

POSTED: 1-4-19

Please Note
This meeting is recorded.
Aviso:
Esta junta se grabará en cinta.

**LOS BANOS UNIFIED SCHOOL DISTRICT
GOVERNING BOARD OF EDUCATION
REGULAR MEETING
Los Banos City Council Chambers
520 J Street – Los Banos, CA 93635**

**Thursday, January 10, 2019
6:30 P.M. – Closed Session
7:00 P.M. – Regular Meeting**

AGENDA

The District welcomes Spanish speakers to Board meetings. Anyone planning to attend and needing an interpreter should call 826-3801, 48 hours in advance of the meeting, so arrangements can be made for an interpreter.
El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretación llame al 826-3801, 48 horas antes de la junta, para poder hacer arreglos de interpretación.

I. OPENING BUSINESS

A. Call Public Session to Order

B. Roll Call of Board Members Present

Margaret Benton	Anthony Parreira
Megan Goin	Anahi Rodriguez
Ray Martinez	Marlene Smith
Gary Munoz	Celeste Gobeia

C. Closed Session (6:30 P.M.)

1. Student Discipline, Cases: #5502582, #2141981605, #4176816210, #4175664480, #174324764 (Action)
2. Conference with Labor Negotiator (Section 54957.6) Agency Negotiators:
Tammie Calzadillas, Paul Enos, Don Laursen, Mark Marshall and Paula Mastrangelo;
Employee Organization: LBTA (No action).

II. OPEN REGULAR MEETING (7:00 P.M.)

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

Motion by _____ Seconded by _____
Proposed Action: Approve Agenda

V. **PUBLIC HEARING**

Public Presentations:

Members of the public may request an item be placed on the agenda of a regular meeting by submitting a request in writing, with all supporting documents, if any, to the Superintendent at least two weeks before the scheduled meeting date. [BB 9322(a)]

General Public Comment:

Individuals wishing to address the Board on items not on the agenda may do so by approaching the podium. Once recognized, individuals shall identify themselves and make their statement. Speakers are limited to three (3) minutes, with the total time for public input at twenty (20) minutes per non-agenda item. [BB 9323]

Public Comment on Agenda Items:

Members of the community may address specific items on the agenda as they are taken up by the Board in open session or prior to the Board going into closed session. The Board President will recognize individuals who wish to speak. Speakers are limited to three (3) minutes, with the total time for public input at twenty (20) minutes per agenda item. Once public comment on the agenda item is concluded and the Board begins deliberations or recesses to closed session, no further public comment shall be permitted on the agenda item. [BB 9323]

VI. **REPORTS**

- A. Student Representative Report
- B. California School Employees Association Report
- C. Los Banos Teachers Association Report
- D. Superintendent's Report
- E. Facilities Report
- F. Board Member Reports

VII. **NEW BUSINESS**

- A. 2017-18 Audit Report (Page 6)

10 Min.

Representatives from Jeanette L. Garcia & Associates will present the 2017-18 Audit Report. It is recommended the Board accept the Audit Report as approved by the Finance Committee.

Motion by _____ Seconded by _____

Proposed Action: Accept Audit Report

- B. FFA Report (Page 7) **5 Min.**
- Pacheco High School FFA representatives will report on various FFA activities, the 2018 National FFA Convention and the Washington, D.C. leadership tour.
- C. Local Control Accountability Plan Report (Page 8) **5 Min.**
- Paul Enos and Paula Mastrangelo will provide an informational report on the Local Control Accountability Plan (LCAP).
- D. 2018-2019 School Plans for Student Achievement (Page 9) **15 Min.**
- It is recommended the Board approve the 2018-2019 School Plans for Student Achievement.
- Motion By _____ Seconded By _____
- Proposed Action:** Approve
- E. PERS Golden Handshake – Classified Employees (Page 10) **5 Min.**
- It is recommended that the Board hold a public hearing to disclose the estimated PERS Golden Handshake costs and adopt Resolution 01-19 to open a PERS Golden Handshake window period for eligible classified employees.
- Open Public Hearing _____
- Adopt Resolution _____
- Motion By _____ Seconded By _____
- Proposed Action:** Hold Public Hearing; Adopt Resolution. **(ROLL CALL VOTE)**

VIII. CONSENT CALENDAR

The Consent Calendar represents routine items acted upon in one motion by roll call vote. The recommendation is for adoption, unless otherwise specified. Any item can be removed for discussion upon request.

- A. Approval of Minutes
1. Regular/Organizational Meeting, December 13, 2018 (Page 13)
- B. Personnel Actions
1. Report of Certificated Staffing Actions (Page 19)
 2. Report of Classified Staffing Actions (Page 20)
- C. Monthly Fiscal Report (Page 21)

The monthly Fiscal Report is provided for information.

D. 2019-20 Budget Calendar (Page 30)

It is recommended the Board approve the 2019-20 Budget Calendar as the first step in developing the District budget.

E. Williams Complaint Summary (Page 32)

It is recommended the Board approve the October/December Williams Complaint Summary Report as submitted.

F. Mandated Policy Changes/Updates (Second Reading) (Page 34)

It is recommended the Board adopt the following mandated policy updates:

BP 3515.21 Unmanned Aircraft Systems (Drones)

G. 2019-20 School Calendars (Second Reading) (Page 38)

It is recommended the Board adopt the 2019-20 school calendars.

H. New Course Adoptions (Second Reading) (Page 41)

It is recommended the Board adopt the following new courses:
Advanced Small Engines, Ag Wood Construction II & Ag Wood Construction III

I. School Accountability Report Cards (Page 45)

It is recommended the Board approve the 2017-18 SARC reports.
(Reports are available for review at the District Office)

J. Donations (Page 46)

It is recommended the Board approve the following donations:

1. Donations to the LBUSD Scholarship Fund from Jan. 1 through Dec. 31, 2018

K. Contracts/Agreements/Proposals

1. Agreement, School Facility Consultants, Facility Needs Preparation (Page 48)
2. Agreement, California School Board Assoc., Governance Consulting (Page 53)
3. Agreement, AALRR, Merced Legal Authority Agreement (Page 57)
4. Agreement, Mitchell Air Quality Consulting, Volta CEQA Process (Page 67)

L. Overnight/Out-of-State Travel

1. Travel, PHS Softball, Reno, NV March 29-20, 2019 (Page 74)
2. Travel, Out of State WUES, HME Principals, Imagine Learning Forum, Provo, UT February 6-8, 2019. (Page 75)
3. Travel, LBHS Boys Varsity Tennis, Clovis, March 1-2, 2019 (Page 76)

M. Approval/Ratification of Warrants

Motion By _____ Seconded by _____

Proposed Action: Approve Consent Calendar as listed. **(ROLL CALL VOTE)**

IX. REPORTING CLOSED SESSION ACTION

The Board will report action taken at the closed session held prior to the meeting.

X. DISCUSSION, INFORMATION & FUTURE AGENDA ITEMS (Board-Superintendent)

XI. CLOSED SESSION (If needed)

XII. REPORTING CLOSED SESSION ACTION (If needed)

The Board will report on action taken at the closed session.

XIII. ADJOURNMENT

Americans with Disabilities Act Assistance: Auxiliary aids and services include a wide range of services and devices that promote effective communications for individuals with disabilities. If you require such assistance, please notify the Office of the Superintendent at 826-3801 as soon as possible. Every effort will be made to give primary consideration to expressed preferences or provide equally effective means of communication to insure equal access to Los Banos Unified School District programs and events.

Board Reference Material

SUBJECT TITLE: 2017-18 Audit Report

REQUESTED ACTION: Accept 2017-18 Audit Report

Action X

Discussion/Information _____

RECOMMENDATION:

The Board is asked to review and accept the 2017-18 Audit Report as prepared by the accounting firm Jeanette L. Garcia & Associates.

BACKGROUND INFORMATION:

The Board is required by Education Code 41020.3 to review and accept the prior year's Audit Report at a public meeting on or before January 31st. The audit was submitted on time with the State of California and the Merced County Office of Education.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not directly support a specific Board Goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None.

SPECIFIC FINANCIAL IMPACT (Include impact on School District Facilities):

The audit costs are included in the Adopted Budget.

ORIGINATOR: Amer Iqbal, Director of Fiscal Services

Date: January 10, 2019

Board Reference Material

SUBJECT TITLE: **Pacheco High School FFA Report**

REQUESTED ACTION: None, report only.

Action _____

Discussion/Information ___X___

RECOMMENDATION:

Pacheco High School FFA representatives will report on various FFA activities, the transition in to the new school barn and current updates regarding the program. They will be highlighting various events through the 2018-2019 school year.

BACKGROUND INFORMATION:

The FFA program recently entered the new school barn facility with over 100 kids showing at the May Day and Merced fairs. This new facility will allow the department to highlight part of their motto “Learn by doing.” It will allow for all classes to take part in various project lined up to take place out at the barn.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This activity supports Board Goal #3: Create and sustain inspirational learning environments that are safe, drug free and conducive to learning.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

N/A

ORIGINATOR: Daniel Sutton, Principal, Pacheco High School.

Date: January 10, 2019

Board Reference Material

SUBJECT TITLE: LCAP Update

REQUESTED ACTION: Discussion only

Action _____

Discussion/Information X

RECOMMENDATION:

Staff will update the Board on the progress of the implementation of the Local Control Accountability Plan (LCAP) for the 2018-19 school year.

BACKGROUND INFORMATION:

In June of 2018, our District approved and adopted the 4th LCAP required by the state for the Local Control Funding Formula (LCFF). The LCAP addresses the District’s goals and funding priorities for the next 3 years. Staff will share with the Board the progress made so far towards those goals along with the programs and funding to support them.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

The information to be shared addresses a variety of Board goals.

ALTERNATIVES/IDENTIFIED OPPOSITION:

N/A

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

None

ORIGINATOR: Paul Enos and Paula Mastrangelo, Assistant Superintendents

Date: January 10, 2019

Board Reference Material

SUBJECT TITLE: **2018-2019 School Plans for Student Achievement**

REQUESTED ACTION: Approve

Action X

Discussion/Information _____

RECOMMENDATION:

It is recommended that the Board approve the 2018-2019 School Plans for Student Achievement.

BACKGROUND INFORMATION:

Annually, the Los Banos Unified School District approves the school plans for student achievement that have been approved by School Site Councils and forwarded to the Board. The plans outline the activities and expenditures for supplemental state and federal funding provided through the Consolidated Application for Funding Categorical Aid Programs. Each school in submitting its document declares it has been reviewed and updated by the School Site Council and meets the intent of site plan requirements. Plans address the following programs:

Local Control Funding Formula (LCFF) Supplemental and Concentration Grant

Title I (Part A) Educationally Disadvantaged Youth

Title I (Part A) Parent Involvement ... this is a reservation from the total Title I, Part A allocation

Title III Limited English Proficient Students

The following sites are submitting their plans for approval at this time:

Westside Union	R. M. Miano Elementary	Creekside Junior High
Los Banos Elementary	Lorena Falasco Elementary	Transitional Kindergarten
Volta Elementary	Henry Miller Elementary	
Charleston Elementary	Los Banos Junior High School	
Los Banos High School	San Luis High School	
Pacheco High School	Mercey Springs Elementary	

In submitting these plans to the District, each school agrees to operate each program as required by the state requirements.

School plans are available in the office of the Elementary Assistant Superintendent for review by the Board. Once approved, Plans are posted on the District website.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

1. Promote the educational success of all students by closing the achievement gap between groups of students by using best practices to attain proficiency or better by all students in reading and mathematics.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None identified.

SPECIFIC FINANCIAL IMPACT:

Sites without approved plans for the 2018-2019 school year will not be able to spend allocated funds from the supplemental categorical programs for the 2018-2019 school year.

ORIGINATOR: Paula Mastrangelo, Assistant Superintendent Elementary Education

DATE: January 10, 2019

Board Reference Material

SUBJECT TITLE: PERS GOLDEN HANDSHAKE - CLASSIFIED EMPLOYEES

REQUESTED ACTION: Hold a public hearing disclosing Estimated Costs and adopt Resolution #01-19 to open a PERS Golden Handshake Window Period.

Action X

Discussion/Information

RECOMMENDATION:

It is recommended that the Board hold a public hearing to disclose the estimated PERS Golden Handshake costs and adopt the attached resolution to open a PERS Golden Handshake window period for eligible classified employees.

BACKGROUND INFORMATION:

Per agreement with CSEA, the District will open a window for the PERS Golden Handshake. Eligible employees include classified employees who are eligible to retire from PERS during the window period. The District intends that there will be net savings from this action. This offer is available to all PERS members of the District (CSEA, Management, Confidential, Supervisors and Teachers).

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not directly support a specific Board goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None identified.

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

An estimated cost based on prior Golden Handshakes is \$375,000 for 15 individuals. The savings require roughly 4 years to be fully realized.

ORIGINATOR: Amer Iqbal, Director of Fiscal Services

Date: January 10, 2019

LOS BANOS UNIFIED SCHOOL DISTRICT

Resolution #01-19

RESOLUTION TO GRANT A DESIGNATED WINDOW PERIOD FOR TWO YEARS ADDITIONAL PERS SERVICE CREDIT

WHEREAS, Los Banos Unified School District participates in the Public Employees' Retirement System; and

WHEREAS, Los Banos Unified School District desires to provide a designated window period for Two Years Additional Service Credit (Section 20904) based on the collective bargaining agreement which provides for Two Years Additional Service Credit (Section 20904) for eligible miscellaneous members; then,

NOW, THEREFORE, BE IT RESOLVED that Los Banos Unified School District does hereby authorize this Resolution, indicating a desire to add a designated window period from May 15, 2019 through August 7, 2019, for eligible members in Los Banos Unified School District.

Adopted and approved this tenth day of January 2019.

AYES;
NOES;
ABSENT;
ABSTAIN;

Los Banos Unified School District

(Presiding Officer of the Board)

Date: November 20, 2018

TO: Tammie Calzadillas, Ed. D. Assistant Superintendent, Human Resources

From: Lisa Souza, CSEA President Chapter 92

RE: Golden Handshake - Year #3, 7/1/18 – 6/30-19 of the 3 year period 7/1/2016 – 6/30/2019

Mrs. Calzadillas,

The California School Employees and its Chapter # 92 hereby request we begin process, of the Golden Handshake Open Window period for the 2019 year. We are asking that a 12 week window be opened from May 15th 2019 – August 7th 2019 this retirement option will be open to all classified employees who are eligible to retire from PERS during open window period.

If any further information is needed or forms that may need to be completed, please let me know.

I would also, like to request at this time that we add our CSEA Secretary, Traci Marques to all correspondence, pertaining to the Golden Handshake open window period, her email address is TRMarques@losbanosusd.k12.ca.us and her 209-761-4989

Respectfully,



Lisa Souza

President, CSEA Chapter #92



LOS BANOS UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
December 13, 2018

City Hall
Council Chambers

Mr. Parreira called the meeting to order at 6:00 P.M.

Call to Order

A First Interim Budget Study Session was held

First Interim Study
Session

PRESENT: Ms. Benton, Ms. Goin, Mr. Martinez, Mr. Munoz, Mr. Parreira, Ms. Rodriguez (6:02), Ms. Smith (6:01).

Call to Order

A closed session was held at 6:30 P.M. for: Student Discipline: Cases #5505162, #2157497515, & #6171003314 (Action); Request for waiver from Physical Education graduation requirement, Pacheco High School student #5507795 and #5513127; Los Banos High Student #3000824 (action); Parental Request for Early Graduation for a San Luis High School student (action); Conference with Labor Negotiator (Section 54957.6) Agency Negotiators: Tammie Calzadillas, Paul Enos, Don Laursen, Mark Marshall and Paula Mastrangelo; Employee Organization: LBTA/CSEA (No Action); Public Employee: Discipline/Dismissal/Release/Reassignment (Section 54957) (No Action).

Roll Call

Closed Session

The audience was led in the Pledge of Allegiance by new Board Member Anahi Rodriguez.

Pledge of
Allegiance

Dr. Marshall administered the Oath of Office to Trustees Mr. Ray Martinez, Mr. Anthony Parreira, Ms. Anahi Rodriguez and Ms. Marlene Smith.

Oath of Office

There were corrections to the agenda. Item C-2 in closed session student #5513127 should have been listed as a Los Banos High School student. Item G under new business should say 2019-20 school calendar and the draft calendar for San Luis High and Crossroads was not attached. Under consent calendar item D-2 the first page of the agreement was missing. On a motion by Member Benton seconded by Member Smith, Trustees approved the agenda as corrected. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith; Noes: 0; Absent: 0. Motion carried.

Approval of
Agenda

A motion was made by Member Benton nominating Member Parreira for the position of President of the Board. Member Goin seconded the motion. A motion was made by Member Munoz nominating Member Martinez for President of the Board. Member Rodriguez seconded the motion. A motion was made by Member Martinez to nominate Member Smith as President of the Board. Member Munoz seconded the motion. By show of hands Member Parreira received four votes, Member Martinez received three votes, Member Smith received three votes as well but they were duplicate votes and not counted. Member Parreira was elected President of the Board for 2019.

Election of
Officers:
President

<p>A motion was made by Member Parreira nominating Member Benton for the position of Vice President of the Board for 2019. Member Rodriguez seconded the motion. A motion was made by Member Munoz nominating Member Smith for the position of Vice President of the Board for 2019. Member Martinez seconded the motion. A show of hands gave Member Benton 4 votes and Member Smith 3 votes. Member Benton was elected Vice President of the Board for 2019. Motion carried.</p>	<p>Vice President</p>
<p>A motion was made by Member Goin nominating Member Smith for the position of Clerk of the Board for 2019. The motion was seconded by Member Benton Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried.</p>	<p>Clerk</p>
<p>A motion was made by Member Benton and seconded by Member Martinez to name Dr. Mark Marshall as Secretary to the Board. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried.</p>	<p>Secretary to the Board</p>
<p>On a motion of Member Benton, seconded by Member Martinez, Trustees approved the <i>Statement of Facts</i> for filing with the State of California as per Government Code Section 53051. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith; Noes: 0; Absent: 0. Motion carried.</p>	<p>Statement of Facts</p>
<p>On a motion by Member Martinez, seconded by Member Smith, Trustees adopted Resolution #45-18 authorizing Dr. Mark Marshall, Tammie Calzadillas, Paula Mastrangelo, Paul Enos, Don Laursen and Amer Iqbal as authorized signatories for orders drawn on District funds. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried.</p>	<p>Resolution #45-18 Signatures on Warrant Registers</p>
<p>Dennis Areias was recognized for his 21 years of service on the Board.</p>	<p>Recognition / Introductions</p>
<p>The winners of the Merced County Spelling Bee were recognized.</p>	
<p>Geneva Brett from Century 21 spoke about the Coats for Kids drive and gave instructions of where and how to drop off coats. She also spoke of the “Feed the Need” canned food drive. She let everyone in attendance know about the Wreaths Across America event that was taking place at the National Cemetery in Santa Nella on December 15th. She thanked Mr. Areias for his many years of service to the Board.</p>	<p>Public Forum</p>
<p>Pacheco High School Student Representative, Kayla Kalisz, reported on the many activities at Los Banos and Pacheco High Schools.</p>	<p>Student Report</p>
<p>No Report</p>	<p>CSEA Report</p>
<p>Ms. Jennifer Wilkin co-president of Los Banos Teachers Association thanked Mr. Areias for his service to the Board. She invited the Board to the Annual CTA Dinner on January 29th. She talked about Parent Teacher conferences that were held</p>	<p>LBTA Report</p>

in November and reported on the PAR panel training that was held in Dos Palos. She wished everyone Happy Holidays on behalf of LBTA.

Dr. Marshall appointed Board members to the following Superintendent Subcommittees: Facilities: Ms. Benton, Mr. Martinez, and Mr. Parreira; Finance: Ms. Goin, Mr. Parreira and Ms. Smith; 2x3: Mr. Martinez, Mr. Parreira and Ms. Rodriguez; LBUSD Scholarship: Mr. Martinez and Mr. Munoz; Elementary Curriculum Council Representative: Ms. Rodriguez; Secondary Curriculum Council Representative: Ms. Benton; City of Los Banos Recreation Commission: Mr. Munoz. Dr. Marshall reported that the Informational Breakfast that was held on December 8th was very successful and a lot of good feedback and information was shared and received from the diverse group of people in attendance. Dr. Marshall shared the District Newsletter that is going to be distributed district wide. He presented his “Moving Forward” plan that outlined the Board Goals and the activities that were in place to achieve those goals. He also shared that Los Banos Unified School District was named to the AP College Board 9th Annual AP District Honor Roll. In closing his report he wished everyone a Happy Holidays.

Superintendent’s
Report:
Committee
Assignments

Tom Worthy gave an update on the Pacheco Ag Facility and stated that the project is almost done. The bid proposals for the new elementary school were reviewed. He said that they are working on the Volta and San Luis portable projects as well as the new alarm systems for Los Banos Elementary and Westside Union Elementary.

Facilities Report

Ms. Smith reported that she was on the District’s Wellness Committee as a community member. It is a partnership with the District and local businesses. They are looking to establish a Wellness Policy. She attended the MSE family and friends night. She encouraged everyone to attend the Martin Luther King Parade on January 21st starting at City Hall at 9:00 a.m. She stated that she was the new president of the local NAACP. Ms. Goin thanked Thais Duni and Kim Parreira for watching her baby Wraith so she could attend the Board Meeting. She also wished everyone happy holidays. Ms. Benton had a question regarding Dr. Marshall’s report. She asked if STEM classes, more specifically Drone classes, were coming to Los Banos anytime soon. Dr. Marshall replied that it was in the process and that there was a board policy regarding drones on the agenda. Mr. Martinez thanked everyone for attending the meeting. He congratulated all of the spelling bee winners. He said he was enjoying some much needed rest and relaxation after the election. He read a thank you note to the general public thanking them for their support. He recognized and thanked Geneva Brett. He stated that he believes that we have the best teachers and administration and we could be a model school district to follow. He wished everyone a Merry Christmas. Ms. Benton said she attended the Pacheco Choral Festival and it was very entertaining. She said that she attended the CSBA conference and received a lot of information regarding Governance fiscal outlooks and STEM classes. She has received a lot of phone calls regarding the HAWK system and she wanted to reiterate that the district did not pay anything to have it installed. She championed for the system but it was not a district expense. She also reminded everyone to donate a coat for the Coats for Kids drive. Mr. Munoz attended the FFA Greenhand banquet at Los Banos High School. He attended the Mercey Springs Elementary Friends and Family Night. He attended the Art Show and Sale at Los Banos High School. He attended the Empty Bowls fundraiser. He

Trustee Reports

also attended the CSBA conference and said it was very educational. He attended some leadership classes and workshops about obtaining funds to build new schools. He attended the drama performance of “Clue” at Pacheco High School. He said it was very enjoyable and the student actors did a great job. He attended a walk through at Mercey Springs Elementary with Nancy Velador, the District English Language Coordinator. Ms. Rodriguez thanked Los Banos residents for the opportunity to serve on the Board. She also shared her vision and the need for change. She shared suggestions, needs and concerns that the community expressed to her during the campaign. She stated that her 22 years in finance gives her a good understanding of the budget and accountability. She shared that as a community member she attended the PHS Multi Cultural event. She also attended the CSBA conference and attended lectures and workshops on Board Member Responsibilities and on Getting Returns on District Investments. She spoke about hiring a firm to apply for grants for the District. She said for our demographic we should be able to qualify for multiple grants. She also attended the Masters in Governance workshops. She thanked everyone for their support and wished everyone happy holidays. Mr. Parreira said he echoed what everyone else said and wished everyone happy holidays.

On a motion by Member Martinez and seconded by Member Benton, Trustees approved the First Interim Report and certified the District can meet its financial obligations for the current year and two subsequent years. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith; Noes: 0; Absent: 0. Motion carried. First Interim Budget

Los Banos High School FFA representatives, Katie Rasey and Stephanie Murphy reported on various FFA activities, the 2018 National FFA Convention and the Washington, D.C. leadership tour. FFA Annual Report

Assistant Superintendents Paul Enos and Paula Mastrangelo provided an informational report on Dashboard Local Indicator for Reporting to California Department of Education Dashboard. 2018 Dashboard Local Indicators Report

Nancy Velador, District English Language Coordinator gave a presentation and provided information on the California Education for a Global Economy. California English Learner Roadmap Schedule of 2018

On a motion by Member Martinez, seconded by Member Benton, Trustees adopted the schedule of 2019 Board meetings as submitted. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried. Board Meetings

On motion by Member Goin, seconded by Member Smith, Trustees declared its intent to adopt the following Courses: *Advanced Small Engines, Ag Wood Construction II & Ag Wood Construction III*. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried. Course Adoptions (First Read)

On motion by Member Benton seconded by Member Munoz, Trustees declared its intent to adopt the 2019-20 school calendars with an anticipated adoption at the January 2019 Board meeting. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried. 2019-20 School Calendars (First Read)

On motion by Member Munoz seconded by Member Rodriguez, Trustees declared its intent to adopt the following Policy, BP 3515.2 Unmanned Aircraft Systems (Drones) Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried. Mandated Policy Changes/Updates (First Reading)

On motion by Member Martinez seconded by Member Munoz, Trustees approved the Consent Calendar as submitted. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried. CONSENT CALENDAR

Trustees approved minutes of the: Regular Meeting held on November 8, 2018 and the Special Meeting held on November 19, 2018. Minutes

Certificated Report: Appointments: Heath, Genevieve, Los Banos Elementary – effective 01/7/2018. Resigned: Hitchcock-Enos, Brittany – Science Teacher, Pacheco High School – effective 11/26/2018 Retiring: Boucher, Richard – History Teacher, Los Banos Junior High – effective 06/30/2019 Extra Duty Appointments: Brittnie Cooksey-Head FROSH Basketball Coach – Girls –PHS; Michael Perkins – JV Soccer Coach-Boys-PHS; Christine Quevedo-Sorci-Memory Book –CJHS; Samantha Brand – Head JV Soccer Coach, Boys – LBHS; Isaac Samaniego – Head FROSH basketball coach –LBHS; Frances Vargas – Letter Girl Advisor, JHS-CJHS; Kimberly Mize- Head JV Soccer Coach-Girls-PHS; Carlos Rodriguez-Head FROSH Basketball Coach, Boys-PHS; Carla Cazares-Head Soccer Coach, Girls-LBJH and Asst. Basketball Coach, 8th Grade Girls –LBJH; Brian Lockett-Asst. Basketball Coach, 8th Grade Boys-CJHS and Head Basketball Coach, 7th Grade Boys-CJHS; Javier Rioux Guevara-Asst. Band Director-LBHS; Dayna Watkins-Pentathlon Coach –LBJH; Kelly Todd-Head Basketball Coach-8th Grade Girls – CJHS; Darryl Barger-Head Basketball Coach, 7th Grade Boys-LBJH; Troy Fifield-Head Baseball Coach JHS, 7th Grade-CJHS; Resigned: None. Personnel Actions

Classified Report: New Hires: Camberos, Victor – PHS, Campus Security (5.5 Hrs), Contreras, Jessica – PS, Paraprofessional (4.0 Hrs), Garcia, Laura – RME, Paraprofessional (1.5 Hrs), Magana, Ana – FS, Child Nutrition Worker (1.5 Hrs). Appointments: None. Promotional: Martinez, Claudia – RME, Office Assistant (8.0 Hrs), Morales, Enedelia – RME, Paraprofessional (3.25 Hrs) Retired: None. Termination: None. Resigned: Esquivel, Jesse – LBHS, Head Custodian, Effective 12/14/2018, Esquivel, Ruth – LBHS, Office Assistant, Effective 12/31/2018. Leave of Absence. None.

The monthly Fiscal Report was submitted for Board information. Fiscal Report

Trustees approved the following agreements/proposals: Agreement, School Services of California, School Finance Services; Agreement, Karen Pivrotto, Independent Evaluation: Agreement, Eric Hall & Assoc., Facilities Master Plan. Agreements/ Contracts

Trustees approved the following overnight/out-of-state travel: LBHS Seniors Grad Nite, Disneyland, June 4-5, 2019; LBHS Boys' Varsity Golf Team, AT&T Pro-Am Pebble Beach, Feb. 6-10, 2019; LBJH MESA Students/Advisor College Tour, and Travel

Catalina Island Marine Institute March 24-30, 2019; LBHS Teacher, Human Anatomy and Physiology Conference, Portland OR May 22-25, 2019; PHS Teacher NSTA National Conference, St. Louis, MO April 11-14, 2019; VE Teachers, Rehab Seminars Conference, Seattle, WA March 5-7, 2019; RME Teacher NSTA National Conference, St. Louis, MO, April 10-15, 2019 (Pg 68)

Trustees declared specified electronic equipment as obsolete and authorized disposal in accordance with Board Policy #3270.

Obsolete
Electronic
Equipment

Trustees approved the warrants for payment.

Warrants

On motion by Member Goin seconded by Member Benton, Trustees expelled Students #5505162, #2157497515, & #6171003314 for the remainder of the 2018-19 School Year. Students are to contact the Office of Student Discipline for possible readmission to the District following the period of expulsion for a review of attendance, credits and/or grades, behavior and recommended counseling. Pupils are referred to Valley Community Day School. Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith; Noes: 0; Absent: 0. Motion carried.

Reporting Closed
Session

On a motion by Member Benton and seconded by Member Smith, Trustees approved the request for waiver from Physical Education graduation requirement for Pacheco High School student #5507795 and Los Banos High Students #3000824 and #5513127 Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried.

On a motion by Member Martinez and seconded by Member Smith, Trustees approved the Parental Request for Early Graduation for a San Luis High School student Ayes: Benton, Goin, Martinez, Munoz, Parreira, Rodriguez, Smith.; Noes: 0; Absent: 0. Motion carried.

Dr. Marshall stated that the Drone class being proposed would be for students from both High Schools as the District would be partnering with Merced College to offer the course. Dr. Marshall also reported that LFE was going to be showcased on METV the following day.

Future Agenda/
Discussion Items

The meeting was adjourned by Mr. Parreira at 9:20 P.M.

Adjournment

SECRETARY

LOS BANOS UNIFIED SCHOOL DISTRICT

DIVISION OF HUMAN RESOURCES

Tammie Calzadillas, Assistant Superintendent

REPORT OF CERTIFICATED EMPLOYMENT
FOR BOARD APPROVAL – January 10, 2019

APPOINTMENT:

None

RESIGNED

None

RETIRING

None

EXTRA DUTY

APPOINTMENTS:

Catherine Lopez-Theatre Director-PHS; **Lerissa Mendoza**-Asst. Wrestling Coach – LBHS

RESIGNED

David Snapp-Head Varsity Football Coach-PHS, effective 6/30/2019

LOS BANOS UNIFIED SCHOOL DISTRICT

DIVISION OF HUMAN RESOURCES

**REPORT OF CLASSIFIED EMPLOYMENT
FOR BOARD APPROVAL – January 10, 2018**

Tammie Calzadillas, Assistant Superintendent

New Hires:

Appointments:

Promotional:

Ceja, Michelle – LBHS, Office Assistant (8.0 Hrs)

Gargano, Brad – LBHS, Head Custodian

Retired:

Termination:

Lalley, Erin – SS, Behavior Support Assistant – Effective 12/21/2018

Resigned:

Leave of Absence:

Board Reference Material

SUBJECT TITLE: **Monthly Fiscal Report**

REQUESTED ACTION: None—report only

Action _____

Discussion/Information X

RECOMMENDATION:

The attached reports are provided for informational purposes only.

BACKGROUND INFORMATION:

- Board Financial Summary Report, General Fund
- Enrollment Graphs
- Developer Fee Collection Report (summary only)

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not directly support a specific Board goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

N/A

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

N/A

ORIGINATOR: Amer Iqbal, Director of Fiscal Services

Date: January 10, 2019

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND/COUNTY SSF

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
REVENUE LIMIT SOURCES :		113,778,785.00	511,571.00	114,290,356.00	52,654,399.85	61,635,956.15	46.07
FEDERAL REVENUES :		5,487,500.00	4,956,581.00	10,444,081.00	2,463,288.19	7,980,792.81	23.58
OTHER STATE REVENUES :		15,200,891.00	41,863.00	15,242,754.00	4,296,853.26	10,945,900.74	28.18
OTHER LOCAL REVENUES :		851,802.00	407,903.00	1,259,705.00	519,294.21	740,410.79	41.22
* TOTAL YEAR TO DATE REVENUES		* * 135,318,978.00 *	5,917,918.00 *	141,236,896.00 *	59,933,835.51 *	81,303,060.49 *	42.43

EXPENDITURE DETAIL							
CERTIFICATED SALARIES :		52,793,069.00	382,141.00	53,175,210.00	25,385,100.54	27,790,109.46	47.73
CLASSIFIED SALARIES :		17,485,493.00	595,186.00	18,080,679.00	9,207,225.96	8,873,453.04	50.92
EMPLOYEE BENEFITS :		37,719,861.00	371,516.00	38,091,377.00	15,804,764.09	22,286,612.91	41.49
BOOKS AND SUPPLIES :		10,575,960.00	3,393,564.33	13,969,524.33	2,507,527.38	11,461,996.95	17.94
SERVICES, OTHER OPER. EXPENSE:		8,604,900.00	3,025,822.20	11,630,722.20	5,432,196.49	6,198,525.71	46.70
CAPITAL OUTLAY :		1,912,000.00	1,897,496.00	3,809,496.00	2,503,687.29	1,305,808.71	65.72
OTHER OUTGOING :		1,730,000.00	11,000.00-	1,719,000.00	698,215.00	1,020,785.00	40.61
DIRECT SUPPORT/INDIRECT COSTS:		351,742.00-	37,767.00-	389,509.00-	.00	389,509.00-	0.00
PRIOR YEAR EXPENDITURE :		987,288.00		987,288.00	614,883.74	372,404.26	62.28
* TOTAL YEAR TO DATE EXPENDITURES		* * 131,456,829.00 *	9,616,958.53 *	141,073,787.53 *	62,153,600.49 *	78,920,187.04 *	44.05

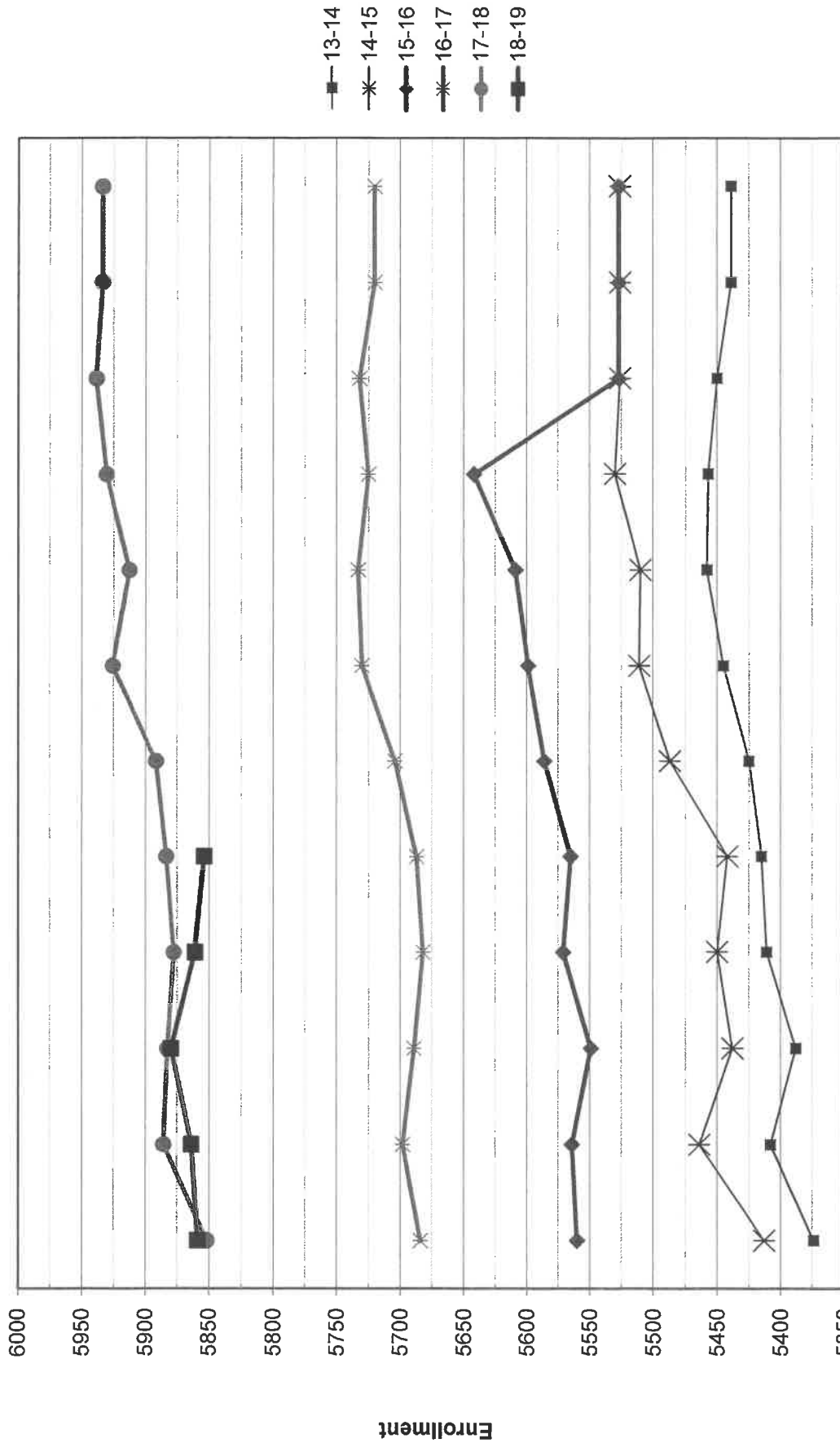
OTHER FINANCING SOURCES (USES)							
INTERFUND TRANSFERS - OUT :		3,515,000.00-	1,550,000.00	1,965,000.00-	.00	1,965,000.00-	0.00
CONTRIB. - RESTRICTED PROGRAMS:		.00		.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING		* 3,515,000.00-*	1,550,000.00 *	1,965,000.00-*	.00 *	1,965,000.00-*	0.00

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	21,505,129.16	5,997,114.91-	15,508,014.25
9130	REVOLVING CASH ACCOUNT	25,000.00	200.00	25,200.00
9135	CASH W/ FISCAL AGENT		31.24-	31.24-
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	1,826,141.05	691,785.16-	1,134,355.89
9310	DUE FROM OTHER FUNDS	380,245.66	682,139.55-	301,893.89-
9319	DUE FROM OTHER FUNDS - SET UP		448,056.00	448,056.00
9340	OTHER CURRENT ASSETS	2,250.00	.00	2,250.00
9509	ACCOUNTS PAYABLE SET UP		67,427.00-	67,427.00-
9510	ACCOUNTS PAYABLE CURRENT LIAB	2,370,788.03-	1,804,199.67	566,588.36-
9522	STRS REF EXCESS CONTRIBUTION	863.90-	360.06-	1,223.96-
9550	USE TAX LIABILITY	4,052.00	36,796.82-	32,744.82-
9553	REPAY	996.83-	4,154.63	3,157.80
9554	INSURANCE		859,342.20	859,342.20
9556	MISC DISTRICT VOL-DEDS (1)		6,872.28-	6,872.28-
9557	Refunds of PERS, STRS, SS, MED		1,635.15-	1,635.15-
9563	STRS TAX DEFERRED REPAYMENT		1,958.80-	1,958.80-
9564	RETIREE LIABILITY	99,766.31-	99,766.31	.00
9567	INSURANCE MISCELLANEOUS		.01	.01
9610	DUE TO OTHER FUNDS	17,827.46-	18,265.99	438.53
9650	UNEARNED (DEFERRED) REVENUE	2,032,371.18-	2,032,371.18	.00
* NET YEAR TO DATE FUND BALANCE	**	19,220,204.16 *	2,219,764.98-*	17,000,439.18 *
* EXCESS REVENUES/(EXPENDITURES)	**	19,220,204.16 *	2,219,764.98-*	17,000,439.18 *

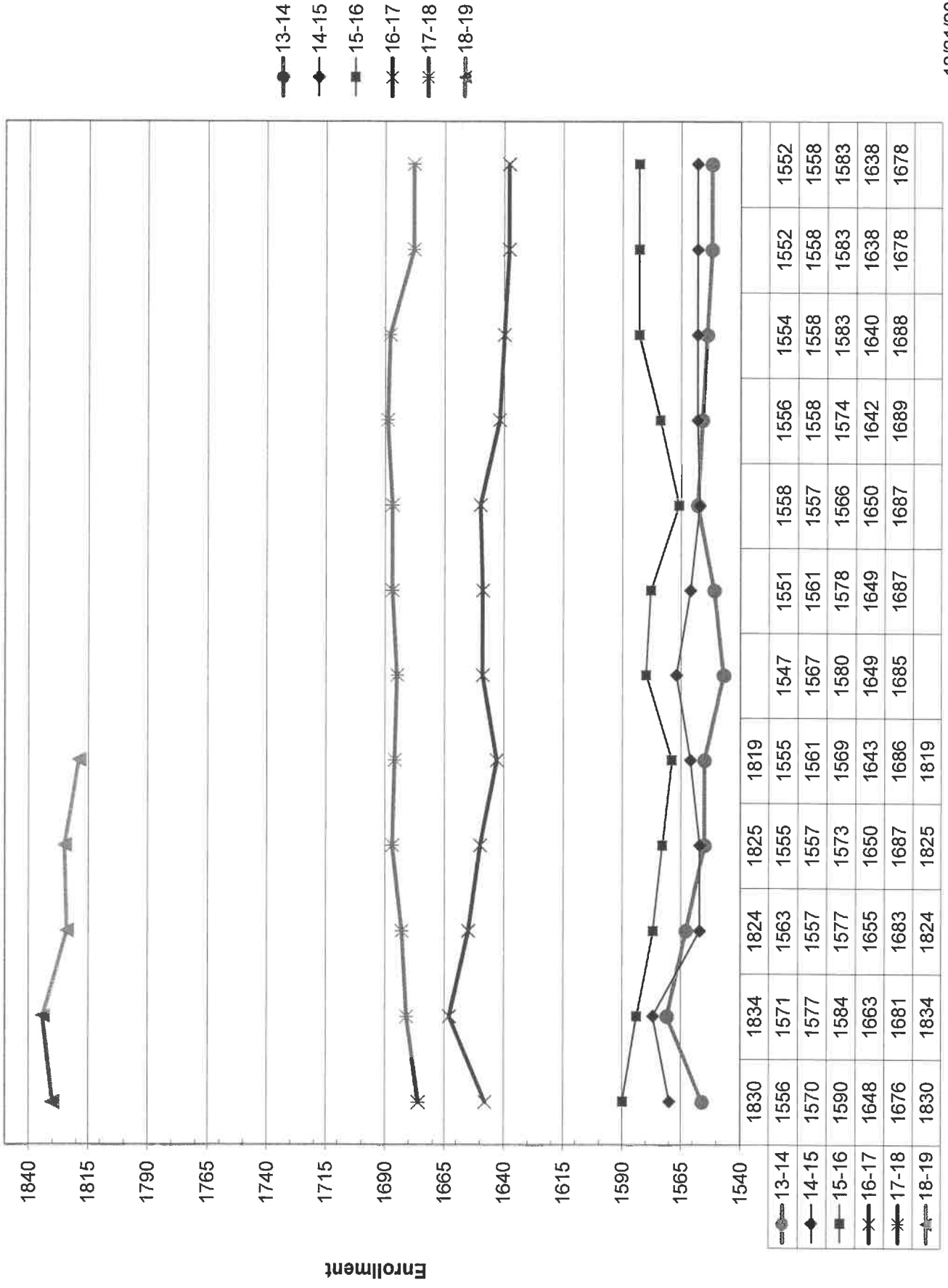
UNRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND/COUNTY SSF

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	135,318,978.00	5,917,918.00	141,236,896.00	59,933,835.51	81,303,060.49	42.43
B.	EXPENDITURES	131,456,829.00	9,616,958.53	141,073,787.53	62,153,600.49	78,920,187.04	44.05
C.	EXCESS REVENUES (EXPENDITURES)	3,862,149.00	3,699,040.53-	163,108.47	2,219,764.98-	2,382,873.45	0.00
D.	OTHER FINANCING SOURCES (USES)	3,515,000.00-	1,550,000.00	1,965,000.00-	.00	1,965,000.00-	0.00
E.	NET CHANGE IN FUND BALANCE	347,149.00	2,149,040.53-	1,801,891.53-	2,219,764.98-	417,873.45	123.19
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	347,149.00	2,149,040.53-	1,801,891.53-	2,219,764.98-	417,873.45	123.19

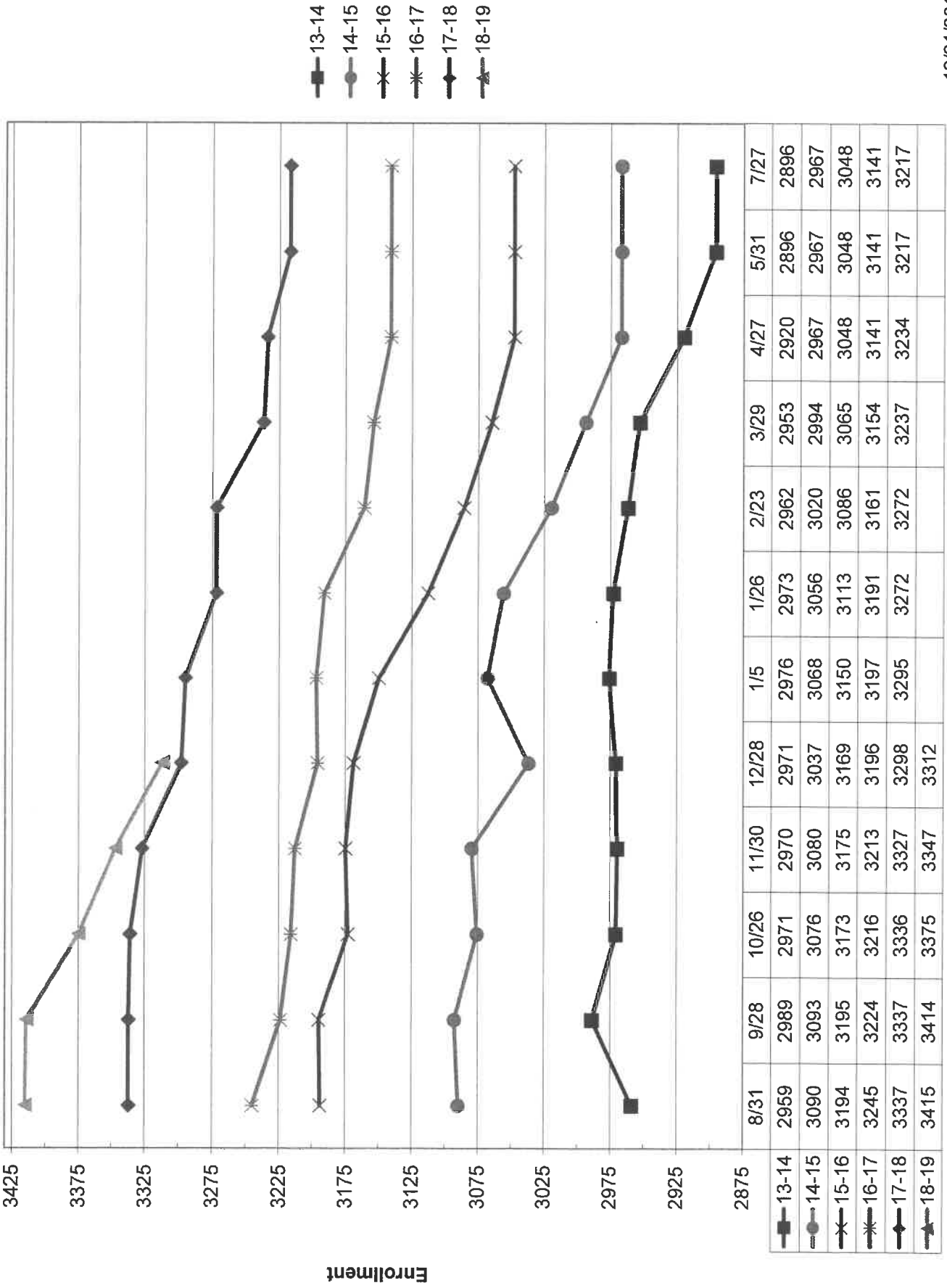
K-6 Enrollment (including SDC) by Month



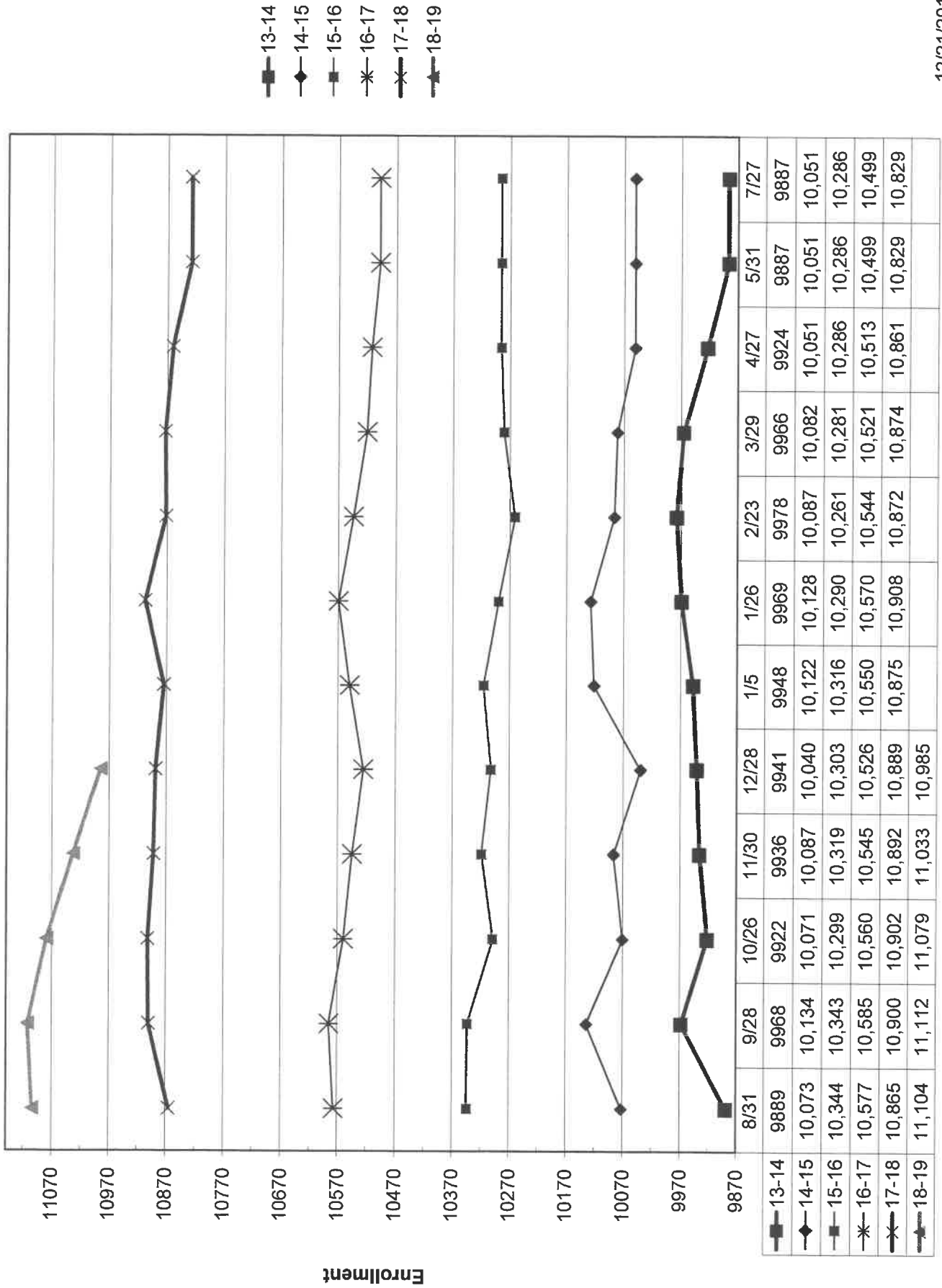
7-8 Enrollment (including SDC)



9-12 Enrollment (including SDC)



K-12 Enrollment (including SDC) by Month



Los Banos Unified School District
2018-2019 Developer Fees

	2015-16	Monthly %	Cumulative	2016-17	Monthly %	Cumulative %	2017-18	Monthly %	Cumulative %	2018-19	Monthly %	Cumulative %
JUL	\$109,941.25	7.48%	7.48%	\$5,731.20	0.25%	0.25%	\$274,657.79	8.01%	8.01%	\$309,617.57	25.71%	25.71%
AUG	\$105,310.08	7.17%	14.65%	\$26,649.18	1.16%	1.41%	\$208,796.85	6.09%	14.10%	\$281,495.00	23.38%	49.09%
SEP	\$37,320.27	2.54%	17.19%	\$47,479.74	2.07%	3.48%	\$275,404.32	8.03%	22.13%	\$102,499.83	8.51%	57.60%
OCT	\$19,825.11	1.35%	18.54%	\$51,686.41	2.25%	5.74%	\$218,715.47	6.38%	28.50%	\$89,323.29	7.42%	65.02%
NOV	\$28,945.89	1.97%	20.51%	\$186,628.12	8.14%	13.88%	\$197,943.82	5.77%	34.28%	\$269,092.36	22.35%	87.36%
DEC	\$82,174.85	5.59%	26.11%	\$60,503.79	2.64%	16.51%	\$217,111.35	6.33%	40.61%	\$152,164.77	12.64%	100.00%
JAN		0.00%	26.11%	\$365,848.48	15.95%	32.47%	\$635,341.43	18.53%	59.13%		0.00%	100.00%
FEB	\$61,428.06	4.18%	30.29%	\$273,114.28	11.91%	44.38%	\$247,502.17	7.22%	66.35%		0.00%	100.00%
MAR	\$111,836.09	7.61%	37.90%	\$165,196.51	7.20%	51.58%	\$66,820.53	1.95%	68.30%		0.00%	100.00%
APR	\$304,266.24	20.71%	58.61%	\$145,515.82	6.35%	57.93%	\$278,641.73	8.12%	76.42%		0.00%	100.00%
MAY	\$436,037.69	29.68%	88.29%	\$787,362.62	34.34%	92.27%	\$549,872.46	16.03%	92.45%		0.00%	100.00%
JUN	\$171,996.03	11.71%	100.00%	\$177,319.04	7.73%	100.00%	\$258,832.61	7.55%	100.00%		0.00%	100.00%
TOTAL	\$1,469,081.56	100.00%		\$2,293,035.19	100.00%		\$3,429,640.53	100.00%		\$1,204,192.82	100.00%	

Board Reference Material

SUBJECT TITLE: 2019-20 Budget Calendar

REQUESTED ACTION: Approve

Action X

Discussion/Information _____

RECOMMENDATION:

It is recommended the Board approve the 2019-20 Budget Calendar.

BACKGROUND INFORMATION:

The basic steps to developing the District’s budget begin with establishing a budget calendar. Attached is our proposed 2019-20 budget calendar.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not directly support a specific Board goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None.

SPECIFIC FINANCIAL IMPACT (Include impact on School District Facilities):

None.

ORIGINATOR: Amer Iqbal, Director of Fiscal Services

Date: January 10, 2019

Los Banos Unified School District

2019-20 Proposed Budget Calendar

Phase I	
January 10, 2019	Governor's January Budget issued
January 10, 2019	Board Approves Budget Calendar
February 14, 2019	Board Reviews Budget Guidelines and Assumptions
Phase II	
April 14, 2019	Enrollment Projections Update
May, 2019	Governor's May Revise Budget issued
May 23, 2019	2019-20 Board Budget Study Session
June 13, 2019	Public Hearing 2019-20 Local Control Accountability Plan
June 13, 2019	Public Hearing 2019-20 Budget
June 20, 2019	Board Adopts 2019-20 Local Control Accountability Plan
June 20, 2019	Board Adopts 2019-20 Budget
Phase III	
July, 2019	Update District revenues when State adopts Budget
45 Days After State Budget	Board adopts Revised Budget based on final State Budget, as needed
September 12, 2019	Review 2018-19 Unaudited Actuals and 2019-20 Beginning Fund Balances
September, 2019	Update Beginning Fund Balances
Phase IV	
December 12, 2019	1st Interim Report
March, 2020	2nd Interim Report
Phase V	
September, 2020	Review Unaudited Actuals and Ending Fund Balances
January, 2021	Board Finance Committee reviews audit
January, 2021	Board Approves audit

Board Reference Material

SUBJECT TITLE: Williams Quarterly Complaint Report Summary

REQUESTED ACTION: Approve

Action X Discussion/Information _____

RECOMMENDATION:

It is recommended that the Board approve the October – December 2018 complaint summary as submitted.

BACKGROUND INFORMATION:

Education Code 35186 requires a school district to report summarized data on the nature and resolution of all Williams Complaints on a quarterly basis to the County Superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

The general complaint summary areas include Textbooks & Instructional Materials, Facilities, and Teacher Vacancy & Misassignments. At this time, there are no pending complaints with the District.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

Compliance in Nature

ALTERNATIVES/IDENTIFIED OPPOSITION:

None

SPECIFIC FINANCIAL IMPACT:

None

ORIGINATOR: Paula Mastrangelo, Assistant Superintendent Elementary Education
DATE: January 10, 2019

Quarterly Uniform Complaint Report Summary for Submission to Merced County Office of Education

Quarter Covered by this Report January to March _____ April to June _____ July to September _____ x October to December _____ 2018												
Textbooks & Instructional Materials: Enter zero in any cell that does not apply.												
Facilities:												
Teacher Vacancy & Misassignment												
Totals												
# of complaints received in quarter 0	# of complaints unresolved 0	# of complaints resolved in quarter 0	# of complaints unresolved 0	# of complaints resolved in quarter 0	# of complaints unresolved 0	# of complaints resolved in quarter 0	# of complaints unresolved 0	# of complaints resolved in quarter 0	# of complaints unresolved 0	# of complaints resolved in quarter 0	# of complaints unresolved 0	# of complaints resolved in quarter 0
Submitted by: Paula Mastrangelo												
Title: Assistant Superintendent												
School District: Los Banos Unified												
Telephone: 209-826-3801, extension 7007												
PLEASE RETURN VIA E-MAIL NO LATER THAN February 1, 2019, TO: Diana Chavez - Merced County Office of Education - dchavez@mcce.org												

Board Reference Material

SUBJECT TITLE: **Mandated Policy Changes/Updates-Second Reading**

REQUESTED ACTION: Adopt

 Action X

 Discussion/Information _____

RECOMMENDATION:

It is recommended the Board adopt the following mandated updates:

BP 3515.21(a) Unmanned Aircraft Systems (Drones) -NEW-

BACKGROUND INFORMATION:

These Board Policies, Administrative Regulations and have been updated to meet current legal and state mandated requirements. The changes are mandated by law and the District must take action to update these policies.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This activity is operational in nature, and does support a specific Board Goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

Mandated policies must be acted upon; optional policies are recommended, but are adopted at the discretion of the Board.

SPECIFIC FINANCIAL IMPACT:

None.

ORIGINATOR: Dr. Mark Marshall, Superintendent

DATE: January 10, 2019

Los Banos USD

Board Policy

UNMANNED AIRCRAFT SYSTEMS (DRONES)

(for board approval)

BP 3515.21(a)

Business and Noninstructional Operations

BP 3515.21(a)

The Governing Board recognizes that unmanned aircraft or aerial systems (drones) may be a useful tool to enhance the instructional program and assist with District operations. In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any person or entity desiring to use a drone on or over District property shall submit a written request for permission to the Superintendent or Designee.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

(cf. 5142 - Safety)

A small *unmanned aircraft system* or drone is an aircraft weighing less than 55 pounds that is operated remotely without the possibility of direct human intervention from within or on the aircraft and the associated elements, including communication links and controls, required for the pilot to operate the aircraft safely and efficiently. It does not include model aircraft or rockets such as those which are radio controlled and used only for hobby or recreational purposes. (49 USC 40101 Note; 14 CFR 107.3)

The Superintendent or Designee may grant permission to District employees and students for the use of drones only if the planned activity supports instructional, co-curricular, extracurricular, athletic, or operational purposes. Such uses may include, but are not limited to, instruction in science, technology, engineering, and math (STEM), the arts, or other subjects; maintenance of grounds and facilities; and campus security. When used for instructional purposes, there shall be a clear and articulable connection between drone technology and the course curriculum. Students shall only operate a drone on or over District property under the supervision of a District employee as part of an authorized activity.

The Superintendent or Designee may grant permission to other persons or entities under terms and conditions to be specified in a memorandum of understanding.

Any person or entity requesting to operate a drone on or over District property, including a District employee, shall provide a description of the type of operation requested, flight location, date and time of the planned flight, anticipated duration, and whether photos and/or video will be taken. As applicable, the applicant shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration.

Any person or entity, other than a District employee or student, who is requesting or operating a drone on or over District property shall agree to hold the District harmless from any claims of harm to individuals or property resulting from the operation of the drone and provide proof of adequate liability insurance covering such use.

(cf. 3530 - Risk Management/Insurance)

In determining whether to grant permission for the requested use of a drone, the Superintendent or Designee shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy. The decision of the Superintendent or Designee shall be final.

Any person authorized to use a drone on District property shall sign an acknowledgment that he/she understands and will comply with the terms and conditions of the District's policy, federal law and regulations, state law, and any local ordinances related to the use of drones.

When any use of drones is authorized, the Superintendent or Designee shall notify the drone operator of the following conditions:

1. The operator is responsible for complying with applicable federal, state, and/or local laws and regulations, including federal safety regulations pursuant to 14 CFR 107.15-107.51 which include, but are not limited to, requirements that the drone not be flown at night, above 400 feet in altitude, or over any people unless they are in a covered structure or stationary vehicle. The operator shall maintain the visual line of sight with the drone at all times.
2. The drone shall be kept away from any area reasonably considered private, including, but not limited to, restrooms, locker rooms, and individual homes.
3. The District reserves the right to rescind the authorization for use of drones at any time.

The Superintendent or Designee may remove any person engaged in unauthorized drone use on District property and/or may confiscate the drone. He/she may also shut down the operation of any authorized drone use whenever the operator fails to comply with the terms of the authorization or the use interferes with District activity, creates electronic interference, or poses unacceptable risks to individuals or property.

(cf. 3515.2 - Disruptions)

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with District policies and procedures.

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

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

(cf. 5144 - Discipline)

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

Legal Reference: (see next page)

BP 3515.21(c)

UNMANNED AIRCRAFT SYSTEMS (DRONES) (continued)

Legal Reference:

UNITED STATES CODE, TITLE 49

40101 Note Unmanned aircraft systems

CODE OF FEDERAL REGULATIONS, TITLE 14

107.1-107.205 Small unmanned aircraft systems, especially:

107.12 Requirement for a remote pilot certificate with a small UAS rating

107.15-107.51 Operating rules; safety

107.53-107.79 Remote pilot certification

Management Resources:

FEDERAL AVIATION ADMINISTRATION PUBLICATIONS

Educational Use of Unmanned Aircraft Systems (UAS), Memorandum, May 4, 2016

WEB SITES

Federal Aviation Administration: <https://www.faa.gov/uas>

Policy:LOS BANOS UNIFIED SCHOOL DISTRICT
adopted: , Los Banos, California

Board Reference Material

SUBJECT TITLE: **2019-20 School Calendars (Second Reading)**

REQUESTED ACTION: Approval

Action X

Discussion/Information

RECOMMENDATION:

It is recommended the Board approve the 2019-2020 school calendars.

BACKGROUND INFORMATION:

The 2019-2020 calendar reflects a traditional schedule of 180 instructional days with the first day of school beginning on August 12, 2019 for secondary grades and August 13, 2019 for elementary grades; ending June 4, 2020 and June 5, 2020 respectively. This calendar also reflects three (3) staff development days scheduled August 6-8, 2019.

The calendar for San Luis High School and Crossroads also reflects a traditional schedule of 180 days with the first day of school on July 16, 2019. San Luis High School and Crossroads operate on a six-week cycle.

The calendars were developed by a committee comprised of LBTA representatives, District and site Administrators.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not support a specific Board goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None identified.

SPECIFIC FINANCIAL IMPACT:

N/A

ORIGINATOR: Tammie Calzadillas, Ed.D., Assistant Superintendent, Human Resources
DATE: January 10, 2019

LOS BANOS UNIFIED SCHOOL DISTRICT

2019-2020 School Calendar

All Wednesdays Are Minimum Days for all Elementary Schools

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Elementary Teacher Prep
- All District Teacher Prep
- Secondary Teacher Prep
- Secondary First/Last Day of School
- Elementary First/Last Day of School
- Elementary Parent Teacher Conferences
- Holidays
- Elementary Minimum Day - Teacher Prep
- Elementary Minimum Day
- Secondary Minimum Day
- All District Minimum Day
- Elementary PLC
- High School PLC
- Jr. High PLC
- Staff Development Days
- Classified Staff Holidays

Holidays

- September 2
- November 11
- November 25-29
- Dec. 23 - Jan. 10
- January 20
- February 10
- February 17
- March 23-27
- April 10-13
- May 1
- May 25

- Labor Day
- Veteran's Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- Lincoln Day
- Washington Day
- Spring Break
- April Recess
- May Day
- Memorial Day

Report Card Periods

- Grades TK-6
- 1st Trimester Ends - October 31 (59)
- 2nd Trimester Ends - February 28 (60)
- 3rd Trimester Ends - June 5 (61)
- Grades 7-8
- 1st Trimester Ends - October 31 (60)
- 2nd Trimester Ends - February 28 (60)
- 3rd Trimester Ends - June 4 (60)
- High Schools
- 1st Quarter Ends - October 11 (46)
- 2nd Quarter Ends - December 20 (43)
- 3rd Quarter Ends - March 20 (46)
- 4th Quarter Ends - June 4 (45)

Kindergarten Registration

February 24 thru 28, 2019

Graduations

Pacheco High School - June 5 - 8:00 PM
Los Banos High - June 5 - 8:00 PM

Board Adopted:
vertex42 calendar

Oct. 30, Mar. 4, and May 27 - Elementary Report Card Prep Days

San Luis High School/Crossroads Alternative Education Center

2019-2020 School Calendar

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 2020						
Su	M	Tu	W	Th	F	Sa
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	








February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

-  Teacher Prep
-  First and Last Day of School
-  Holiday
-  Minimum Day
-  SLHS PLC - student minimum day
-  Crossroads PLC
-  Staff Development Day

Number of instructional days per term:
 Term 1 - 29 Term 2 - 30

Term 3 - 34

Term 4 - 27

Term 5 - 29

Term 6 - 31

Holidays

August 5
 August 6-8/August 9
 September 2 - 6
 October 21 - 25
 November 11
 November 25 - 29
 Dec. 23 - Jan. 10
 January 20
 February 10
 February 17
 February 24 - 28
 April 10 - 17
 May 1
 May 25

School Holiday
 Staff Dev. Days/MOU Day
 Term 1 Break
 Term 2 Break
 Veteran's Day
 Thanksgiving Break
 Winter Break
 Martin Luther King Day
 Lincoln Day
 Washington Day
 Term 4 Break
 Term 5 Break
 May Day
 Memorial Day

Report Card Periods

Term 1 Ends - 09/30/19
 Term 2 Ends - 10/18/19
 Term 3 Ends - 12/20/19
 Term 4 Ends - 02/21/20
 Term 5 Ends - 04/09/20
 Term 6 Ends - 06/03/20

Graduation

June 4, 2020

180 Student Days
 185 Teacher Days

Board Reference Material

SUBJECT TITLE: Advanced Ag Small Engines, Ag Wood Construction II, & Ag Wood Construction III (Second Reading)

REQUESTED ACTION: Adoption

Action X

Discussion/Information

RECOMMENDATION

It is recommended the Board adopt the Agricultural Department courses *Advanced Ag Small Engines, Ag Wood Construction II, and Ag Wood Construction III* for the District.

BACKGROUND INFORMATION:

These courses have been approved to be added to A-G.

The District Secondary Curriculum Council, at its November 8, 2018 meeting reviewed and approved the courses.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

Goal #3: Create and sustain inspirational learning environments that are safe, drug-free, and conducive to learning...

ALTERNATIVES/IDENTIFIED OPPOSITION:

There is no identified opposition.

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

Instructional Materials; No cost to the district

ORIGINATOR: Paul J. Enos, Asst. Superintendent – Secondary Education

DATE: January 10, 2019

FORM A-1

LOS BANOS UNIFIED SCHOOL DISTRICT Course Outline Approval Form

Course Title:	Advanced Ag Small Engines		
Grade Level:	10-12	Course Number:	5011
Principal or Designee Approval Date:	Veli Gurgen / Nov 5, 2018		
Type of Credit / What Department:	Elective/ Agriculture		
Credential Required / Available:	Agriculture/ Ag Specialist		

Originating School:	Los Banos High School
Originating Department:	Los Banos Agriculture Dept.
Originating Teacher:	Jason Bretz

This action involves a:

- New course
 Course content revision
 Course deletion
 Textbook Approval
 Title change

Rationale for action:

To add a sequential course in the power mechanics section to allow students a continuing pathway for ag mechanics/ power mechanics. Students will be able to now have three sequential courses in the Power mechanics pathway.

Signatures: In order to eliminate course duplication and to ensure full district communication, applicable signatures are required before course is submitted to Curriculum Council.

Signature/Date	Los Banos HS	Los Banos Junior HS	Pacheco HS	San Luis HS
Principal				
Dept. Chair				

Curriculum Council Approval: Date 11/19/18
 Secondary Area Administrator

Board Approval: _____ Date _____

FORM A-1

LOS BANOS UNIFIED SCHOOL DISTRICT Course Outline Approval Form

Course Title:	Ag. Wood Construction II		
Grade Level:	10-12	Course Number:	5202
Principal or Designee Approval Date:	Veli Gurgen		
Type of Credit / What Department:	Agriculture		
Credential Required / Available:	Agriculture		

Originating School:	Los Banos High School
Originating Department:	Agriculture
Originating Teacher:	Veli Gurgen




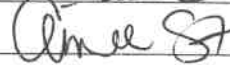
This action involves a:

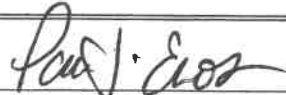
New course
 Course content revision
 Course deletion
 Textbook Approval
 Title change

Rationale for action:

This course fits into the Agriculture Pathway set up by many other schools in the state. Currently students are only able to enroll in a single course for 4 years. With this course it allows those continuing students to get credit for the new skills and knowledge gained.

Signatures: In order to eliminate course duplication and to ensure full district communication, applicable signatures are required before course is submitted to Curriculum Council.

Signature/Date	Los Banos HS	Los Banos Junior HS	Pacheco HS	San Luis HS
Principal				
Dept. Chair				

Curriculum Council Approval:  Date 11/19/18
 Secondary Area Administrator

Board Approval: _____ Date _____

FORM A-1

LOS BANOS UNIFIED SCHOOL DISTRICT Course Outline Approval Form

Course Title:	Ag. Wood Construction III		
Grade Level:	11-12	Course Number:	5203
Principal or Designee Approval Date:			
Type of Credit / What Department:	Agriculture		
Credential Required / Available:	Agriculture		

Originating School:	Los Banos High School
Originating Department:	Agriculture
Originating Teacher:	Veli Gurgen


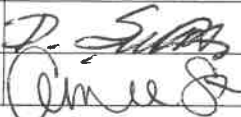

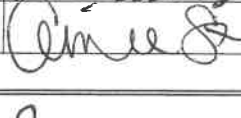
This action involves a:

New course
 Course content revision
 Course deletion
 Textbook Approval
 Title change

Rationale for action:

This course fits into the Agriculture Pathway set up by many other schools in the state. Currently students are only able to enroll in a single course for 4 years. With this course it allows those continuing students to get credit for the new skills and knowledge gained in a 3rd year of Ag. Wood Construction.

Signatures: In order to eliminate course duplication and to ensure full district communication, applicable signatures are required before course is submitted to Curriculum Council.

Signature/Date	Los Banos HS	Los Banos Junior HS	Pacheco HS	San Luis HS
Principal				
Dept. Chair				

Curriculum Council Approval:  Date 11/19/18
 Secondary Area Administrator

Board Approval: _____ Date _____

Board Reference Material

SUBJECT TITLE: School Accountability Report Cards (SARC), 2017-2018

REQUESTED ACTION: Declare intent to adopt

Action X

Discussion/Information _____

RECOMMENDATION

It is recommended the Board declare intent to adopt the School Accountability Report Cards for 2017-2018, reported in 2018-2019.

BACKGROUND INFORMATION:

By February 1st of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. The sites have completed their report cards for 2017-18.

SARCs are available in the office of the Elementary Assistant Superintendent for review by the Board.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS:

Goal #3: Create and sustain inspirational learning environments that are safe, drug-free, and conducive to learning by providing

Goal #5: Provide student capacity in our schools for a single-track schedule throughout the district

ALTERNATIVES/IDENTIFIED OPPOSITION:

None identified.

SPECIFIC FINANCIAL IMPACT :

The financial impact varies from year to based on the facilities that need to be fixed or improved.

ORIGINATOR: Paula Mastrangelo, Assistant Superintendent for Elementary Education
DATE: January 10, 2019

Board Reference Material

SUBJECT TITLE: **Donations: Los Banos Unified School District Scholarship Fund**

REQUESTED ACTION: Accept Donations

 Action X

 Discussion/Information

RECOMMENDATION:

It is recommended the Board accept the donations to the Los Banos Scholarship fund for the period from January through December, 2018.

BACKGROUND INFORMATION:

It is standard procedure for the Board to accept donations so there is a clear record of the donation and the designated fund into which the donation will be deposited. Donations to the District Scholarship Fund will be placed on the agenda for Board acceptance once a year.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not directly support a specific Board goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

N/A

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

These donations are primarily designated to the District Scholarship Fund.

ORIGINATOR: Mark E. Marshall, Ed.D., Superintendent
Date: January 10, 2019.

HONOREE	DONOR	DATE
Mary Cardoza	CSEA	1/2/2018
LBUSD Scholarship Fund	Mangini Associates, Inc.	12/1/2017
Los Banos Unified	Employee Payroll Deduction	1/19/2018
Joseph Cox	All Saints Westside Assembly 244	1/31/2018
Joseph Cox	John and LaVerne Forte	2/2/2018
Ged Ellison	David and Ann March	2/10/2018
Sandra Bodley	David and Ann March	2/10/2018
Los Banos Unified	Employee Payroll Deduction	2/15/2018
Sandra Bodley	Butch & Mary Cotta	3/9/2018
Sandra Bodley	John & LaVerne Forte	3/9/2018
Sandra Bodley	Mark Bodley	3/15/2018
LBUSD Scholarship Fund	Employee Payroll Deduction	3/26/2018
Ann Mastrangelo	Butch & Mary Cotta	3/28/2018
Los Banos Unified	Employee Payroll Deduction	4/24/2018
Los Banos Unified	Employee Payroll Deduction	5/29/2018
Los Banos Unified	Employee Payroll Deduction	6/25/2018
Los Banos Unified	Ken & Toni Ebner	7/9/2018
Los Banos Unified	Employee Payroll Deduction	8/1/2018
Los Banos Unified	Employee Payroll Deduction	8/24/2018
Claire Biel	LaVerne & John Forte	9/14/2018
Los Banos Unified	Employee Payroll Deduction	9/24/2018
Los Banos Unified	Employee Payroll Deduction	10/29/2018
Agnes Cardoza	Dave and Tina Accardo	11/30/2018
LBUSD Scholarship Fund	Mangini Associates, Inc.	12/5/2018
Los Banos Unified	Employee Payroll Deduction	12/10/2018

Board Reference Material

SUBJECT TITLE: **Agreement with School Facility Consultants**

REQUESTED ACTION: Approve

Action X

Discussion/Information _____

RECOMMENDATION:

It is recommended the Board approve the proposal with School Facility Consultants for preparation of the 2019 School Facility Needs Analysis for Level II and Level III developer fees.

BACKGROUND INFORMATION:

The District is required to update the Level II/III fee study each year.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This activity directly supports Board Goal #4: Create a comprehensive plan to pursue and utilize state, local and mitigation agreement revenue to build necessary schools in the District.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

The agreement is for \$10,250 for the Study which will be paid from Developer Fees.

ORIGINATOR: Don Laursen - Assistant Superintendent, Administrative Services
Date: January 10, 2019

December 19, 2018

Donald Laursen
Assistant Superintendent, Administrative Services
Los Banos Unified School District
1717 S. Eleventh Street
Los Banos, CA 93635

Subject: Proposal for a School Facility Needs Analysis (Level II and Level III Fees)

Dear Mr. Laursen:

School Facility Consultants (SFC) is pleased to present you this proposal for the preparation of a developer fee report.

SFC will prepare a School Facility Needs Analysis (SFNA) that will calculate the developer fees that the District is authorized to collect on residential development pursuant to Government Code Sections 65995.5 – 65995.7 (Level II and Level III fees).

The fee for this service is \$10,250.

The fee shall be payable upon completion of the first draft report. All expenses incurred by SFC in performance of the consulting services shall be reimbursed by the District. Expenses may include, but are not limited to, transportation costs (mileage at the prevailing IRS standard rate, rental vehicles, travel, lodging and airfare), reproduction of materials, data purchases and overnight deliveries. Pre-approved extraordinary expenses such as work needed to address public inquiries and/or fee challenges, requested meetings, presentations, special maps or work requested after delivery of final draft will be billed in 15 minute increments in accordance with the rate schedule outlined below plus actual expenses incurred.

Hourly Rate Schedule

Principal	\$240 per hour
Director	\$200 per hour
Senior Consultant	\$195 per hour
Consultant	\$175 per hour
Research Analyst	\$145 per hour
Administrative Support	\$90 per hour

The District shall be responsible for reviewing and verifying all data included in documents, forms and reports prepared by SFC on behalf of the District. The District shall be responsible for meeting any certification requirements and shall be responsible for consulting legal counsel as related to the preparation and submittal of documents, forms and reports.

Please find a Summary of Services attached. We very much appreciate your consideration of our firm and are happy to discuss in detail the services outlined above. If appropriate, please sign, date and return. Please do not hesitate to contact me at your earliest convenience with any questions.

Sincerely,



Matthew Pettler
Vice President

SUBMITTED BY:
School Facility Consultants

Date: December 19, 2018

ACCEPTED BY:
Los Banos Unified School District

Authorized Signature

Date: _____

**Los Banos Unified School District
Summary of Services – School Facility Needs Analysis**

Background

Education Code Section 17620 and Government Code Section 65995 authorize school districts to collect fees on new development of no more than \$3.79 per square foot for residential construction and \$0.61 for commercial/industrial construction (Level I fees). Government Code Sections 65995.5 and 65996.7, established in August 1998 by Senate Bill 50, authorize school districts meeting certain requirements to collect fees on residential development in excess of the GC 65995 limit (Level II and Level III fees). Government Code Section 66001 requires that a reasonable relationship exist between the amount and use of developer fees and the developments on which the fees are to be charged.

Final Product

SFC will prepare a School Facility Needs Analysis that will:

- (1) establish the District's authority to collect Level II and Level III developer fees,
- (2) identify the maximum dollar amount of those fees that the District is authorized to collect, and
- (3) explain the relationship between the amount and use of the fees and the developments on which the fees are to be charged.

Scope of the Needs Analysis

In order to carry out the three objectives listed above, the Needs Analysis will make the following determinations:

- (1) the projected amount of residential development occurring in the District over the next five years;
- (2) the number of students generated by new residential development;
- (3) the number of un-housed students attributable to new residential development; and
- (4) the State-allowable site acquisition, site development, and construction costs of school facilities.

Major Tasks

The tasks associated with preparing the Needs Analysis are divided into three stages. First, in order to make the findings listed above, SFC will:

- (1) confer with the school district, City/County Planning Departments and other local/regional agencies (as necessary) to gather information such as residential and commercial development rates, availability of developable land, land use plans, square footage information and development applications;
- (2) estimate, pursuant to guidelines established by SB 50, the number of students that will reside in a new housing unit by calculating the number of students who currently reside in similar housing units;
- (3) confer with District personnel to obtain information such as current school facility capacities and plans for modifying and/or adding facilities;
- (4) analyze enrollments and District classroom capacities to calculate the number of un-housed students; and
- (5) calculate the state-allowable cost of site acquisition, site development, and construction based on actual projects, state building standards, and appropriate local site acquisition and development costs.

Second, SFC will provide the District a draft School Facility Needs Analysis for its review.

Third, SFC will make modifications based upon comments received from the District and distribute a limited number of final bound reports to the District for adoption by the Board.

Board Reference Material

SUBJECT TITLE: Agreement, California School Board Association

REQUESTED ACTION: Action

Action X

Discussion/Information

RECOMMENDATION:

It is recommended the Board approve agreement with California School Board Association (CSBA) for governance consulting services.

BACKGROUND INFORMATION:

CSBA will facilitate a workshop for Board Members and the Superintendent to be held at a Special Board Meeting on April 27, 2019.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not directly support a specific Board goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

N/A

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

For the consulting services, the District agrees to pay CSBA a base fee of \$2700, plus reasonable travel expenses.

ORIGINATOR: Mark Marshall, Ed.D., Superintendent

Date: January 10, 2019

California School Boards Association

AGREEMENT FOR GOVERNANCE CONSULTING SERVICES

THIS Agreement made and entered into by and between the CALIFORNIA SCHOOL BOARDS ASSOCIATION, a nonprofit California corporation, hereinafter referred to as "CSBA" and Los Banos Unified School District hereinafter referred to as "District."

CONDITION PRECEDENT

To be eligible for this program, the district must be a member in good standing of CSBA.

The parties hereby agree as follows:

1. DUTIES AND RESPONSIBILITIES OF DISTRICT

1.1 District agrees to:

- a. assure attendance by all board members, and the superintendent of Los Banos Unified School District as requested by CSBA;
- b. provide appropriate facilities for each session; and
- c. provide necessary food and refreshments.

2. DUTIES, RESPONSIBILITIES AND RECOMMENDATIONS OF CSBA

2.1 CSBA agrees to:

- a. conduct phone interviews with board members and superintendent as appropriate;
- b. provide governance consulting services, which may include a workshop to be completed not later than June 30, 2019 on governance leadership, such as district goal setting, board self-evaluation, superintendent evaluation, developing norms and protocols, developing a governance planning calendar, and other governance-related activity as CSBA and District may agree.
- c. provide any necessary copyrighted course materials as needed for the governance leadership workshop;
- d. provide summary materials from the governance consulting services.

3. COMPENSATION AND REIMBURSEMENT OF EXPENSES

- 3.1 In consideration for the consulting services, the District agrees to pay CSBA a base fee of \$2700, plus reasonable travel expenses.
- 3.2 Payment is due within 30 days upon receipt of invoice from CSBA, following the service delivery.

3.3 In the event that District cancels the workshop after it is scheduled, District agrees to reimburse CSBA for any travel expenses already incurred by the consultant at the time of the cancellation.

4. CONTRACT TERMINATION

4.1 The terms of the Agreement shall terminate no later than June 30, 2019, or sooner if all provisions have been satisfied.

4.2 Unless otherwise terminated pursuant to this Agreement, CSBA or District may terminate this agreement without cause by giving thirty (30) days written notice to the other party.

4.3 Should CSBA default in the performance of this Agreement or materially breach any of its provisions, District may terminate this Agreement by giving written notification to CSBA.

4.4 Should District default in the performance of this Agreement or materially breach any of its provisions, CSBA may terminate this Agreement by giving written notification to District.

5. GENERAL PROVISIONS

5.1 For the purposes of communication between the parties, the following shall be the representatives of the parties:

Anthony Parreira Board President	Dr. Mark Marshall Superintendent	Naomi Eason, Ed.D Assistant Executive Director, Member Services
Los Banos Unified School District 1717 S. 11 th St. Los Banos, CA 93635 Phone: (209) 826-3801	Los Banos Unified School District 1717 S. 11 th St. Los Banos, CA 93635 Phone: (209) 826-3801	California School Boards Association 3251 Beacon Boulevard West Sacramento, CA 95691 Phone: (916) 669-3293 Fax: (916) 371-3407

5.2 This Agreement is the entire agreement and supersedes any oral or written agreements previously entered into concerning the conduct of the Governance consulting services.

5.3 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force.

5.4 This Agreement will be governed and construed according to the laws of the State of California.

AGREED

SCHOOL DISTRICT

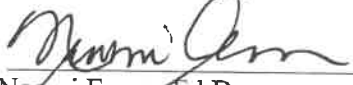
BY: _____
Anthony Parreira, Board President

DATED: _____

BY: _____
Dr. Mark Marshall, Superintendent

DATED: _____

CALIFORNIA SCHOOL BOARDS ASSOCIATION

BY:  _____
Naomi Eason, Ed.D.
Assistant Executive Director,
Member Services

DATED: 12/19/18

Board Reference Material

SUBJECT TITLE: Merced County Legal Consortium Participation

REQUESTED ACTION: Approve

Action X

Discussion/Information

RECOMMENDATION:

It is recommended the Board approve District participation in the Merced County Legal Consortium.

BACKGROUND INFORMATION:

This is the arrangement which the District has had for over 25 years. It supports a culture of “preventative law” and affords the District ample opportunity to contact legal counsel to check and make sure that they are handling things correctly. Additionally, membership in the Consortium provides the district with a better rate for legal services.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

Area: Fiscal Integrity

ALTERNATIVES/IDENTIFIED OPPOSITION:

N/A

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

The renewal of the Merced Legal Services Authority Agreement which will keep the District in that consortium going forward July 1, 2019 with the pricing structure which the District is used to. There is a “retainer” component and \$10/hour lower rates. The other benefit of the 3 year agreement is that there is a built in \$5/hour rate increase in the middle year (2020-2021) rather than the usual \$10/hour annual increase. The retainer payment will increase slightly from \$7.00/ADA to \$7.50/ADA over the course of the 3 year term but that increase affects only the first 5,000 in ADA so the large districts (such as LBUSD) will experience only a minimal increase in retainer costs. Fixed fee charges for workshops have remained the same for the past three years, so the increases reflected in this agreement are a natural extension of the pricing structure and will remain the same for the 3 year term of the agreement.

ORIGINATOR: Mark E Marshall, Ed.D., Superintendent
Date: January 10, 2019

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This AGREEMENT FOR SPECIAL SERVICES (“Agreement”) is entered into by and between the law firm of Atkinson, Andelson, Loya, Ruud & Romo, a professional corporation (“Law Firm”), and the Merced Legal Services Authority (“MLSA”). It is understood that MLSA is not a joint powers authority as defined in Government Code section 6500 et seq., but rather a group of school districts who agree to retain and engage Law Firm on the same terms and conditions by executing this Agreement (“Members” of MLSA.) The term “school district” as used herein includes the Merced County Office of Education.

II. PURPOSE

MLSA and its Members desire to retain and engage Law Firm to perform legal and, if requested, non-legal consultant services on the Member’s behalf. Law Firm accepts this engagement on the terms and conditions contained in this Agreement.

III. TERMS AND CONDITIONS

A. Basic Level of Services

Each Member of MLSA (other than the Merced County Office of Education) shall pay to Law Firm an amount equal to the member’s average daily attendance (ADA), as reported to the State Department of Education in official reports of attendance multiplied by Seven Dollars and Twenty-Five Cents (\$7.25) per ADA up to 5,000 and Four Dollars and Fifty Cents (\$4.50) for ADA exceeding 5,000 in order for Law Firm to be available over the course of the school year (July 1 - June 30) to perform a basic level of legal services. Each member consents to a cash transfer from the Member to the Merced County Office of Education for the purpose of fulfilling this payment obligation. As fiscal agent for each Member, the Merced County Office of Education shall pay Law Firm in two separate installments, the first in October and the second following the completion of the “P2” report in May of each school year. The October payment shall be an estimate of one-half the annual amount based on the “P2” report from the prior school year. The May payment shall be for the remainder of the fees owed for the current school year based upon the “P2” report for the current school year.

The fees described in this paragraph A shall be known as “the retainer.” The retainer fee shall increase to \$7.50/\$4.50 per ADA on July 1, 2020.

In exchange for the retainer, Law Firm agrees to be available to provide a “basic level of services” which shall be defined as telephone consultation and written advice by email in the areas of personnel, employer-employee relations, board governance, student matters not involving special education, and general education law, until such matters become sufficiently individualized, complex, or require work of an ongoing nature by Law Firm. For example, in the area of personnel, a matter would go outside the retainer at the point that an attorney drafts language, conducts an investigation, or interacts with a labor representative or opposing counsel.

When a matter has progressed to the point where it is to be “charged outside the retainer,” Law Firm will ordinarily create a separate “point number” for the matter which shall appear on Law Firm’s monthly legal services bill. All written advice and correspondence on Law Firm letterhead shall be considered to be “outside the retainer.” Once a matter is determined to be “outside the retainer” all legal services relating to the matter shall be charged outside the retainer.

B. Additional Services

1. Hourly Rate Services

For services outside the retainer in 2019-2022 each Member agrees to pay Law Firm at the hourly rates set forth in Exhibit A.

These rates shall increase by \$5/hour on July 1, 2020 and by an additional \$10/hour on July 1, 2021.

2. Fixed Fee Services

The services listed in Exhibit B shall be performed by Law Firm for the fixed fees described therein.

3. Fee Arrangements for Specialized Legal Services

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, non-profit organizations, immigration and appellate law, the Member agrees to pay Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the Member of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

4. Costs and Expenses

In addition to the fees described above, the Member agrees to pay a five percent (5%) “administrative fee” calculated and based on the total monthly billed fees to cover certain operating expenses of the Law Firm incurred in providing services to the Member. This administrative fee is in lieu of the Law Firm charging the Member for Westlaw, photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage.

Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm’s representation of the Member are not included in the administrative fee and are charged separately. These include, but are not limited to, deposition and court reporter fees, transcript costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of the Member; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the Member with the prior approval of the Superintendent or designee in the event a particular cost item exceeds \$2,000.00 in amount, and without the

prior approval of the Superintendent or designee in the event a particular cost item totals \$2,000.00 or less.

If the Law Firm retains, with authorization from the Member, experts or outside consultants for the benefit of the Member, rather than the Member contracting directly with any expert or outside consultant, the Member agrees to pay a five percent (5%) “consultant processing fee” in addition to the actual costs paid by the Law Firm to the expert or outside consultant in order to offset related costs to the Law Firm resulting from administering and initially paying such expert and outside consultant fees on behalf of the Member. This fee shall not apply to the services of Law Firm-provided non-legal consultants as set forth in paragraph G., below.

5. Billing Practices

a. A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the Member on or about the 15th of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement, will be due to the Law Firm from the Member by the 10th of the month following delivery of the statement, unless other arrangements are made. In the event that there are funds of the Member in the Law Firm’s Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm’s Trust Account to the Law Firm’s General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

b. The Law Firm shall bill in one-quarter hour increments.

c. Certain tasks shall be billed at established minimum time increments. These include: (a) telephone conference (.25 hour), (b) electronic correspondence (.25 hour), (c) standard written correspondence (.50 hour), (d) provide a document (.50 hour)

d. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the Member or while providing legal services at the Member, it may be necessary for the Law Firm to provide billable services to other clients.

e. Member agrees to review the Law Firm’s monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm’s monthly statement within thirty (30) days of the Member’s receipt thereof shall be deemed to signify the Member’s agreement that the monthly billing statement accurately reflects the services performed; and the proper charge for those services.

C. Benefits of MLSA Membership

Law Firm agrees to provide the following additional benefits to MLSA Members:

1. Members shall be entitled to attend Merced Personnel Council, a series of seven (7) two-hour workshops on various personnel and labor relations topics, held at the Merced County Office of Education.
2. Law Firm will conduct two additional two-hour workshops per year on topics to be determined by Law Firm in consultation with Members. Such workshops shall be held at the Merced County Office of Education.
3. Members shall receive regular Client Alerts on significant developments in legal issues affecting school districts as such are prepared by Law Firm.
4. Members shall receive a packet of Annual Parental Notices (in English and Spanish) which has been updated for the subsequent school year.

D. Termination of Representation On A Particular Matter

The Law Firm reserves the right to discontinue the performance of legal services on behalf of the Member on a particular matter upon the occurrence of any one or more of the following events:

1. Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;
2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;
3. Upon a failure of the Member to perform any of the Member's obligations with respect to the payment of the Law Firm's fees, costs or expenses as reflected on the monthly bill;
4. Upon a failure of the Member to perform any of the Member's obligations with respect to the duty of cooperation with the Law Firm in connection with the Law Firm's representation of the Member.

In the event that the Law Firm ceases to perform services for the Member on a matter, the Member agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the Member agrees that, with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, the Member will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

E. Consent To Joint Representation

Each Member acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The Member acknowledges that it is often in the best interest of the Member for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, pursuant to Education Code section 7, the Governing Board of each Member hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph.

F. Client Cooperation

Each Member agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the Member, including but not limited to, attending mandatory court hearings and other appearances, making its employees and officials available, and providing accurate information documentation necessary to enable the Law Firm to adequately represent the Member.

G. Services performed by Law Firm-provided Non-legal Consultants

The Law Firm has an affiliation with non-legal consultants who are available to provide services in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, special education consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the Member's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the Member provide its informed written consent to this arrangement to prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purpose of this paragraph. The Member is hereby advised that it may seek the advice of an independent attorney of its choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the Member outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

H. Consent to Law Firm Communication

As part of our commitment to client service, the Law Firm will send the Member periodic alerts on case developments and legislative changes, and notices of breakfast briefings, conferences, and other training opportunities designed to help the Member with daily legal concerns. The Law Firm will send those and other additional service notices to the Member via regular mail and/or electronic mail at the email address which you designate or the email used in

your daily communications with us. By execution of this Agreement, the Member and designated contact(s) consent to receive such communications by electronic mail subject to the right of unsubscribe at any time.

I. Identification of Insurance Coverage

With respect to insurance coverage for any matters covered by the scope of services under this Agreement, you agree that it is your own responsibility, rather than the Law Firm's responsibility, to identify potential insurance coverage and to tender legal matters to any appropriate insurance companies that may insure you. If you desire that the Law Firm become involved in identifying potential insurers and/or the tender of legal disputes, then a separate written agreement between you and the Law Firm to that effect will be required.

J. Miscellaneous

1. Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

2. The parties agree that Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Member.

3. After a file on a matter is closed, the Member has a right to request the Law Firm to return the file to the Member. Absent such a request, the Law Firm shall retain the file on the Member's behalf.

IV. **BINDING ARBITRATION**

If any dispute arises out of, or related to, a claimed breach of this agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

V. **DURATION**

This Agreement shall commence July 1, 2019 and terminate on June 30, 2022 and shall thereafter continue from month to month until modified in writing by agreement between Law Firm and the Member up to a maximum five (5) years' duration per Education Code section 17596. Members may withdraw from MLSA effective June 30 of any school year by providing advance written notice to Law Firm. Law Firm reserves the right to terminate this Agreement at any time if there is insufficient membership as determined in the sole discretion of Law Firm.

Date: _____

ATKINSON, ANDELSON, LOYA,
RUUD & ROMO

By _____
Todd A. Goluba

Date: _____

LOS BANOS UNIFIED SCHOOL DISTRICT

By _____
Dr. Mark Marshall, Superintendent

EXHIBIT A

Hourly Rates for Outside the Retainer Services

2019-2020

Senior Partners	\$300.00
Partners/Senior Counsel	\$275.00
Senior Associates	\$265.00
Associates	\$255.00
Non-Legal Consultants	\$225.00
Senior Paralegals/Law Clerks	\$200.00
Paralegals/Legal Assistants	\$190.00

EXHIBIT B

Fixed Fee Services

A full day of training (up to 8 hours)	\$5,000
A half day of training (up to 4 hours)	\$4,000
A two hour training	\$3,000
A one hour training	\$2,000

Board Reference Material

SUBJECT TITLE: Agreement, Mitchell Air Quality Consulting Contract

REQUESTED ACTION: Approve

Action X

Discussion/Information

RECOMMENDATION:

It is recommended that the Board approve the attached contract engaging Mitchell Air Quality Consulting to assist the District with the Volta Elementary School California Environmental Quality Act (CEQA) process.

BACKGROUND INFORMATION:

The District would like to add 3 modular classrooms at Volta for use in the 19-20 school year and must comply with CEQA regarding the project. Part of CEQA is approval from San Joaquin Valley Air Pollution Control District where Mr. Mitchell was previously employed, and he is well suited to assist us with this part of the process.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This directly supports Board Goal #5: Provide student capacity in our schools for a single-track schedule throughout the District.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None.

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

The proposal is an estimated \$3,854 and is budgeted from the Developer Fees Fund 25.

ORIGINATOR: Don Laursen, Assistant Superintendent-Administrative Services
Date: January 10, 2019

Mitchell Air Quality Consulting

December 27, 2018

Don Laursen
Assistant Superintendent
Los Banos Unified School District
1717 S. 11th Street
Los Banos, CA 93635-4800

Subject: Proposal for Rule 9510 Indirect Source Review Compliance Assistance for the Volta Elementary School Modular Classrooms & Facilities Expansion Project, Volta, CA

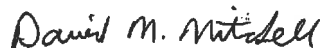
Dear Mr. Laursen:

Mitchell Air Quality Consulting is pleased to provide this proposal to prepare the Rule 9510 Indirect Source Review Air Impact Assessment (AIA) application package for the subject project.

In my previous career, I worked for the San Joaquin Valley Air Pollution Control District (District) where I was the Project Manager for the development of Rule 9510 and the manager of the District's CEQA/ISR Section. As a consultant for the last 12 years, I have worked on a large number of ISR and CEQA projects in the San Joaquin Valley and throughout the State. I take pride in providing a high level of customer service and responsiveness to client needs. One of my primary goals is to minimize mitigation fees while expediting the application approval process. The Scope of Work and fee estimate includes a detailed list of the services we will provide.

Thank you for your consideration of this proposal. If you have any questions, please call me at (559) 246-3732, or via email at dmitchell@mitchellaq.com

Sincerely,



David M. Mitchell, Owner
Mitchell Air Quality Consulting
1164 E. Decatur Avenue
Fresno, CA 93720

Scope of Work

Introduction

Mitchell Air Quality Consulting (MAQC) will provide Los Banos Unified School District with Rule 9510 – Indirect Source Review compliance assistance as provided in the following scope of work.

Project Understanding

The proposed project is sited on the existing Volta Elementary School campus, a 7.6-acre parcel on the southwest side of Ingomar Grade near Henry Miller Avenue within the unincorporated community of Volta in Merced County. The Project will not expand or otherwise change the boundaries of the existing campus.

The project would add the following facilities to the campus: eleven modular classroom buildings; a 14-foot high, 25,000-gallon capacity water tank; an approximately 4,000 square-foot, 18-foot high lunch canopy structure; and an approximately 15,000 square-foot storm drainage basin (average depth of 8 feet) secured by a screened fencing system. Additionally, to accommodate the proposed storm drainage basin, a softball field currently located in the southwest corner of the campus would be relocated toward the center of the campus. Currently there are 472 students and 45 employees at the Volta Elementary School campus. With installation of the modular classrooms, approximately 330 students and 12 employees would be added to the campus. The existing operational characteristics of the campus are otherwise expected to remain substantially the same upon completion of the Project.

Development of the Project is planned to occur in three phases. Phase 1 (including three modular buildings and the storm drainage basin) is expected to start in March 2019 with a duration of up to six months. Phase 2 (including 8 portables) and Phase 3 (including the lunch canopy) are currently estimated to occur three to eight years in the future, with a duration of up to six months for each of those phases.

The scope of work outlined below provides the methodology for conducting the analysis and provides a schedule and fee estimate.

Task 1: Indirect Source Review Compliance

The San Joaquin Valley Air Pollution Control District (SJVAPCD) has determined that the project will require the filing of an Air Impact Assessment (AIA) Application with the SJVAPCD. MAQC will prepare the AIA Application and coordinate all information requests from the SJVAPCD.

MAQC will include modeling assumptions, project mitigation measures, and design features to reduce project emissions to the extent possible. MAQC would provide environmental compliance services and coordination with the San Joaquin Valley Air Pollution Control District (SJVAPCD) for the proposed project to comply with SJVAPCD Rule 9510 (ISR).

Subtask 1.1: Kick-off Conference Call

On request, MAQC will hold a kick-off teleconference with the client to review the project description, further identify roles and responsibilities and paths of communication and identify data needs.

Subtask 1.2: Identification of Mitigation Measures

MAQC will identify design features and factors regarding the project's environmental setting that reduce emissions. Preliminary review of the area surrounding the site indicates that limited opportunities for walking and bicycling to school would be available due to the rural nature of the Volta community. The following areas will be investigated for potential emission reductions:

- Identification of mitigation measures applicable to the project (energy efficiency, building design, etc.)
- Pedestrian orientation of the area within ½ mile of the project site
- School bus service or transit service available at the project site.
- Preparation of up to four graphics using standard mapping programs as well as other graphic design programs to document surrounding land uses and transit stops within the ½-mile mitigation credit area. Exhibits will be standard 8.5"x11" in size.

Subtask 1.3: Air Quality Analysis, Off-site Fee Estimate, and Fee Deferral Application

MAQC would model construction, area and operational emissions for the project using the current approved California Emissions Estimator Model (CalEEMod) version 2016.3.2. This scope assumes one round of comprehensive modeling comprised of up to three modeling runs. Major changes to the project features, design, schedule, or other parameter(s) that precipitate revisions to the emissions modeling may warrant a budget augment.

CalEEMod uses a default vehicle fleet mix which overstates the percentage of heavy-duty diesel (Semis) accessing the project site during operations. MAQC will determine if a project-specific fleet mix based on documentation acceptable to the SJVAPCD is available to minimize the payment of mitigation fees. MAQC will develop a school specific fleet mix using available studies and data if needed.

If the project emissions exceed the 2.0 ton per year thresholds for fee payment, the results from the modeling will be used to generate off-site fee estimates using the SJVAPCD Fee Estimator Calculator. Fee Deferral Applications will be prepared, so that the client is not unnecessarily burdened by the entire mitigation costs up front. Payments for the construction and operational phases must be made prior to generating emissions for each phase.

Subtask 1.4: Application Package Preparation

MAQC will complete the SJVAPCD Air Impact Assessment Application Form and Supplemental Forms for mitigation credit being claimed. Appropriate documentation of the application contents, including relevant maps, emission modeling, and fee estimates using SJVAPCD approved methodologies.

Subtask 1.5: Pre-application Submittal Conference Call

MAQC will review the Draft AIA, mitigation measures, fee estimates, and fee payment options with Client.

Deliverables

One electronic copy of Draft AIA Applications, including CalEEMod outputs

Subtask 1.6: Final AIA Application Submittal to the Air District

MAQC will complete revisions to the Draft AIA and submit the final AIA application to the Air District. In order to submit the application, MAQC will need a letter of authorization from the client (example attached). MAQC will pay the Rule 9510 \$804 application fee as a reimbursable expense.

Deliverables

One hard copy of the Final Air Impact Assessment Application

Subtask 1.7: Interagency Coordination

MAQC will attend one meeting with the SJVAPCD and/or relevant public agencies and other parties and the client as necessary to facilitate and expedite the review and approval of the AIA application.

Subtask 1.8: Post-application Submittal Conference Call/Email

MAQC will review the SJVAPCD's draft AIA Approval; verify the fees generated by the Air District, if any, and the mitigation monitoring program. If consistent with the MAQC analysis, MAQC will request that the Air District issue an approval letter for the project. If the results are different than MAQC's analysis, the project manager will review the AIA approval and attachments via teleconference or email with Client and address any questions that may arise from the SJVAPCD's approval letter.

Data Needs

The following documents and information are needed to complete the AIA and maximize credit towards the mitigation fee. If information is not available, default values can be used in many cases, but may result in more conservative estimates and higher mitigation fees.

- Assessor parcel numbers and owner name (needed for application form)
- Will the project use a "clean" construction fleet? Diesel equipment certified to Tier 3 and Tier 4 standards would qualify as a clean fleet. This measure requires that contractors track equipment use and report to the Air District at the end of construction. If construction emissions are below 2 tons per year, this measure would not be needed.
- Percentage of students expected to arrive by school bus.

Schedule

Indirect Source Review (ISR) Application. MAQC will prepare the Air Impact Assessment (AIA) application within three weeks of authorization to proceed from the client. The AIA application will then be sent to the client for review. After the client has reviewed the AIA application, the consultant will submit the application to the SJVAPCD. MAQC will work with the Air District to expedite the application approval process. Although the SJVAPCD allows themselves 40 days to approve an application, they can process revisions more quickly than indicated below for some projects.

- **SJVAPCD Application Review and Approval.** MAQC will work to facilitate a prompt review by the SJVAPCD. The SJVAPCD's review process contains two parts, a 'Completeness Review' and an 'AIA Evaluation Review', which are detailed below.
- **Completeness Review.** The SJVAPCD has 10 calendar days after receipt of the AIA application to review the application for completeness. At any point during completeness review, the SJVAPCD may 'stop' the review clock if the application is found to be incomplete. If the application is incomplete, the SJVAPCD will stop the clock to contact the client or consultant for additional information. The completeness review clock will start with a new 10-day period upon the SJVAPCD's receipt of requested information. At any point during the 10-day review period, the application may be deemed complete, and the AIA evaluation review will begin. The SJVAPCD will provide a letter of completeness to the client and the consultant upon the completeness determination. If the SJVAPCD requests additional information, MAQC will take immediate action to comply with the request.
- **AIA Evaluation Review.** The SJVAPCD has 30 calendar days after the completeness determination to evaluate the application for air emissions and mitigation credits. At any point during evaluation review, the SJVAPCD may 'stop' the review clock if they desire to request additional information or clarification on the application's contents. If the additional information is requested, the SJVAPCD will stop the clock to contact the client or consultant. The evaluation review clock will restart with the remaining evaluation days upon the SJVAPCD's receipt of requested information. At any point during the 30-day review period, the application may be approved and the AIA approval letter will be generated. The SJVAPCD will provide an AIA Approval to the client and the consultant upon the AIA evaluation.

Fee for Services

The previous-described services will be provided for a fixed fee as shown below. This assumes one set of comments and one revision the AIA. Any additional revisions would be on a time and materials basis. Any additional work requested outside of this scope will be prepared under separate authorization.

MAQC Professional Costs

Task	Cost
Task 3: Rule 9510 ISR Compliance Assistance	\$3,000
Direct Costs: (printing, mileage, postage, etc.)	\$50
Rule 9510 Application Fee (\$804)	\$804
Total MAQC Professional Costs	\$3,854

The assumptions used in calculating the above fees are:

1. The price is valid for up to 90 days from the date of this proposal, after which it may be subject to revision.
2. Costs have been allocated to tasks based on MAQC' proposed approach. During the work, MAQC may, with concurrence of the Client, re-allocate costs among tasks as circumstances warrant, so long as the adjustments maintain the total price within its authorized amount. Fees will be billed monthly, based on percentage of project completion.
3. The proposed fees include the review of one set of comments from the clients, whether verbal or written, and one revision of the AIA. If responses are required for additional comments, the responses and revision of the AIA will be billed on a time-and-material basis upon authorization of the client. The final AIA will be provided in electronic PDF format.
4. Direct costs have not been included in the Total Professional Labor Fee in the table above. Direct costs, including but not limited to those items presented below will be reimbursable upon provision of proper documentation:
 - A. Purchases of project materials
 - B. Reproduction, reprographics, document production, printing and photographic costs
 - C. Postage, messenger, delivery, and overnight mailing
 - D. Mileage, noticing, and record searches
 - E. Administrative/handling (@ 0.15 Direct Costs)
 - F. Other miscellaneous costs directly related to the project
 - G. Direct costs are estimated at \$854. However, all costs directly associated with the project would be reimbursable upon provision of proper documentation.

Staff Assigned

- Dave Mitchell, Senior Air Quality Scientist/Owner

Board Reference Material

SUBJECT TITLE: PHS Softball Tournament (Reno)

REQUESTED ACTION: Approve

Action X

Discussion/Information

RECOMMENDATION:

It is recommended the Board approve Pacheco High School softball traveling to play in Reno, Nevada on March 29th and March 30th, 2019.

BACKGROUND INFORMATION:

Pacheco High softball has been asked to play games in Reno, Nevada during our spring break. This is an opportunity to face competition that we will not see in our local area and allow the team to bond in a travel experience.

The team will travel in district vans to their destination and will stay in one hotel in Reno. There will be between 3-4 chaperones/coaches that will supervise this trip and stay with the team in the same hotel.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not directly support a specific Board goal.

ALTERNATIVES/IDENTIFIED OPPOSITION:

N/A

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

The athletic transportation account from Pacheco High School will pay for the cost of the vans for the overnight trip. The softball program, through fundraising, has funds that will cover the following: hotels for the students, meals (dinner and breakfast) for all players.

ORIGINATOR: Dan Sutton, Principal, Pacheco High School

Date: January 10, 2019

Board Reference Material

SUBJECT TITLE: Out-of-State Travel

REQUESTED ACTION: Approve

 Action X

 Discussion/Information

RECOMMENDATION:

It is recommended the Board approve travel for, Joe McColloch and Jason Waltman to attend the Imagine Learning Partnership Forum in Provo, Utah. The Partnership Forum is February 6-8, 2019

BACKGROUND INFORMATION: Imagine Learning Partnership Forum

During this three day institute, administrators will get an insider’s view of Imagine Learning, their staff, culture, and most of all, their commitment to bringing effective language, literacy, and mathematics instruction to those who need it most. Administrators will get an insight on the dedicated educators, writers, artists, musicians, and programmers behind the Imagine Learning software programs. Administrators will also get an overview how Imagine Learning software programs can help our schools and district achieve grade-level competencies, reach accountability targets, and nurture lifelong learners.

By attending the conference administrators will have the opportunity to collaborate with administrators from all around the United States.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

Promote the educational success of all students in reading and mathematics by closing the achievement gap and using best practices to attain proficiency or better.

ALTERNATIVES/IDENTIFIED OPPOSITION:

None identified.

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

The fiscal impact to the District is \$0.

ORIGINATOR: Joe McColloch, Principal, Westside Union Elementary School
 Jason Waltman, Principal, Henry Miller Elementary School

DATE: January 10, 2019

Board Reference Material

SUBJECT TITLE: Student Overnight Travel

REQUESTED ACTION:

Action X Discussion/Information_____

RECOMMENDATION:

It is recommended the Board approve travel for the Los Banos High School Varsity Boys' Tennis Team to attend a tennis tournament in Clovis, CA for March 1-2, 2019.

BACKGROUND INFORMATION:

The tournament is called California High School Boys' Tennis Classic. There are over 100 schools participating in this event. It is the biggest high school tournament in the country. This tournament will prepare us for the season and post season. The level of competition will greatly improve the boys' preparation for the season.

HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?

This is an operational activity and does not support a specific Board goal. All student overnight travel requires prior Board approval.

ALTERNATIVES/IDENTIFIED OPPOSITION:

N/A

SPECIFIC FINANCIAL IMPACT (Include Impact on School District Facilities):

10-12 players would attend.
1 Coach
1 Parent Driver
Entry Fee \$300.00
Lodging \$300.00
All costs would be paid out of the Boys' Tennis account.

ORIGINATOR: Veli Gurgen, Principal, Los Banos High School
Date: January 10, 2019