our Extended Reach & Facilities:**

Proficient Telecom provides telephone and data services in DC and all 50 states. Our carrier-class data center and NOCs enable us to offer highly reliable and efficient connectivity solutions.

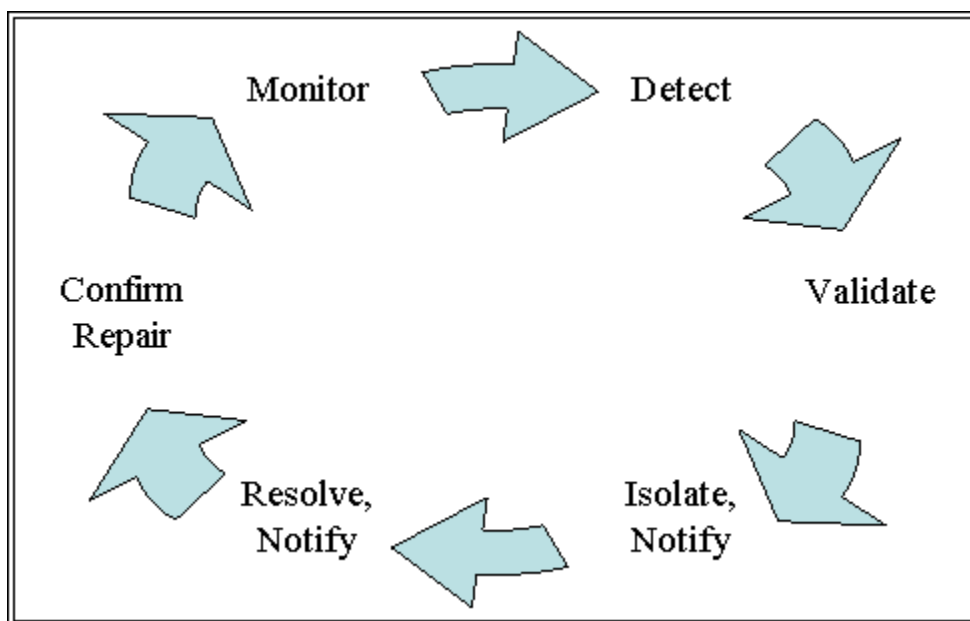
We partner with multiple Internet backbone providers and maintain relationships with local exchange carriers, including among others AT&T, Verizon and Centurylink.

We monitor all of our customer circuits around the clock from two locations. Our engineers begin to triage any problems within 5 minutes and keep our customers informed throughout any outages.

### **Our Proactive Approach to Monitoring & Support:**

With a focus on relating our business performance to our underlying network performance, Proficient Telecom dedicates staff 24 hours a day, 365 days a year to monitoring the end-to-end performance of its networks, servers and applications. This enables us to not only quickly react to outages when they occur, but also identify developing faults and repair them before they result in outages.





It sounds simple, but surprisingly far too many service providers rely on their customers to tell them when there is a problem.

For an additional fee, we can even customize and extend our monitoring and management into your network to whatever degree you desire – monitoring your internal switches, routers, mail servers, file servers, web servers, UPS and just about any other networked device – and taking proactive pre-determined steps to resolve problems. Clients of these customized services enjoy a complete IT management package - all for significantly lower costs than investing in hardware, software, training, and hiring.

---

## PROPOSED SOLUTIONS AND PRICING

Proficient Telecom is proposing options for telephone & broadband Internet access services. If one of these options isn't sufficient, please let us know.

### Telephone Service – 4 cost-effective options:

- 1) **Individual Telephone Line Replacement** – a lower cost IP alternative to traditional analog telephones/ POTS lines; works individually or plugged into a phone system
- 2) **IP PRI** – an IP replacement for traditional PRI or SIP trunks that terminate in a phone system
- 3) **Hosted Business Lines** – Individual phone line replacement with an advanced feature set
- 4) **Pay Per Minute** – for schools & libraries that subscribe to *select* Proficient Telecom managed Internet services. No line or program fees – pay only for minutes used.

Option 1: **Individual Telephone Line Replacement** – an IP alternative to traditional business lines

	Monthly Service Charge	Installation & One-time Charges	Term
Each Line	\$13.95	\$0	
<u>Local &amp; Long Distance Pooled Minute Bundles</u>			
3,000 Minutes	\$60.00		
5,000 Minutes	\$95.00		
10,000 Minutes	\$180.00		
20,000 Minutes	\$340.00		3 Years

<u>Other</u>			
Each DID Telephone Number	\$1.99		
Each Toll-free Telephone Number	\$2.50		
Each Local/Long Distance Min. Above Purchased Minute Bundle	2.3 cents		
Local Number Portability		\$18 per each number ported	

### Key Benefits from Proficient Telecom Individual Telephone Line Replacement

- 1) Targeted at schools & libraries that utilize individual analog lines
- 2) Less expensive than traditional business lines
- 3) All of your existing telephone numbers are easily ported to Proficient
- 4) Can be used with individual telephones or plugged into a phone system
- 5) Leverages your existing telephone handsets. No need to invest in new hardware to take advantage of VoIP
- 6) Auto failover and recovery to and from a designated alternate number if your phone system fails or goes down
- 7) Simple à la carte pricing. Choose the number of lines needed (based on what your currently have) and the number of DIDs (based on the number of telephone numbers you have) and add a pooled minute bundle. One-time charge to port existing telephone numbers from your existing carrier to Proficient.
- 8) Attractive pricing is especially beneficial given telephone E-rate discounts are being phased out

### Option 2: **IP PRI Service** – for schools and libraries that currently utilize a traditional PRI or SIP trunk plugged into a PBX or other phone system

	Monthly Service Charge	Installation & One-time Charges	Term
--	------------------------	---------------------------------	------

Service Termination and Port	Included		
Up to 23 Call Paths – Serves Up to 23 Concurrent Calls	Included		
<b>Monthly Service Charge</b>	<b>\$184.00</b>	<b>\$0</b>	
<u>Local &amp; Long Distance Pooled Minute Bundle</u>			
5,000 Minutes	\$95.00		<b>3 Years</b>
7,000 Minutes	\$130.00		
10,000 Minutes	\$180.00		
20,000 Minutes	\$340.00		
<u>Other</u>			
Each DID Telephone Number	\$1.99		
Each Toll-free Telephone Number	\$2.50		
Each Local/Long Distance Min. Above Purchased Minute Bundle	2.3 cents		
Each Additional concurrent Call Path above 23	\$10.00		
Local Number Portability		\$18.00 per each number ported	

**Simple Pricing.** Choose the number of PRI needed based on the number of concurrent call paths needed (maximum number of phones simultaneously in use). Then add the number of DIDs you currently have and choose a minute bundle.

### **Key Benefits from Proficient Telecom IP PRI service**

- 1) Targeted at schools & libraries with a existing phone system or PBX
- 2) Less expensive than traditional PRI
- 3) Better scalability. Pay only for what you need. Purchase only the call paths you need above 23. No need to add capacity in blocks of 23 like traditional PRI (see examples below).
- 4) All of your existing telephone numbers are easily ported to Proficient
- 5) Leverages your existing phone equipment and PBX. No need to invest in new gear to take advantage of new technology. Proficient provides a PRI handoff to existing PBX.
- 6) Optional Auto-failover available to automatically redirect your primary line to an alternate telephone in the event your PBX becomes inoperable
- 7) Attractive pricing especially beneficial given E-rate discounts are being phased out

### **IP PRI Service Pricing Examples**

1. if your school currently has 1 PRI (and had no more than 23 phones/simultaneous call paths active at the same time), 5 DID telephone numbers and uses 5,110 minutes of total usage (inbound and outbound), then your Monthly Recurring Charge = \$184.00 (for 1 PRI) + \$9.95 (for 5 DID) + \$95.00 (for minute bundle) + \$2.20 (for minute overage) = \$291.15 per month. Additional charges apply for outbound calls outside of the United States. Additional taxes and regulatory charges may apply and vary by location.
2. if your school currently has 2 PRI (but has not more than 30 simultaneous call paths active at the same time), 12 DID telephone numbers and uses 9,800 minutes of total usage (inbound and outbound), then your Monthly Recurring Charge = \$184.00 (for 1 PRI) + \$70.00 (for 7 additional call paths above 23) + \$23.88 (for 12 DID) + \$180.00 (for 10,000 minute bundle) = \$457.88 per month. Additional charges apply for outbound calls outside of the United States. Additional taxes and regulatory charges may apply and vary by location.
3. if your school currently has 2 PRI (but has no more than 40 simultaneous call paths active at the same time), 15 DID telephone numbers and uses 14,500 minutes of total usage (inbound and outbound), then your Monthly Recurring Charge = \$184.00 (for 1 PRI) + \$170.00 (for 17 additional simultaneous call path above 23) + \$29.85 (for 15 DID) + \$180.00 (for 10,000 minute bundle) + \$95.00 (for 5,000 minute bundle) = \$658.85 per month. Additional charges apply for outbound calls outside of the United States. Additional taxes and regulatory charges may apply and vary by location.

**Option 3: Hosted Line Service** - for schools & libraries that want to replace their business analog telephone lines with a feature-rich IP alternative

	Monthly Service Charge	Installation & One-time Charges	Term
Feature Line Service	Included		
All Features (see below)	Included		
<hr/>			
<b>Monthly Service Charge per Feature Line</b>	<b>\$13.95</b>	<b>\$0</b>	
<u>Shared Local &amp; Long Distance Min Bundles</u>			
	\$42.00		3 years
2,000 Minutes	\$60.00		
3,000 Minutes	\$95.00		
5,000 Minutes			
<u>Other</u>	2.3 cents		
Each Local/Long Distance Min. Above Purchased Minute Bundle			
Local Number Portability		\$18 per each number ported	
<b>Basic Line Service Available for</b>	<b>\$9.95</b>		

conference room & low usage areas *			
-------------------------------------	--	--	--

\* must be qualified

**Simple Pricing.** Choose the number of lines you need based on how many lines you currently have and then choose a bundle of minutes which are shared across all lines.

### Key Benefits from Proficient Telecom Hosted Line Service

- 1) A digital replacement for traditional analog telephone lines
- 2) Requires IP phones (either yours or phones we provide)
- 3) Lower cost per line than traditional analog business telephone lines
- 4) Efficiently use minutes across lines. Don't have to pay for unused minutes each month on low usage lines.
- 5) No PBX annual service agreements. No PBX to repair or upgrade. Proficient Telecom takes on this responsibility for you so that you can focus on other priorities.
- 6) Rich feature set that isn't available with traditional analog business telephone lines
- 7) Attractive pricing especially beneficial given E-rate discounts are being phased out

Hosted Line Included Features	Feature Description
Attended Transfer	Transfer a call to an extension, group, or phone number AFTER announcing the party being transferred.
Auto Attendant	Allows callers to select from menu options using a standard telephone keypad. Through the portal interface, calls can be routed to extensions, mailboxes, groups, conference rooms, call queues, or unlimited depths of additional auto attendants
Busy Call Forwarding	Automatically forwards your calls to an extension, group, phone number when your phone is busy.
Call Forwarding	Forward calls via the Proficient Telecom Portal or via your device. Calls may be forwarded to any extension or phone number. Device forwarding functionality may vary by manufacturer.
Call Hold	Place calls on hold, and play music or a commercial on hold.
Call routing based on business hours, after hours & holiday hours	Allows routing decisions based on time and date. Multiple schedules can be configured, as in the case of departments with different hours of operation.

Call Waiting Indicator	Indicates incoming call (and caller ID, if available) while another call is in process.
Conference Calling	After making or receiving a call, a user may conference in any third party for a 3-way call.
Custom Music On Hold	Music provided by Customer, and uploaded through the Customer Portal
Customer Portal	Web based user interface that allows users to configure their PBX, create call queues and groups, view call detail records and billing information, listen to and delete your voicemail, upload music on hold
Do-not-disturb (DND)	A device feature that simulates a phone being off-hook, sending calls received directly into voicemail. Other routing options are also available.
E911 support, compliant with all FCC mandates.	Every location and phone number must have an associated entry in the national E911 database.
Extension Dialing	Your Proficient Telecom Hosted PBX can support 2, 3, 4 or more digit extension dialing.

Hosted Line Included Features	Feature Description
Find Me – Follow me	Setup a personal assistant to “find you” at up to five (5) locations. This feature is configured per extension, and offers an extensive number of options to route calls once they have reached the given extension. Callers are asked to “announce themselves”, and are offered the option between locations to try the next location, or to leave a message.
Incoming Call Blocking	“Black list” phone numbers to block them from calling your PBX.



Incoming DID Routing	Route calls based on the number that was dialed. Calls may be routed to an auto attendant, extension, group, phone number, or ACD or Call Queue.
Incoming Privacy Screening	Force callers with “no caller ID” or “blocked caller ID” to enter a number that will be presented as their caller ID.
Music On Hold	Royalty free music provided by Proficient Telecom
No Answer Call Forwarding	Automatically forwards your calls to an extension, group, or phone number when you do not answer your phone.
One Button Redial	A device feature that redials the last number dialed by the extension user. Not all phones support this feature.
Outgoing Call Blocking	Prevent calls to specific numbers or services (ex: 900 calls)
Outgoing Caller ID Customization	Customize the appearance of your outgoing Caller ID by outgoing number or by extension.
Ring Groups	Enables multiple extensions to be joined as a group, and then calls may be routed sequentially or simultaneously to that group.
Speed Dial	A feature that automates the dialing of a pre-determined phone number.
Toll Free Numbers	Utilize one or multiple Toll Free numbers which may be routed to a specific local DID, auto attendant, group or queue.
Unattended Transfer	Transfer a call to another extension, group, or phone number WITHOUT announcing the party being transferred.
Voicemail	Associate a voicemail box with an extension, or use an announce-only voicemail box to provide customers with a pre-recorded message when they choose an option on an auto attendant or extension.
Voicemail to Email	After a voicemail is received, the Proficient Telecom PBX will send a WAV file copy of the message an email box for ease of use and storage.
<b>Hosted Line Optional Features</b>	<b>Feature Description</b>

Attended Transfer	Transfer a call to an extension, group, or phone number AFTER announcing the party being transferred.
Operator Console	Web based presence and call control application that allows users to drag and drop calls to/ from other extensions, parking lots, conference bridges and out of call center queues. There is also access to voicemail, contacts lists for click-to-dial and chat functions.
Conference Bridges	Multiple on-site and outside callers can simultaneously participate in password-protected conference calls. Callers can be assigned talk-listen or listen only access.
Shared Line Appearance	The ability to emulate a “Key System” where each phone can have pre-defined “line keys” that represent a specific phone line. Calls are delivered to the line and all phones with that line key. Any phone can pick up the call and all others will see that it is in use. Calls cannot be transferred from that line, rather it can be put on hold, announced and picked up on the same or any other phone bearing the same line key.
Automatic Call Distribution (ACD)	Used to route calls in a call center environment to the appropriate agents, based on factors such as time availability, behavior, and priority levels.
Call Queue	Call queues are used to route calls in a first-in-first-out manner to the appropriate extension or group. These extensions can be agents logged into the system. Call Queues are commonly used with an ACD, where the callers hear an announcement that says something like “thank you for calling, all available agents are busy, please hold for the next available agent, or press N to leave a message”. When the call is ready to be routed, the ACD handles the routing rules.
Toll Free Numbers	Utilize one or multiple Toll Free numbers, which may be routed to a specific local, DID, auto attendant, group or queue.

Prices for optional features vary depending on your specific customer needs.

**Option 4: Pay Per Minute** – available to schools & libraries that also purchase select Internet connectivity solutions. No line fees – pay only for minutes used.

	Monthly Service Charge *	Installation & One-time Charges	Term
<u>Shared Local &amp; Long Distance Min Bundles</u>  3,000 Minutes 5,000 Minutes 10,000 Minutes   Local Number Portability	Custom Solution Custom Solution Custom Solution	\$18 per each number ported	

\* Requires a planning call to properly price

#### Key Benefits from Proficient Telecom Hosted Line Service

- 1) Leverages combined subscription of Internet access and telephone service from Proficient Telecom
- 2) Often the most cost-effective solution

- 3) Customized to meet your organization's specific needs.

**Internet Access Services – up to 1 Gbps starting as low as \$239/month**

**Proficient Telecom will beat any current final proposed price presented to your organization from AT&T, Comcast or Time Warner Cable for new fiber-based Internet connectivity. Our bid is 98% of their proposed charges.**

In the absence of a bid from these providers, our rates for fiber-based Internet connectivity are as follows:

**Option 1: Basic Internet Connectivity Over Fiber - Basic**

Bandwidth *	Monthly Service Charge	Installation Charge	Term
10 Mbps	\$729	\$0	3 Years
20 Mbps	\$849	\$0	3 Years
50 Mbps	\$1,169	\$0	3 Years
100 Mbps	\$1,509	\$0	3 Years

250 Mbps	\$2,209	\$0	3 Years
500 Mbps	\$2,979	\$0	3 Years
600 Mbps	\$3,199	\$0	3 Years
1 Gbps	\$4,159	\$0	3 Years

### **Option 2: Internet Connectivity Over Fiber - Managed**

Bandwidth *	Monthly Service Charge	Installation Charge	Term
10 Mbps	\$819	\$0	3 Years
20 Mbps	\$1,009	\$0	3 Years
50 Mbps	\$1,299	\$0	3 Years
100 Mbps	\$1,669	\$0	3 Years

### **Option 3: Internet Connectivity Over Fiber - Expanded Build**

Bandwidth *	Monthly Service Charge	Installation Charge	Term
10 Mbps	\$999	\$0	3 Years
20 Mbps	\$1,249	\$0	3 Years
50 Mbps	\$1,469	\$0	3 Years

100 Mbps	\$1,999	\$0	3 Years
----------	---------	-----	---------

\* Other bandwidths and terms available.

#### Option 4: Internet Connectivity via Proficient Telecom Corona<sup>SM</sup>

Bandwidth	Monthly Service Charge	Installation Charge	Term
11.5 Mbps	\$599	\$0	3 Years
21.5 Mbps	\$699	\$0	3 Years

Other bandwidths and terms available

#### Option 5: Internet Connectivity via Proficient Telecom Blaze<sup>SM</sup>

Bandwidth	Monthly Service Charge	Installation Charge	Term
125 x 25 Mbps **	\$619	\$0	3 Years
175 x 40 Mbps **	\$849	\$0	3 Years

Other bandwidths and terms available

\*\* Requires additional qualification

#### Option 6: Internet Connectivity – Ethernet Over Copper

Bandwidth *	Monthly Service Charge	Installation Charge	Term
2.0 Mbps (Zone C)	\$269	\$0	3 years
4.0 Mbps (Zone C,M)	419	\$0	3 years
5.0 Mbps (Zone M)	\$589	\$0	3 years
6.0 Mbps (Zone C)	\$569	\$0	3 years
10.0 Mbps (Zone C)	\$619	\$0	3 years

10.0 Mbps (Zone M)	\$869	\$0	3 years
10.0 Mbps (Zone MI)	\$655	\$0	3 years

Other bandwidths and terms available

### Option 7: Internet Connectivity – Managed Coax Service

Bandwidth	Monthly Service Charge	Installation Charge	Term
50 x 10 Mbps	\$239	\$0	3 Years
100 x 10 Mbps	\$299	\$0	3 Years

### Option 8: Internet Connectivity Over T1 Or Bonded T1

Bandwidth	Monthly Service Charge	Installation Charge	Term
1.5 Mbps	\$339	\$0	3 years
3.0 Mbps	\$599	\$0	3 years
4.5 Mbps	\$899	\$0	3 years
6.0 Mbps	\$1,099	\$0	3 years
7.5 Mbps	\$1,349	\$0	3 years
9.0 Mbps	\$1,599	\$0	3 years

## Other Available Services

- Cost-effective failover solutions to keep your organization up and running during critical student testing
- Firewall - starting at \$50 per month
- CIPA Compliant Content Filtering, Gateway Antivirus and SPAM Blocking – Need to discuss specific needs to finalize pricing
- Point-to-Point & MPLS – Have great pricing, but need to discuss your specifics

Proficient Telecom offers a variety of telephon and data solutions, some of which may not be listed here. **Call 314-406-6000 for pricing of alternatives not provided above.**

## Important Notes Regarding Services:

1. **Other bandwidths and circuit sizes available. Certain services may be limited by distance and/or line-of-sight.**
2. **All pricing is before any applicable E-rate discounts specific to your organization. Final pricing will be lower after your organization's discount is applied. Proficient may bill your organization only for its applicable percentage.**
3. **E911 & additional regulatory fees and taxes may apply.**
4. **Dedicated data circuits include 7x24 active monitoring.**
5. **Some services and pricing subject to final engineering.**
6. **All circuits require specific-needs interview with applicant. Your specific needs may impact pricing and terms.**
7. **Some services offered in conjunction with service partners.**
8. **All proposals are contingent upon execution of service agreement. Terms vary by service.**

## Additional Service Elements

- *Connectivity.* Proficient Telecom will provide circuit(s) from its closest designated facility or POP to your location. The customer premise end of each data circuit will connect to your premise router, while the Proficient Telecom end of each circuit will connect to Proficient Telecom's network at its local network POP. Proficient Telecom's network includes connections to multiple upstream providers of connectivity to the Internet, providing you with redundant access to the Internet 24 x 7 x 365.



- *Proactive Status Monitoring.* Proficient Telecom engineers continuously monitor the status and utilization of your IP circuit(s) around the clock 365 days a year from Proficient's Network Operations Centers. Any issues, including outages, denial of service attacks, probable viruses originating from the client network, etc. are immediately addressed. Your designated contact will be alerted by telephone, pager or email if your circuit(s) fail and then again when each is working properly. This reduces burden on IT staffs or provides a safety net for smaller organizations without dedicated IT personnel.
- *Technical Support.* Friendly live technical support available via telephone or email 24 hours a day.

---

## OTHER IMPORTANT CONSIDERATIONS

Any school or library actively evaluating service providers should consider the following questions:

1. What is important to our current provider or the provider we are considering? Are schools and libraries at the core of their market focus? Do they understand our requirements?

**Proficient Telecom is an experienced provider of services to institutions receiving Universal Service funding under the Schools and Libraries Program of the Universal Service Fund, and as such, understands the unique requirements of institutions receiving funding under this program.**

2. Will our current provider or the provider we are considering be available when we need them? Do they provide 7 X 24 live technical support?

**Proficient Telecom provides over the telephone and email technical support 24 hours a day, 7 days a week.**

3. Will our current provider or the provider we are considering monitor our network, proactively address problems and notify us of aberrations that will likely soon cause us problems, or will they rely on us to tell them when there is a problem?

**Outages while infrequent are just a part of life. Proficient Telecom continuously monitors the status and utilization of your circuits. In the event of an outage, we proactively take steps to resolve it.**

---

## INSTALLATION DETAILS & CONTRACT REQUIREMENT

### Installation includes:

- Coordination with local exchange central office and facility personnel to complete the installation as required
- Working with your internal or external IT team as necessary
- WAN side configuration of a new router, if required
- Completion of any required customer DNS changes

### Contract Required:

This proposal is not binding. Customer must enter into a service agreement to affect order and initiation of service.

---

## E-RATE SERVICE PROVIDER

V2 Ventures, LLC d/b/a Proficient Telecom is an authorized provider of data and telecommunications services under the E-rate Program. Our Service Provider Identification Number (SPIN) is **143032068**.

---

## CONTACT INFORMATION

Questions should be directed to Tom Jordan, who may be reached by telephone on 248-213-9937 or by email at [erateproposals@proficienttel.com](mailto:erateproposals@proficienttel.com).

**PACIFIC SCHOOL DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**Thursday, April 21, 2016 @ 4:00 PM**  
**PACIFIC ELEMENTARY SCHOOL, Davenport, CA**

**Pacific School Mission Statement**

Pacific School's mission is to prepare children for life through experiential learning that addresses the needs of the whole child. We create a safe and secure school environment that promotes social and academic growth and develops an enthusiasm for learning, a positive self-image, and cross-cultural understanding.

PLEASE NOTE: All persons are encouraged to attend and, where appropriate, to participate in meetings of the Pacific School Board of Trustees. Persons wishing to address the Board are asked to state their names for the record. Consideration of all matters is conducted in open session except for those relating to litigation, personnel, and employee negotiations, which, by law, may be considered in executive (closed) session.

Meeting facilities are accessible to persons with disabilities. By request alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please provide a written request to: Eric Gross, Superintendent/Principal at the Pacific School District Office at least three working days prior to any public meeting.

**Board Meeting Agenda**

**1. OPENING PROCEDURES FOR OPEN SESSION**

- 1.1.Call to Order, Roll Call, Establishment of Quorum
  - 1.1.1. Gwyne Rhabyt, Board President
  - 1.1.2. Don Croll, Board Trustee
  - 1.1.3. Rodger Knapp, Board Trustee
- 1.2.Approval of the agenda for April 21<sup>st</sup>, 2016
  - 1.2.1. Agenda deletions, additions, or changes of sequence

**2. PUBLIC COMMENTS**

- 2.1. For items not on the agenda, this is an opportunity for the public to address the board directly related to school business. The Board President may allot time to those wishing to speak, but no action will be taken on matters presented (EC §35145.5).
- 2.2. For items on the agenda, the public will have the opportunity to speak at the time the agenda item is discussed. Please address the Board President.

**3. REPORTS**

- 3.1.Superintendent's Report
- 3.2.Board Member Reports
- 3.3.School Site Council Report
- 3.4.Parents' Club Report
- 3.5.Citizen Oversight Committee Report

4. **CONSENT AGENDA:** These matters may be passed by one roll call motion. Board Members may remove items from the agenda for a separate discussion and vote.
  - 4.1. Approval of Minutes of the Regular Board Meeting on March 10<sup>th</sup>
  - 4.2. Approval of Warrant Register
  - 4.3. Quarterly District Status Reports of Uniform Complaints
5. **PUBLIC HEARING**
6. **BOARD RESOLUTIONS**
7. **ITEMS TO BE TRANSACTED AND/OR DISCUSSED**
  - 7.1. Facilities – Staff will report on various facilities needs and projects
    - 7.1.1. Facility Inspection Tool (FIT). Staff will report the results of the FIT on the overall condition of district facilities.
    - 7.1.2. Windows. The window system in the lower dining room leaks. Solicited bids will be considered.
    - 7.1.3. Termites. The board will consider responses to evidence of termite activity in the main building.
    - 7.1.4. Proposition 39 Energy Expenditure Plan. Update on projects.
    - 7.1.5. Construction Update. Review of progress on the Measure M Bond projects and discussion of next steps.
  - 7.2. E-Rate Contracts. Review submitted e-rate proposals and approve winning bid.
  - 7.3. Pension Stabilization Trust. Board will consider options for offsetting pension liabilities.
  - 7.4. Budget Update
    - 7.4.1. Certification. The state approved the budget audit for Pacific Elementary
    - 7.4.2. Local Control & Accountability Plan (LCAP). Staff will report on the LCAP process to date as it relates to the supplemental funds (\$37,512).
  - 7.5. Metro Reductions. The Metro is considering reductions in bus service that may affect families that attend Pacific Elementary.
  - 7.6. Board Policy and Administrative Regulation updates
    - 7.6.1. BP 5111.1 District Residency
    - 7.6.2. BP 6158 Independent Study
    - 7.6.3. BP & AR 3100 Budget
    - 7.6.4. BP 3220.1 Lottery
    - 7.6.5. BP & AR 3260 Fees
    - 7.6.6. BP & AR 3270 Sale & Disposal
    - 7.6.7. BP 3290 Gifts
    - 7.6.8. BP 3311 Bids
    - 7.6.9. BP 3312 Contracts
    - 7.6.10. AR 5113.2 Work Permit
    - 7.6.11. AR 7111 Evaluate Existing Buildings
    - 7.6.12. AR 5112.2 Exclusions from Attendance
8. **SCHEDULE OF COMING EVENTS**
  - 8.1. Next Regular Board Meeting: May 19<sup>th</sup>, 2016
9. **CLOSED SESSION**
  - 9.1. Certificated/Classified/Management Leaves, Retirements, Resignations, & Appointments
10. **REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

## 11. ADJOURNMENT

If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by section 202 of the Americans with Disabilities Act (42 U.S.C. section 12132) and the federal rules and regulations implementing the Act. Individuals requesting a disability-related modification or accommodation may contact the District Office.

The board book for this meeting, including this agenda and any back-up materials, may be viewed or downloaded online: <http://www.pacificesd.org/governance.html> or may be viewed at the school: 50 Ocean St. Davenport CA.

**Public Participation:** All persons are encouraged to attend and, when appropriate, to participate in meetings of the Pacific Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as any item, upon motion, may be moved to the beginning of the agenda. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session.

**Translation Requests:** Spanish language translation is available on an as-needed basis.

***Solicitudes de Traducción:*** *Traducciones del inglés al español y del español al inglés están disponibles en las sesiones de la mesa directiva.*

## GENERAL INFORMATION

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in “good repair” as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(I), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

## USER INSTRUCTIONS

**The FIT is comprised of three parts as follows:**

**Part I, Good Repair Standard** outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as “other.”

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an “X” on the Evaluation Detail) resulting in a “poor” rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

**Part II, Evaluation Detail** is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

✓	<b>No Deficiency - Good Repair:</b> Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	<b>Deficiency:</b> Mark “D” if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	<b>Extreme Deficiency:</b> Indicate “X” if the area has a deficiency that is considered an “Extreme Deficiency” in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	<b>Not Applicable:</b> If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark “NA”.



Below are suggested methods for evaluating various systems and areas:

- **Gas and Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.
- **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.
- **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.
- The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA."
- **Drinking fountains** can exist within individual classrooms or areas, right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."
- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

**Part III** includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**.

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

\*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.



## PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

### Gas Leaks

*Gas systems and pipes appear safe, functional, and free of leaks.*

*Examples include but are not limited to the following:*

- a. There is no odor that would indicate a gas leak. (X)
- b. Gas pipes are not broken and appear to be in good working order. (X)
- c. Other

### Mechanical Systems

*Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:*

- a. The HVAC system is operable. (X)
- b. The facilities are ventilated (via mechanical or natural ventilation).
- c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- e. Interior temperatures appear to be maintained within normally accepted ranges.
- f. The ventilation units are not generating any excessive noise or vibrations.
- g. Other

### Sewer

*Sewer line stoppage is not evident. Examples include but are not limited to the following:*

- a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- b. The sanitary system controls odors as designed.
- c. Other

### Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)

*Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:*

- a. Walls are free of hazards from tears and holes.
- b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- c. Ceiling is free of hazards from missing ceiling tiles and holes.
- d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- e. Other

### Overall Cleanliness

*School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:*

- a. Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- b. Area(s) evaluated is free of unabated graffiti.
- c. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- d. Other

### Pest/Vermin Infestation

*Pest or vermin infestation are not evident.*

*Examples include but are not limited to the following:*

- a. There is no evidence of a major pest or vermin infestation. (X)
- b. There are no holes in the walls, floors, or ceilings.
- c. Rodent droppings or insect skins are not evident.
- d. Odor caused by a pest or vermin infestation is not evident.
- e. There are no live rodents observed.
- f. Other

### Electrical (Interior and Exterior)

1. There is no evidence that any portion of the school has a power failure. (X)

2. *Electrical systems, components, and equipment appear to be working properly.*

*Examples include but are not limited to the following:*

- a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- c. Other

3. *Lighting appears to be adequate and working properly, including exterior lights.*

*Examples include but are not limited to the following:*

- a. Lighting appears to be adequate.
- b. Lighting is not flickering.
- c. There is no unusual hum or noise from the light fixtures.
- d. Other

### Restrooms

*Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5). The following are examples of compliance with SB 892:*

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

### Sinks/Fountains (Inside and Outside)

*Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:*

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

### Fire Safety

*The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:*

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

### Hazardous Materials (Interior and Exterior)

*There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:*

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

### Structural Damage

*There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:*

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

### Roofs (observed from the ground, inside/outside the building)

*Roof systems appear to be functioning properly. Examples include but are not limited to the following:*

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

### Playground/School Grounds

*The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:*

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

### Windows/Doors/Gates/Fences (Interior and exterior)

*Conditions that pose a safety and/or security risk are not evident. Examples include but are not limited to the following:*

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.

- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other

**PART II: EVALUATION DETAIL**

Date of Inspection: \_\_\_\_\_

School Name: \_\_\_\_\_

CATEGORY AREA	1 GAS LEAKS	2 MECH/HVAC	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOM	9 SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/ SCHOOL GROUNDS	15 WINDOWS/ DOORS/ GATES/FENCES
<b>Classroom 1</b>								NA			NA			NA	D
COMMENTS:	Exterior door closes too rapidly.														
<b>Classroom 2</b>	√										NA		D	NA	
COMMENTS:	The skylight above the hallway outside of room 2 leaks.														
<b>Classroom 3</b>	√	√	√	√	√	√	√	NA	√	√	NA	√	√	NA	√
COMMENTS:															
<b>Classroom 4</b>	√	√	√	√	√	√	√	NA	√	√	NA	√	√	NA	√
COMMENTS:															
<b>Classroom 5</b>	√	√	√	√	√	√	√	√	√	√	NA	√	√	√	√
COMMENTS:															
<b>Classroom 6</b>	√	√	√	√	√	√	√	√	√	√	NA	√	D	√	D
COMMENTS:	Gutters and roof are rusted. West facing window leaks.														
<b>Office</b>	√	√	NA	√	√	√	√	NA	NA	√	√	√	√	NA	√
COMMENTS:	Surfaces, including carpet, are covered and stacked high with papers, boxes, and other materials.														
<b>Custodial Closet</b>	√	√	√	D	D	√	√	NA	√	√	D	√	√	NA	√
COMMENTS:	The closet is so full of items that it is not safe to walk in the aisle nor to retrieve items stored at the ends or up high. Cleaning supplies are not labeled.														
<b>Staff Room</b>	√	√	√	√	√	√	√	√	√	√	√	√	√	NA	√
COMMENTS:															
<b>Library Computer Lab</b>	√	√	NA	√	√	√	√	NA	NA	√	NA	√	√	NA	√
COMMENTS:															
<b>Kitchen</b>	√	√	√	√	√	√	√	NA	D	√	√	√	√	NA	√
COMMENTS:	There is a leak under the sink.														

Marks: √ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable  
 Use additional Area Lines as necessary.

PART II: EVALUATION DETAIL

Date of Inspection:

School Name:

CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
AREA	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES

## WHAT IS GASB 45?

GASB 45 requires Other Post Employment Benefits (called "OPEBs") to be recognized as an expense and obligation on the agency's financial statements. The most common OPEB is health benefits provided to employees after retirement. GASB 43 is a related statement that will require certain disclosures related to the fund's financial statements.

For more information: GASB web site — <http://www.gasb.org>, or SISC web site — <http://sisc.kern.org/opebtrust>.

## WHAT IS GASB 75?

GASB 75 replaces the requirements of GASB 45 and GASB 57 and establishes new accounting and financial reporting requirements for OPEB plans. Unfunded OPEB liabilities will now be recognized on the face of an agency's financial statements. Liabilities will increase significantly for agencies not pre-funding OPEB benefits, however pre-funding is not required. Smaller plans are also now going to be required to have biennial actuarial valuations performed. GASB 74 is a related statement that will replace GASB 43. GASB 75 is effective for fiscal years starting after June 15, 2017.

## SISC OPEB TRUST

In many cases throughout the state the financial impact of GASB 45 & 75 compliance will be substantial. Several private entities have developed OPEB programs to capitalize on this opportunity. Due to the high fees most companies are charging, the SISC Board and member agencies requested that SISC develop its own OPEB program. The message we heard is that employers need:

- A prudent place to invest OPEB funds;
- A competitive rate of return; and
- An entity that has low overhead so admin. fees won't consume a large portion of the interest earnings

## WHO CAN PARTICIPATE?

The SISC OPEB Trust is available to public schools, colleges or education agencies in the State of California, or any other political subdivision or instrumentality thereof. . . such as cities and counties. Numerous employers have already joined the plan, and millions of dollars are on deposit.

## SISC OPEB TRUST TEAM

### Self-Insured Schools of California, SISC

Kim Sloan CPA, Chief Financial Officer  
Megan Hanson, Financial Accountant  
P.O. Box 1808 · 2000 K St.  
Bakersfield, CA 93303-1808  
(661) 636-4411 · (800) 972-1727  
[mehanson@kern.org](mailto:mehanson@kern.org) -or- [siscopebtrust@kern.org](mailto:siscopebtrust@kern.org)  
<http://sisc.kern.org/opebtrust>

### Wells Fargo Advisors

Fredric S. Bayles, III, CIMA  
Managing Director  
12531 High Bluff Dr., Ste. 400  
San Diego, CA 92130  
(877) 934-7720

### The Segal Company

6300 S. Syracuse Way, Ste. 750  
Englewood, CO 80111  
(303) 714-9942

### U.S. Bank Institutional Trust & Custody

1420 Kettner Blvd.  
Ste. 200, LM-CA-K2SB  
San Diego, CA 92101-2423  
(619) 699-6627

### Demsey, Filliger & Associates

21006 Devonshire, Ste. 205  
Chatsworth, CA 91311  
(818) 718-1266

### Daniells, Phillips, Vaughan & Bock

300 New Stine Road  
Bakersfield, CA 93309  
(661) 834-7411

## SISC OPEB TRUST



- simple
- cost effective
- prudent investor standard



**SISC**  
SELF-INSURED SCHOOLS OF CALIFORNIA

## SISC OPEB TRUST PLAN FEATURES

- **Irrevocable Trust under California State law and IRC Section 115** Although it is an irrevocable trust, the Trust Agreement does allow for assets in excess of liabilities to be returned to the employer.
- **JPA/Multiple Employer Trust**
  - a. SISC is a JPA created under Calif. Gov't Code Section 6507
  - b. We are a non-profit government entity
- **Private Letter Ruling from IRS confirms:**
  - a. Income earnings are tax-exempt
  - b. Contributions to and Payments from the Trust, are tax-exempt
- **Type of Trust: Directed Trust**
- **Trustee: U.S. Bank**

U.S. Bank serves as the Trustee, but does not exercise discretionary authority. The Administrator (SISC) and Investment Consultant (Wells Fargo Advisors) select investment managers based on the Investment Policy and market conditions. The employer is not required to provide any instruction with respect to the selection of the portfolio allocations or individual investments.
- **Complies with:**
  - a. California Constitution regarding investment in equities, and
  - b. The Uniform Fiduciary Standards of Care
- **Investment Policy**

The Trust will follow a formal Investment Policy written to comply with the prudent investor standard.
- **Pooled Trust**

The SISC OPEB Trust is a pooled total return portfolio with individual employer accounts. Focus on growth and income through three investment strategy allocation approaches, utilizing mutual funds. It is actively managed to take advantage of market conditions.
- **Best-of-Breed Investment Managers**

The Trust uses and selects best-of-breed investment managers in each of the various mutual fund asset classes. A range of stringent criteria are used to evaluate and select each manager in its asset class.

## ADMINISTRATION BY SISC

- Process contributions, distributions.
- Provide employers with Quarterly & Annual Statements that include return on investment, asset allocation, activity, and cover letter that reviews Trust performance, market conditions, economy, comparison to benchmark, future outlook, etc.
- Information reviewed by auditors, and full audit conducted annually.
- SISC will appoint a Trustee (U.S. Bank), and direct the Trustee, in conjunction with Wells Fargo Advisors, with respect to investments of the Trust.
- SISC will maintain all necessary records for administration of the Trust, and will monitor and document activities of other partners.

## ALL-INCLUSIVE, LOW FEES

The program will utilize a single Trust Agreement, Trustee and Investment Policy with three investment strategy options available (conservative, moderate, and long-term growth). Our goal is to keep it simple and cost effective. Investment costs will be deducted each quarter based on account value. Returns for the Trust are net of all fees and expenses.

### Annual fee example, \$2 million account value:

<b>Trustee fee</b>		
All members (5 basis pts) .05%	=	\$1,000/year
<b>SISC admin. fee</b>		
Member schools (5 basis pts) .05%	=	\$1,000/year
<b>SISC admin. fee</b>		
Non-member schools (10 basis pts) .10%	=	\$2,000/year
<b>SISC admin. fee</b>		
Non-school agencies (15 basis pts) .15%	=	\$3,000/year

**There are no extra setup fees, disbursement or transaction fees to the member agency.** SISC is a government entity administered by the Kern County Superintendent of Schools. We are NOT profit-oriented. SISC fees are set to meet expenses or "break-even," not to provide a profit margin.

## ENROLLMENT PROCESS

- **Board Resolution and Participation Agreement**  
Immediate acceptance upon receipt of Board Resolution and Participation Agreement. Contributions accepted immediately.
- **Select an investment strategy**
- **Copy of actuarial study before fiscal year end**

Other than the \$50,000 minimum balance, SISC will not stipulate how much of your OPEB obligation must be funded. The contribution amount will be determined by each agency. As needed, submit a Disbursement Request (with supporting documentation) for payment of eligible retirement expenses. We will not restrict distributions out of the Trust other than for eligible retiree costs (e.g. you don't have to be in the plan for a certain period of time, have your ARC fully funded, etc.).

SISC requires a minimum three year term in the program. There are no penalties for cessation of adding funds, withdrawal, or termination.

## SISC'S QUALIFICATIONS AND EXPERIENCE

SISC was established in 1978 and currently serves more than 400 education agencies throughout the state offering programs for: Workers' Compensation, Property & Liability, Health Benefits, IRC Section 125 Flex Plan, Defined Benefit Plan and SISC OPEB Trust.

SISC has extensive experience as custodian of assets for public agencies. We have been managing public funds since inception in 1978-79.

- **Combined program budgets are approximately \$2 billion**
- **Currently manage over \$694 million of public fund investments**

Pooling resources provides agencies with a more stable, long-term solution. SISC has an excellent reputation and is well-respected statewide. We strive to provide the best coverage, programs and service to our members while keeping costs affordable and stable.

# E-rate Proposal for PACIFIC ELEMENTARY SCHOOL DIST



March 14, 2016



To:  
ERIC GROSS, PRINCIPAL/SUPERINTENDENT  
PACIFIC ELEMENTARY SCHOOL DIST  
50 OCEAN ST, DAVENPORT, CA 95017

From:  
Martha Nava-Johnson – AT&T Sales / Marketing Program Support  
2700 Watt Avenue, Sacramento, CA 95821  
Phone: (916) 486-3125; eMail: martha.nava-johnson@att.com

Bill Ash – Technical Solution Consultant  
AT&T, 8601 W Sunrise Blvd, 2nd Floor, Plantation, FL 33322  
Phone: 954-476-2918; eMail: william.ash@att.com

## Introduction

In response to ST FRANCIS HIGH SCHOOL's Form 470 bid #160030978, I'm providing information on an AT&T solution that may meet your requirements and qualify for E-rate funding. The solution includes the following components:

- Ethernet Access to Managed Internet Service (eaMIS) is an Internet access service that combines a high-speed symmetrical, dedicated connection with consolidated application management. MIS includes proactive, 24x7 network monitoring, enhanced network security features, and maintenance of the communications link between service locations and the AT&T network.

## Features and Benefits

The solution gives you the following:

- Network Address Translation (IPv4 Only)—A standard feature of MIS with Managed Router service, Network Address Translation (NAT) helps to protect your local





March 14, 2016

- private network addresses by hiding them from open Internet addressing. This approach is an increasingly important defense against network reconnaissance.
- **Packet Filtering** — Packet filtering feature is standard with AT&T Managed Internet service (MIS) with Managed Router service and helps to prevent unauthorized access to your internal network and controls authorized access to Internet sites. Our engineers work with you to define a customized filtering plan and oversee the implementation and maintenance of packet filtering tables in your router.
  - **Class of Service (CoS)** optionally available — You can add this option to prioritize data traffic over your network access link. We offer four classes of service and 25 service profiles that have predetermined bandwidth allocations. And, if any service isn't using its allocated bandwidth, other services can share it. By using this option, you can optimize your data traffic flows during congested periods.
  - **Global IP Backbone Network**—carries 67 petabytes of data traffic on an average business day, and is one of the world's most advanced and powerful IP backbones. It carries a full range of IP-based services, including wireless data, business video, data and voice services, private line and wavelength traffic, and more. Our network also incorporates Multiprotocol Label Switching (MPLS), which supports a full range of applications over a single IP network infrastructure with the highest levels of service quality.
  - **Redundancy**—AT&T provides service availability of 99.999% to help ensure that your Internet traffic gets through. The design and proactive monitoring of our nationwide backbone network make it highly reliable. Because the network architecture features redundant routers, switches, and power supplies, we can reroute traffic around outages and restore service almost instantaneously.

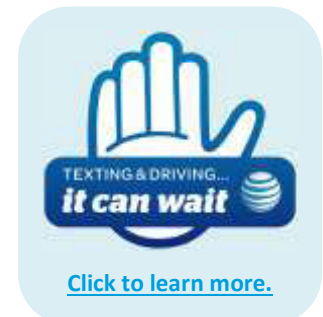


March 14, 2016

## Advantages of AT&T

Working with AT&T gives you the following advantages:

- **E-rate Experience**—AT&T has participated in the E-rate program for schools and libraries since the program's inception in 1998, and we're one of the program's largest service providers. We're proud to bring our technology, expertise, E-rate knowledge, and education experience to your school or library, helping expand affordable access to advanced telecommunication services. For more information about AT&T and its participation in the E-rate program, go to [www.att.com/erate](http://www.att.com/erate) and download the E-rate brochure.
- **Service and Support**—We offer you easy access to assistance, whether through online tools or by phone. You also get support and guidance from highly trained staff with years of networking experience. Our account teams, who work closely with you, are dedicated to the education industry and are well versed in the issues and challenges that today's educators face.
- **Performance**—You expect communication services that work, and we can deliver. We've made substantial investments each year to improve our technology infrastructure so that we can provide superior performance.
- **Community Focus**—At AT&T, we're proud of our strong record of corporate citizenship. Annually, we contribute millions of dollars through corporate, foundation, and employee giving to support education and community programs.





## Solution Description

# E-rate Proposal for PACIFIC ELEMENTARY SCHOOL DIST



March 14, 2016

AT&T Ethernet Access - Managed Internet Service (eaMIS) includes an AT&T owned, managed router located at the School telephone equipment entrance at which School personnel will interconnect to the school LAN.

Interconnection will be at a 100 Mbps electrical interface (100Base-TX with an RJ-45 jack). The School must provide 110 volt 60 cycle AC power and wall or rack space for the AT&T router as well as a dedicated in-dial telephone line for remote management and a Cat-5/6 type cable between the AT&T router and the School LAN.

AT&T installation, setup and testing of the managed router is optionally available at \$750.00 whereby AT&T personnel unpack, mount, connect, configure and test the managed router.

Tele-Install is provided at no cost whereby School personnel receive the router, unpack it, mount it according to included instructions and connect the remote management phone line, Internet connection and power. A provided telephone number is called to engage AT&T personnel who set-up and configure the router.

With a 100 Mbps electrical interface (100Base-TX), future speed changes can be accommodated on this interface up to 100 MBPS. (An optional 1000 Mbps multi-mode SX or single-mode LX optical interface allows for future speed increases without physical or circuit changes but requires an optical interface on the School LAN equipment, requires AT&T on-site installation and requires a fiber connection to the School LAN. This extra cost option must be identified at the time of the order)

If no path and support or conduit is available from the curb to the negotiated optical Minimum Point of Entrance (MPOE), AT&T will provide up to 1000' of entrance support.

Interconnection will be at a 1000 Mbps optical interface (1000Base-SX multi-mode or 1000Base-LX single mode, identified by the School at the time of order). The School must provide 110 volt 60 cycle AC power and wall or rack space for the managed router as well as a dedicated in-dial telephone line for remote management and an optical cable between the AT&T router and the School LAN.

AT&T on-site installation is provided, whereby AT&T personnel unpack, mount, connect, configure and test the managed router.

With a 1000 Mbps optical interface future speed changes can be accommodated up to 1 Gbps without changing the physical interface. (Growth requires additional cost upgrades in the MIS Ports and Access line)

If no path and support or conduit is available from the curb to the negotiated optical Minimum Point of Entrance (MPOE), AT&T will provide up to 1000' of entrance support.

Interconnection will be at a 1000 Mbps optical interface (1000Base-SX multi-mode or 1000Base-LX single mode, identified at the time of order). The School must provide 110 volt 60 cycle AC power and wall or rack space for the managed router as well as a dedicated in-dial

# E-rate Proposal for PACIFIC ELEMENTARY SCHOOL DIST



March 14, 2016

telephone line for remote management and an optical cable between the AT&T router and the School LAN.

AT&T installation, setup and testing of the managed router is optionally available at \$750.00 whereby AT&T personnel unpack, mount, connect, configure and test the managed router.

Tele-Install is provided at no cost whereby School personnel receive the router, unpack it, mount it according to included instructions and connect the remote management phone line, Internet connection and power. A provided telephone number is called to engage AT&T personnel who set-up and configure the router.

With a 1000 Mbps optical interface, future speed changes can be accommodated up to 1000 MBPS.

If no path and support or conduit is available from the curb to the negotiated optical Minimum Point of Entrance (MPOE), AT&T will provide up to 1000' of entrance support.

# E-rate Proposal for PACIFIC ELEMENTARY SCHOOL DIST



March 14, 2016

## Solution Pricing

Pricing for Managed Internet Service (MIS) is based on the following term: 36 months and is comprised of two components, Access – the line coming into your building and Internet service (often called the Internet Port)

**The pricing provided is generic to the location(s) proposed, however it is possible that there could be extra cost to serve an individual location. Our engineers will do a detailed design and we will provide a location specific quote if you express interest in any site.**

Note: MRC = monthly recurring charge and NRC = non-recurring charge

Pricing is shown for bandwidths as shown; additional bandwidths are available:

### 50M Ethernet Access Managed Internet Service (eaMIS) (E-Rate) (36-Month Term)

Item	Description	Qty New	Qty Current	Total MRC	Total NRC
Ethernet Fiber Optic Local Access	100M used with MIS / 100BaseTX Electrical Interface	1	-	\$ 638.00	\$ 0.00
50 Mbps MIS Port	MIS used with Ethernet transport / 50 Mbps / with 3845-EA Managed Router / Tele-Install / Total Service (may include CoS if requested)	1	-	\$ 362.90	\$ 0.00
TOTAL				\$ 1,000.90	\$ 0.00

OR

### 100M Ethernet Access Managed Internet Service (eaMIS) (E-Rate) (36-Month Term)

Item	Description	Qty New	Qty Current	Total MRC	Total NRC
Ethernet Fiber Optic Local Access	100M used with MIS / 100BaseTX Electrical Interface	1	-	\$738.00	\$ 0.00
100 Mbps MIS Port	MIS used with Ethernet transport / 100 Mbps / with 72045-EA Managed Router / Tele-Install / Total Service (may include CoS if requested)	1	-	\$ 590.90	\$ 0.00
TOTAL				\$ 1,328.90	\$ 0.00

### Optional AT&T On-Site Installation for 100M Local Access if desired

Item	Description	Qty New	Qty Current	Total MRC	Total NRC
AT&T On-Site Installation	On-Site Installation of the AT&T managed Internet router	1	-	\$ 0.00	\$ 750.00

# E-rate Proposal for PACIFIC ELEMENTARY SCHOOL DIST



March 14, 2016

OR

## 250M Ethernet Access Managed Internet Service (eaMIS) (E-Rate) (36-Month Term)

Item	Description	Qty New	Qty Current	Total MRC	Total NRC
Ethernet Fiber Optic Local Access	250M used with MIS / 1000Base-SX/LX Optical Interface	1	-	\$ 806.50	\$ 0.00
250 Mbps MIS Port	MIS used with Ethernet transport / 250 Mbps / with 7304-EA Managed Router / Tele-Install / Total Service (may include CoS if requested)	1	-	\$ 851.20	\$ 750.00
TOTAL				\$ 1,657.70	\$ 750.00

OR

## 250M Ethernet Access Managed Internet Service (eaMIS) (E-Rate) (36-Month Term)

Item	Description	Qty New	Qty Current	Total MRC	Total NRC
Ethernet Fiber Optic Local Access	250M used with MIS / 1000Base-SX/LX Optical Interface	1	-	\$ 806.50	\$ 0.00
250 Mbps MIS Port	MIS used with Ethernet transport / 250 Mbps / with 7304-EA Managed Router / Tele-Install / Total Service (may include CoS if requested)	1	-	\$ 851.20	\$ 0.00
TOTAL				\$ 1,657.7	\$ 750.00

OR

## 500M Ethernet Access Managed Internet Service (eaMIS) (E-Rate) (36-Month Term)

Item	Description	Qty New	Qty Current	Total MRC	Total NRC
Ethernet Fiber Optic Local Access	500M used with MIS / 1000Base-SX/LX Optical Interface	1	-	\$ 807.50	\$ 0.00
500 Mbps MIS Port	MIS used with Ethernet transport / 500 Mbps / with 7304-EA Managed Router / Tele-Install / Total Service (may include CoS if requested)	1	-	\$ 1,643.50	\$ 0.00
TOTAL				\$ 2,451.00	\$ 750.00

OR

## 1G Ethernet Access Managed Internet Service (eaMIS) (E-Rate) (36-Month Term)

Item	Description	Qty New	Qty Current	Total MRC	Total NRC
Ethernet Fiber Optic Local Access	1000M used with MIS / 1000Base-SX/LX Optical Interface	1	-	\$ 809.00	\$ 0.00

# E-rate Proposal for PACIFIC ELEMENTARY SCHOOL DIST



March 14, 2016

Item	Description	Qty New	Qty Current	Total MRC	Total NRC
1000 Mbps MIS Port	MIS used with Ethernet transport / 1000 Mbps / with 7304-EA Managed Router / Tele-Install / Total Service (may include CoS if requested)	1	-	\$ 2,135.60	\$ 0.00
TOTAL				\$ 2944.60	\$ 750.00

Product	Service Provider Identification Number (SPIN)
Managed Internet Service (MIS)	143001192

Quotes do not include administrative or 911 fees, state, county, city, gross receipt, federal taxes nor single line EUCL fees which may be applicable depending upon the tax status of each entity.

## Important Information

Managed Internet Service is provided by AT&T Corp. For MIS with Managed Router, installation charges are waived for telephone-supported installation; the customer is responsible for the provisioning and monthly cost of one phone line for management and troubleshooting of the managed service and router. AT&T may provide Entrance Facility Construction (EFC) for eligible customers, as explained in Section GP-15 of the AT&T Business Service Guide General Provisions. Customers who do not qualify for AT&T EFC are responsible for providing the conduit/structure as well as the path from the property line to the demarcation point for access to the primary route.

**Proposal Validity Period**—The information and pricing contained in this proposal is valid for a period of 90 days from the date written on the proposal cover page or until the E-rate filing window closes for the upcoming E-rate Funding year, whichever occurs later, unless rescinded or extended in writing by AT&T. **Terms and Conditions**—Unless otherwise stated herein, this proposal is conditioned upon negotiation of mutually acceptable terms and conditions. **Proposal Pricing**—Pricing proposed herein is based upon the specific product/service mix and locations outlined in this proposal, and is subject to AT&T's standard terms and conditions for those products and services and the AT&T E-rate Rider unless otherwise stated herein. Any changes or variations in the standard terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges. **Providers of Service**—Subsidiaries and affiliates of AT&T Inc. provide products and services under the AT&T brand. **Copyright Notice and Statement of Confidentiality**—© 2016 AT&T Intellectual Property. All rights reserved. AT&T, the AT&T logo, and all other AT&T marks contained herein are trademarks of AT&T Intellectual Property and/or AT&T affiliated companies. All other marks contained herein are the property of their respective owners. The contents of this document are unpublished, proprietary, and confidential and may not be copied, disclosed, or used, in whole or in part, without the express written permission of AT&T Intellectual Property or affiliated companies, except to the extent required by law and insofar as is reasonably necessary in order to review and evaluate the information contained herein. **Disclaimer**—For purposes of this Proposal, the identification of certain services as "eligible" or "non-eligible" for Universal Service ("E-rate") funding is not dispositive, nor does it suggest that this or any other services in this Proposal will be deemed eligible for such funding. Any conclusions regarding the eligibility of services for E-rate funding must be based on several factors, many of which have yet to be determined relative to the proposed services and equipment described herein. Such factors will include, without limitation, the ultimate design configuration of the network, the specific products and services provisioned to operate the network, and the type of customer, and whether the services are used for eligible educational purposes at eligible locations. In its proposal, AT&T will take guidance from the "Eligible Services List" and the specific sections on product and service eligibility on the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC") website [www.usac.org/sl](http://www.usac.org/sl). This site provides a current listing of eligible



# E-rate Proposal for PACIFIC ELEMENTARY SCHOOL DIST



March 14, 2016

products and services, as well as conditionally eligible and ineligible services. This guidance notwithstanding, the final determination of eligibility will be made by the SLD after a review of the customer's E-rate application for this proposal. If AT&T is awarded the bid for this project, AT&T will provide assistance on the E-rate application solely on matters relative to the functionality of the services and products which comprise the network. Nevertheless, the responsibility for the E-rate application is with the customer. AT&T is not responsible for the outcome of the SLD's decision on these matters. **Broadband Internet Access**—For information about AT&T's broadband Internet access services, please visit [www.att.com/broadbandinfo](http://www.att.com/broadbandinfo). **End User Equipment**—Beginning with funding year 2015, E-rate recipients must cost allocate non-ancillary ineligible components that are bundled with eligible products or services, including those end user device components that previously would have fallen within the scope of components not requiring cost allocation as described in the 2010 Clarification Order. Cost allocations are the responsibility of E-rate Applicants. For additional information, reference USAC/SLD website @ <http://www.usac.org/sl/> and Cost Allocation Guidelines for Services @ <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services/cost-allocations.aspx>. Equipment availability and pricing is subject to change based on when plans are activated.





**SANDMAN GLASS INC**  
COMMERCIAL / RESIDENTIAL902 SOQUEL AVENUE, SANTA CRUZ CA 95062  
P (831)464-1966 F (831)464-1974  
LIC #828715

# Estimate

Date	Estimate #
3/30/2016	10074

Name / Address
Pacific Elementary School Eric Gross 50 Ocean Street Davenport Ca 95017

Ship To
Option#1 New Storefront Systems

P.O. No.	Terms	Rep	Project
		Jenny	

Description	Qty	Cost	Total
Replacement of Storefront Systems  Old Castle Aluminum FG-3000 Non thermal screw spline system 2" X 4 1/2" Bronze Anodized Outside Glazed with 1" O/A Glass Solarban 70 XL Tempered glass / Bronze Argon Air/ Clear tempered glass Door Hardware Includes: LCN Closers Drop Plates Panic/Pulls offset pivot hinges 1 3/4" bottom rails 10" kick plates  1 = West Facing / 1 = East Facing (Qty = 2) 37" X 9'3" O/A Openings (2) 36" X 84" Doors, Hinge Right Swing out (3) Milgard Aluminum Full Awnings = 47 1/2" X 27" with Roto Hardware & Wicket Screens See photo for storefront design  Materials, tax & Installation Complete  Additioal Options: For All weather Awning windows in lieu of Milgard, Price is \$41,308.00 Installed		39,322.00	39,322.00
Thank you for your business.		<b>Total</b>	

Phone #	Fax #
831-464-1966	831-464-1974

Customer Signature



**SANDMAN GLASS INC**  
COMMERCIAL/RESIDENTIAL

902 SOQUEL AVENUE, SANTA CRUZ CA 95062  
P (831)464-1966 F (831)464-1974  
LIC #828715

# Estimate

Date	Estimate #
3/30/2016	10074

Name / Address
Pacific Elementary School Eric Gross 50 Ocean Street Davenport Ca 95017

Ship To
Option#1 New Storefront Systems

P.O. No.	Terms	Rep	Project
		Jenny	

Description	Qty	Cost	Total
Exclusions: Shop drawings, structural engineering and calculations, Any thing found to be needed during structural engineering , Project specific testing, verification of ratings, title 24 compliance, paint, custom finish, vycor, prep of opening, flexible flashing, break metal, metal panels, electrical hook-ups, electrified hardware, Professional Cleaning: we do not provide professional cleaning services. Saturday or evening work We do clean and wipe down all glass and products provided to ensure there are no flaws, scratches, damages and/or any other defects in glass from manufacturer or installation. Anything other then listed			
Thank you for your business.		<b>Total</b>	\$39,322.00

Phone #	Fax #
831-464-1966	831-464-1974

Customer Signature \_\_\_\_\_