

ADDEMDUM TO AGENDA
ELK GROVE UNIFIED SCHOOL DISTRICT
Regular Meeting of the Board of Education
Board Room, Education Center
9510 Elk Grove-Florin Road
Elk Grove, CA 95624
November 19, 2013
Closed Session – 6:00 p.m.
Regular Session – 7:00 p.m.

<u>Item</u>	<u>Time – Approximate</u>
CLOSED SESSION – 6:00 p.m.	1 Hour
2A. Public Employee Appointment/Employment: Director of Maintenance and Operations	
OPEN MEETING - 7:00 p.m.	
IX. Public Hearing/Action Items	
12A. Memorandum Summarizing Results of Meet and Confer Process Between Elk Grove Unified School District and EGTEAMS Meet and Confer Employee Groups	5 Minutes
XI. Discussion/Action Items	
13A. Finance Committee Bylaws	10 Minutes
XII. Action Items	
16A. Hmong New Year	5 Minutes

AMERICAN WITH DISABILITIES COMPLIANCE NOTICE

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Board Secretary, Arlene Hein, at (916) 686-7700. Notification of at least 24 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services.

DOCUMENT AVAILABILITY

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in District office located at 9510 Elk Grove-Florin Road, Elk Grove, CA during normal business hours.

Agenda Item No. _____

Board Agenda Item

Supplement No. _____

Meeting Date November 19, 2013**Subject:****Department:** Human Resources

Memorandum Summarizing Results of Meet and Confer Process Between Elk Grove Unified School District and EGTEAMS (Site and District Administrators, Classified Managers, Classified Confidential staff, Administrative Support staff and other unrepresented District employees, Mental Health Therapists, and Behavior Support Specialists) dated November 8, 2013

Action Requested:

This Memorandum confirms and documents that the parties have completed the meet and confer process for the 2013-2014 school year as described in the Memorandum dated November 8, 2013 and the attachments. The Board of Education of EGUSD will be asked to conduct a Public Hearing to present the Memorandum with a request for anyone who wishes to speak to the meet and confer agreement to please step forward. After listening to any speakers, announce the hearing is closed.

Superintendent Steven M. Ladd, Ed.D., recommends the Board take action to accept and approve this written understanding.

Discussion:

The EGUSD Board of Trustees is asked to approve the attached memorandum. The AB 1200 report which provides the financial analysis of the Memorandum is attached and was submitted to the Sacramento County Office of Education (SCOE) for their review.

Financial Summary:Prepared By: _____ Department Approval: Glen De Graw Prepared By: _____ Superintendent Approval: Steven M. Ladd, Ed.D. 

Memorandum Summarizing Results of Meet and Confer Process

Between

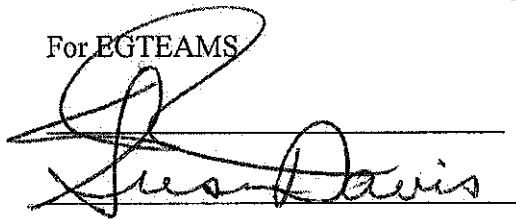
Elk Grove Unified School District
And
EGTEAMS Meet and Confer Employee Groups

November 8, 2013

After meeting and conferring with EGTEAMS (Site and District Administration, Classified Managers, Classified Confidential and Supervisory Staff, Classified Administrative Support Staff, other unrepresented District employees, Mental Health Therapists, and Behavior Support Specialists), Elk Grove Unified School District and EGTEAMS, collectively "the parties" reached the following understanding:

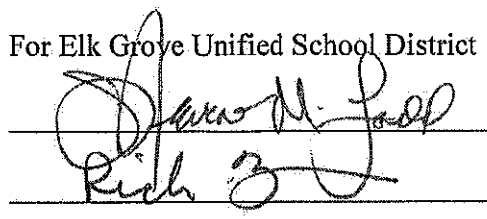
1. This Memorandum confirms and documents that the parties have completed the meet and confer process for the 2013-2014 school year as described in this Memorandum.
2. Effective retroactive to July 1, 2013, the parties agree that the following Attachments shall be the new EGTEAMS salary schedules for the 2013-2014 school year. Attachments A, B, C and D reflects a total average 2.7244% increase to the existing 2013-2014 EGTEAMS salary schedules in effect on the date of this Memorandum as follows:
 - a. **Attachment A** is applicable to Site and District Administration
 - b. **Attachment B** is applicable to Classified Confidential and Supervisory Staff
 - c. **Attachment C** is applicable to Administrative Support staff and other unrepresented District Employees
 - d. **Attachment D** is applicable to Mental Health Therapists and Behavior Support Specialists
3. In order to be eligible for any retroactive payment pursuant to section 2 above, an EGTEAMS' employee must have worked for the District, prior to Board approval of this Memorandum, during the 2013-2014 school year. This retroactive payment shall be prorated for less than full time and less than full year unit members.

For EGTEAMS


Susan Davis

Dated: 11/8/2013

For Elk Grove Unified School District


Rick Z

Dated: 11/8/13

**ELK GROVE UNIFIED SCHOOL DISTRICT
MANAGEMENT SALARY SCHEDULE #18 and #28**

2013/14

POSITION TITLE	CLASS	PAID WORK DAYS
Academic Program Coordinator	155	200
Assistant Chief of Police & School Security	195	246*
Centralized Technical Services Manager	200	246*
Chief of Police and School Security	255	246*
Computer Security and Special Project Manager	200	246*
Construction Project Manager I	140	246*
Construction Project Manager II	160	246*
Coordinator/Prevention & Intervention Svcs	195	210
Desktop Support and Helpdesk Manager	200	246*
Director,		
Adult & Community Education Programs	210	246*
Career/Technical Education and College Readiness	210	246*
Certificated Personnel	235	246*
Classified Personnel	235	246*
Construction	210	246*
Curriculum/Professional Learning	245	246*
Development	210	246*
Early Childhood Education	235	246*
Elementary Education	235	246*
Elementary Education & Parent Volunteer Program	235	246*
Fiscal Compliance	225	246*
Fiscal Services	225	246*
Food & Nutrition Services	195	246*
Instructional Support	225	246*
Learning Support Services	235	246*
Maintenance & Operations	180	246*
Planning	210	246*
Prevention/Intervention	210	246*
Purchasing & Warehouse	175	246*
Research & Evaluation	215	246*
Secondary Education	235	246*
Special Education & SELPA	210	246*
Student Support and Health Services	210	246*
Summer School, Intersession and Extended Day	210	246*
Technology Services	245	246*
Transportation	180	246*
District Athletic/Facility Utilization Coordinator	195	210
District Grant Writer	160	246*
District Head Counselor	195	246*
EETT Program Manager	165	200*
Elem. Prevention & Intervention Specialist	155	200
Healthy Start Coordinator	150	246*
Legal Compliance Specialist	150	246*
Manager,		
Accounting	160	246*
Budget	160	246*
Compensation & Benefits	160	246*
Custodial Services	160	246*
Facilities Accounting	160	246*
Grounds	160	246*
Maintenance	160	246*
Planning	140	246*

POSITION TITLE	CLASS	PAID WORK DAYS
Principal,		
Adult & Community Education	205	246*
Elementary K-6 (under 400)	185	207
Elementary K-6 (over 400)	205	207
Elementary K-6 (over 400) Year Round	225	246*
Middle School 7-8	220	235*
High School	245	246*
Continuation	200	216
Special Education	185	207
Program Administrator,		
Adult & Community Education	195	246*
Adult & Community Education		
Grant Funded And Fee Based Programs	195	246*
After School/Acaletes Learning Coord.	165	246*
Elementary School Instructional Specialist	165	200
Elementary School Instructional Specialist YR	195	219
High School Instructional Specialist	195	210
Middle School Instructional Specialist	165	206
Research & Evaluation	165	246*
Secondary Education	165	246*
Title I/State Compensatory Education-Elementary	165	200
Title I/State Compensatory Education-Middle School	165	206
Title I/State Compensatory Education-High School	195	210
Program Specialist	150	223
Program Specialist-Curriculum & Professional Learning	165	200
Program Specialist - Learning Support Services	165	200
Program Specialist - Student Services	165	200
Programming Manager	200	246*
Public Information Officer	160	246*
Regional Technical Services Manager	200	246*
Risk Manager	160	246*
Safe Routes to School Coordinator	120	246*
Senior Construction Manager	180	246*
Technology Integration Manager	200	246*
Technology Operations Manager	200	246*
Vice Principal:		
Adult & Community Education	165	210
Alternative/Continuation High School	155	200
Elementary K-6	165	200
K-8 Year Round	195	219
Middle School	165	206
High School	195	210
YR Principal on Special Assignment		
Learning Support Services	225	246*

* Vacation days accrued

**ELK GROVE UNIFIED SCHOOL DISTRICT
MANAGEMENT SALARY SCHEDULES #18 AND #28
2013/14**

CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6 & 7	STEP 8 & 9	STEP 10
260	107,221.00	110,976.00	114,858.00	118,880.00	123,038.00	127,347.00	129,894.00	134,441.00
255	105,325.00	109,013.00	112,827.00	116,776.00	120,864.00	125,094.00	127,595.00	132,061.00
250	103,464.00	107,086.00	110,832.00	114,711.00	118,727.00	122,882.00	125,338.00	129,725.00
245	101,634.00	105,191.00	108,873.00	112,685.00	116,628.00	120,710.00	123,124.00	127,434.00
240	99,837.00	103,331.00	106,947.00	110,690.00	114,565.00	118,573.00	120,944.00	125,178.00
235	98,072.00	101,503.00	105,057.00	108,733.00	112,537.00	116,478.00	118,807.00	122,966.00
230	96,338.00	99,708.00	103,198.00	106,812.00	110,548.00	114,419.00	116,706.00	120,791.00
225	94,634.00	97,946.00	101,376.00	104,922.00	108,594.00	112,397.00	114,642.00	118,655.00
220	92,961.00	96,215.00	99,581.00	103,066.00	106,675.00	110,409.00	112,617.00	116,559.00
215	91,316.00	94,512.00	97,821.00	101,245.00	104,788.00	108,454.00	110,623.00	114,495.00
210	89,700.00	92,843.00	96,092.00	99,455.00	102,937.00	106,538.00	108,669.00	112,473.00
205	88,115.00	91,201.00	94,392.00	97,695.00	101,115.00	104,653.00	106,748.00	110,485.00
200	86,559.00	89,586.00	92,725.00	95,968.00	99,325.00	102,808.00	104,860.00	108,531.00
195	85,026.00	88,003.00	91,086.00	94,271.00	97,570.00	100,988.00	103,006.00	106,612.00
190	83,523.00	86,447.00	89,471.00	92,603.00	95,844.00	99,198.00	101,181.00	104,723.00
185	82,047.00	84,920.00	87,892.00	90,969.00	94,151.00	97,446.00	99,395.00	102,874.00
180	80,596.00	83,416.00	86,336.00	89,358.00	92,483.00	95,721.00	97,635.00	101,053.00
175	79,172.00	81,942.00	84,811.00	87,779.00	90,852.00	94,031.00	95,911.00	99,268.00
170	77,771.00	80,494.00	83,312.00	86,227.00	89,246.00	92,368.00	94,217.00	97,515.00
165	76,395.00	79,069.00	81,838.00	84,701.00	87,666.00	90,734.00	92,549.00	95,789.00
160	75,047.00	77,671.00	80,389.00	83,203.00	86,117.00	89,128.00	90,911.00	94,093.00
155	73,718.00	76,298.00	78,968.00	81,734.00	84,594.00	87,554.00	89,306.00	92,432.00
150	72,414.00	74,951.00	77,574.00	80,287.00	83,099.00	86,007.00	87,728.00	90,799.00
145	71,134.00	73,625.00	76,202.00	78,869.00	81,630.00	84,487.00	86,178.00	89,195.00
140	69,876.00	72,322.00	74,853.00	77,472.00	80,184.00	82,993.00	84,651.00	87,614.00
135	68,640.00	71,044.00	73,529.00	76,102.00	78,767.00	81,524.00	83,154.00	86,065.00
130	67,427.00	69,789.00	72,229.00	74,759.00	77,375.00	80,083.00	81,686.00	84,546.00
125	66,235.00	68,554.00	70,953.00	73,438.00	76,006.00	78,670.00	80,241.00	83,050.00
120	65,063.00	67,342.00	69,698.00	72,138.00	74,663.00	77,275.00	78,821.00	81,580.00

SUBSTITUTE EMPLOYEES - The pay period is from the 21st of the month to the 20th of the following month. Payroll will mail your check to your mailing address on or before the 10th or 17th of the following month.

LONGEVITY STEPS AT COMPLETION OF:

13 years: 1% of employee's base salary
 16 years: 2% of employee's base salary
 19 years: 3% of employee's base salary
 22 years: 4% of employee's base salary
 25 years: 6% of employee's base salary

Effective 7/1/13 an average COLA of 2.7244% was applied to the 2012/13 salary schedules as .8169% to all classes and steps, newly created step 9 equal to step 8 and newly created step 10 3.5% of step 9.

Effective 7/1/13, 245 work days is now 246 work days

Revised 10/09/13 - Added * to Range 235 for Principal - Middle School

vo:h/salary schedules/2013-2014/management #18 and #28

**ELK GROVE UNIFIED SCHOOL DISTRICT
CONFIDENTIAL AND SUPERVISORY SALARY SCHEDULE #22
2013/14**

CLASSIFICATION	CLASS
Administrative Assistant I	135
Site Supervisor - Custodial Services	140
Site Supervisor - Food and Nutrition Services	140
Administrative Assistant II	145
Administrative Assistant III	170
Communications Assistant	170
Communications Specialist	190
Senior Administrative Assistant	195
Supervisor/Instructor - Transportation	195
Supervisor - Facilities Accounting	220
Supervisor - Purchasing	220
Supervisor - Always Learning/Community Education	230
Executive Assistant	235
Area Supervisor - Custodial	240
Area Supervisor - Grounds	240
Area Supervisor - Maintenance	240
Area Supervisor - Maintenance & Operations Water Quality	240
Nutrition Specialist	240
Senior Communications Specialist	240
Supervisor - Benefits	240
Supervisor - Payroll	240
Supervisor - Fleet Maintenance	240
Manager - Food and Nutrition Services Production	245
Operations Manager - Food and Nutrition Services	245
Budget Analyst	260
Financial Analyst - Facilities	260
Fiscal Compliance Specialist	260
Legal Compliance Specialist	260
Occupational Therapist (177 work days)	260
Personnel Analyst	260
Physical Therapist (177 work days)	260
Position Control Specialist	260
Risk Management Analyst	260
Manager - Fleet Maintenance	265
Manager -Transportation Operations	265
Sergeant - School Police and Security Services	265
Senior Executive Assistant	265
Supervisor - BTTI	300

Salaries reflected on this schedule represent a 12-month work year except as noted.

**ELK GROVE UNIFIED SCHOOL DISTRICT
CONFIDENTIAL & SUPERVISORY SALARY SCHEDULE #22
2013/14**

ATTACHMENT B

CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6/8-7	STEP 8/9
300	67,963.00	71,023.00	74,217.00	77,556.00	81,047.00	84,694.00	88,547.00
295	66,699.00	69,698.00	72,833.00	76,111.00	79,535.00	83,116.00	86,896.00
290	65,451.00	68,399.00	71,476.00	74,694.00	78,054.00	81,565.00	85,276.00
285	64,232.00	67,123.00	70,143.00	73,299.00	76,600.00	80,047.00	83,689.00
280	63,036.00	65,872.00	68,835.00	71,931.00	75,169.00	78,550.00	82,123.00
275	61,859.00	64,643.00	67,552.00	70,591.00	73,767.00	77,088.00	80,596.00
270	60,707.00	63,437.00	66,292.00	69,277.00	72,394.00	75,652.00	79,095.00
265	59,572.00	62,256.00	65,055.00	67,983.00	71,041.00	74,239.00	77,616.00
260	58,460.00	61,094.00	63,844.00	66,715.00	69,718.00	72,853.00	76,170.00
255	57,373.00	59,954.00	62,654.00	65,472.00	68,418.00	71,498.00	74,751.00
250	56,302.00	58,836.00	61,483.00	64,250.00	67,139.00	70,162.00	73,355.00
245	55,255.00	57,739.00	60,334.00	63,051.00	65,886.00	68,852.00	71,984.00
240	54,221.00	56,661.00	59,210.00	61,874.00	64,659.00	67,568.00	70,645.00
235	53,212.00	55,604.00	58,109.00	60,725.00	63,456.00	66,312.00	69,327.00
230	52,219.00	54,569.00	57,024.00	59,591.00	62,273.00	65,074.00	68,036.00
225	51,245.00	53,551.00	55,961.00	58,481.00	61,113.00	63,863.00	66,769.00
220	50,290.00	52,552.00	54,917.00	57,389.00	59,972.00	62,669.00	65,523.00
215	49,353.00	51,571.00	53,893.00	56,316.00	58,852.00	61,502.00	64,301.00
210	48,433.00	50,612.00	52,889.00	55,269.00	57,757.00	60,356.00	63,102.00
205	47,531.00	49,667.00	51,902.00	54,239.00	56,678.00	59,231.00	61,927.00
200	46,643.00	48,742.00	50,935.00	53,228.00	55,623.00	58,126.00	60,772.00
195	45,774.00	47,834.00	49,984.00	52,232.00	54,583.00	57,040.00	59,634.00
190	44,920.00	46,942.00	49,054.00	51,259.00	53,567.00	55,979.00	58,526.00
185	44,085.00	46,067.00	48,141.00	50,306.00	52,569.00	54,933.00	57,435.00
180	43,261.00	45,208.00	47,241.00	49,368.00	51,590.00	53,911.00	56,364.00
175	42,453.00	44,364.00	46,361.00	48,447.00	50,628.00	52,905.00	55,315.00
170	41,662.00	43,539.00	45,498.00	47,544.00	49,683.00	51,918.00	54,281.00
165	40,886.00	42,724.00	44,648.00	46,657.00	48,756.00	50,950.00	53,267.00
160	40,122.00	41,928.00	43,816.00	45,786.00	47,846.00	49,999.00	52,277.00
155	39,375.00	41,144.00	42,997.00	44,931.00	46,954.00	49,067.00	51,301.00
150	38,642.00	40,379.00	42,196.00	44,095.00	46,079.00	48,153.00	50,342.00
145	37,920.00	39,626.00	41,412.00	43,274.00	45,219.00	47,257.00	49,405.00
140	37,212.00	38,888.00	40,637.00	42,465.00	44,378.00	46,376.00	48,484.00
135	36,519.00	38,162.00	39,880.00	41,673.00	43,550.00	45,510.00	47,580.00
130	35,838.00	37,451.00	39,138.00	40,898.00	42,740.00	44,661.00	46,695.00
125	35,170.00	36,751.00	38,404.00	40,134.00	41,941.00	43,828.00	45,823.00
120	34,515.00	36,067.00	37,690.00	39,387.00	41,159.00	43,012.00	44,970.00
115	33,870.00	35,395.00	36,988.00	38,654.00	40,391.00	42,210.00	44,129.00
110	33,238.00	34,733.00	36,297.00	37,930.00	39,637.00	41,421.00	43,305.00
105	32,619.00	34,087.00	35,621.00	37,222.00	38,896.00	40,647.00	42,497.00
100	32,010.00	33,450.00	34,958.00	36,530.00	38,175.00	39,891.00	41,706.00

LONGEVITY STEP AT COMPLETION OF:

13th year 1% of employee's base salary
 16th year 2% of employee's base salary
 19th year 3% of employee's base salary
 22nd year 4% of employee's base salary
 25th year 5% of employee's base salary
 28th year 6% of employee's base salary

For newly hired employees, initial salary placement is based on prior years of related/parallel, full time,

SUBSTITUTE SERVICE:

All classified substitutes shall be paid at step 1 of the classification in which they substitute.

All EGUSD retirees, when substituting in the classification from which they left the district, shall be paid at the step they were on when they retired. They will be paid at step 1 while substituting in other classifications.

Substitutes will be paid according to the above policy unless otherwise approved by the Director for Classified Personnel.

The pay period is from the 21st of the month to the 20th of the following month. Payroll will mail your check to your mailing address on or before the 10th or 17th of the following month.

Effective 7/1/13, an average COLA of 2.7244% was applied as 1.0224% increase to the 2012/13 salary schedule for all classes and steps and an additional 2.5% on step 8.

Revised 09/19/13 - Removed Salary Schedule #32 and Ranges 305 and 310

veh:/salary schedules/2013-2014/confidential and supervisory #22

**ELK GROVE UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE SUPPORT SALARY SCHEDULE #27
2013/14**

ATTACHMENT C

7/1/2013

CLASSIFICATION	RANGE
Elementary School Secretary (10.5 month)	111
Nutrition Assistant	130
Budget Technician I	140
Budget Technician - Curriculum/Professional Learning	140
Continuation School Secretary	140
School Secretary, Special Programs	140
Budget Technician - Food and Nutrition Services	145
Elementary School Secretary (12 month)	150
Middle School Secretary	150
Budget Technician II	170
High School Secretary	170
Personnel Technician	170
Certified Occupational Therapy Assistant (177 work days)	175
Attendance Accounting Specialist	190
Building Program Accounting Specialist	190
Personnel Technician III	190
Risk Management Technician - Lead	190
Loss Control Specialist	225
Assessment and Evaluation Analyst	240
Computer Training and Support Specialist I	240
Network Administrator I	240
Technology Systems Administrator I	240
Assistive Technology Specialist	260
Computer Training and Support Specialist II	260
Network Administrator II	260
Programmer Analyst I	260
Technology Systems Administrator II	260
Computer Training and Support Specialist III	275
Network Administrator III	275
Technology Systems Administrator III	275
Web Specialist	275
Programmer Analyst II	280
Programmer Analyst III	295
Senior Computer Training and Support Specialist	310
Senior Network Administrator	310
Senior Programmer Analyst	310
Senior Technology Planning Specialist	310
Senior Technology Systems Administrator	310

**ELK GROVE UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE SUPPORT SALARY SCHEDULE #27**

ATTACHMENT C

2013/14

CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6 & 7	STEP 8
310	70,572.00	73,746.00	77,064.00	80,534.00	84,157.00	87,944.00	91,945.00
305	69,254.00	72,371.00	75,628.00	79,031.00	82,587.00	86,304.00	90,231.00
300	67,963.00	71,023.00	74,217.00	77,556.00	81,047.00	84,694.00	88,547.00
295	66,699.00	69,698.00	72,833.00	76,111.00	79,535.00	83,116.00	86,896.00
290	65,451.00	68,399.00	71,476.00	74,694.00	78,054.00	81,565.00	85,276.00
285	64,232.00	67,123.00	70,143.00	73,299.00	76,600.00	80,047.00	83,689.00
280	63,036.00	65,872.00	68,835.00	71,931.00	75,169.00	78,550.00	82,123.00
275	61,859.00	64,643.00	67,552.00	70,591.00	73,767.00	77,088.00	80,596.00
270	60,707.00	63,437.00	66,292.00	69,277.00	72,394.00	75,652.00	79,095.00
265	59,572.00	62,256.00	65,055.00	67,983.00	71,041.00	74,239.00	77,616.00
260	58,460.00	61,094.00	63,844.00	66,715.00	69,718.00	72,853.00	76,170.00
255	57,373.00	59,954.00	62,654.00	65,472.00	68,418.00	71,498.00	74,751.00
250	56,302.00	58,836.00	61,483.00	64,250.00	67,139.00	70,162.00	73,355.00
245	55,255.00	57,739.00	60,334.00	63,051.00	65,886.00	68,852.00	71,984.00
240	54,221.00	56,661.00	59,210.00	61,874.00	64,659.00	67,568.00	70,645.00
235	53,212.00	55,604.00	58,109.00	60,725.00	63,456.00	66,312.00	69,327.00
230	52,219.00	54,569.00	57,024.00	59,591.00	62,273.00	65,074.00	68,036.00
225	51,245.00	53,551.00	55,961.00	58,481.00	61,113.00	63,863.00	66,769.00
220	50,290.00	52,552.00	54,917.00	57,389.00	59,972.00	62,669.00	65,523.00
215	49,353.00	51,571.00	53,893.00	56,316.00	58,852.00	61,502.00	64,301.00
210	48,433.00	50,612.00	52,889.00	55,269.00	57,757.00	60,356.00	63,102.00
205	47,531.00	49,667.00	51,902.00	54,239.00	56,678.00	59,231.00	61,927.00
200	46,643.00	48,742.00	50,935.00	53,228.00	55,623.00	58,126.00	60,772.00
195	45,774.00	47,834.00	49,984.00	52,232.00	54,583.00	57,040.00	59,634.00
190	44,920.00	46,942.00	49,054.00	51,259.00	53,567.00	55,979.00	58,526.00
185	44,085.00	46,067.00	48,141.00	50,306.00	52,569.00	54,933.00	57,435.00
180	43,261.00	45,208.00	47,241.00	49,368.00	51,590.00	53,911.00	56,364.00
175	42,453.00	44,364.00	46,361.00	48,447.00	50,628.00	52,905.00	55,315.00
170	41,662.00	43,539.00	45,498.00	47,544.00	49,683.00	51,918.00	54,281.00
165	40,886.00	42,724.00	44,648.00	46,657.00	48,756.00	50,950.00	53,267.00
160	40,122.00	41,928.00	43,816.00	45,786.00	47,846.00	49,999.00	52,277.00
155	39,375.00	41,144.00	42,997.00	44,931.00	46,954.00	49,067.00	51,301.00
150	12 month 38,642.00	40,379.00	42,196.00	44,095.00	46,079.00	48,153.00	50,342.00
145	37,920.00	39,626.00	41,412.00	43,274.00	45,219.00	47,257.00	49,405.00
140	37,212.00	38,888.00	40,637.00	42,465.00	44,378.00	46,376.00	48,484.00
135	36,519.00	38,162.00	39,880.00	41,673.00	43,550.00	45,510.00	47,580.00
130	35,838.00	37,451.00	39,138.00	40,898.00	42,740.00	44,661.00	46,695.00
125	35,170.00	36,751.00	38,404.00	40,134.00	41,941.00	43,828.00	45,823.00
120	34,515.00	36,067.00	37,690.00	39,387.00	41,159.00	43,012.00	44,970.00
115	33,870.00	35,395.00	36,988.00	38,654.00	40,391.00	42,210.00	44,129.00
111	10.5 month 33,812.00	35,332.00	36,921.00	38,583.00	40,320.00	42,134.00	44,049.00
110	33,238.00	34,733.00	36,297.00	37,930.00	39,637.00	41,421.00	43,305.00
105	32,619.00	34,087.00	35,621.00	37,222.00	38,896.00	40,647.00	42,497.00
100	32,010.00	33,450.00	34,958.00	36,530.00	38,175.00	39,891.00	41,706.00

LONGEVITY STEPS AT COMPLETION OF:

13th year	1% of employee's base salary
16th year	2% of employee's base salary
19th year	3% of employee's base salary
22nd year	4% of employee's base salary
25th year	5% of employee's base salary
28th year	6% of employee's base salary

~For newly hired employees, initial salary placement is based on prior years of related/parallel, full time, evaluated work experience within the last 7 years.

SUBSTITUTE EMPLOYEES:

All classified substitutes shall be paid at step 1 of the classification in which they substitute.

All EGUSD retirees, when substituting in the classification from which they left the district, shall be paid at the step they were on when they retired. They will be paid at step 1 while substituting in other classifications.

Substitutes will be paid according to the above policy unless otherwise approved by the Director for Classified Personnel.

The pay period is from the 21st of the month to the 20th of the following month. Payroll will mail your check to your mailing address on or before the 10th or 17th of the following month.

ELK GROVE UNIFIED SCHOOL DISTRICT
BEHAVIOR SUPPORT SPECIALISTS AND MENTAL HEALTH THERAPISTS
SALARY SCHEDULE #15
2013/14

BEHAVIOR SUPPORT SPECIALISTS MENTAL HEALTH THERAPISTS		
STEP	INITIAL SALARY	INITIAL SALARY +15 UNITS
1	\$55,553	
2	58,822	
3	63,253	
4	67,634	
5	71,967	
6	76,383	
7	81,730	
8		\$85,827
9		85,827
10		85,827
11		86,687
12		86,687
13		87,545
14		87,545
15		88,401
16		88,401
17		89,259
18		89,259
19		90,977

BEHAVIOR SUPPORT SPECIALISTS WORK YEAR: 195 DAYS (Step 1), 193 DAYS (Steps 2-19) - 8 hr. work day

New employees with no prior behavior support specialist experience will be assigned to Step 1. New employees with prior experience may be granted a maximum of five (5) years credit on their initial schedule placement on the recommendation of the Associate Superintendent for Human Resources. Prior experience must have occurred within 10 years immediately preceding hire date.

A Doctoral bonus will be paid each year to Behavior Support Specialist in an amount equal to 8.25% of Step 1.

Salaries based on 195 contracted work days (Step 1), 193 contracted days (Step 2 - 19), work year calendar of 200 days with additional days over and above contract paid per diem.

MENTAL HEALTH THERAPISTS WORK YEAR: 195 DAYS (Step 1), 193 DAYS (Steps 2-19) - employees hired prior to 10/10/13 7.5 hr. work day; employees hired on or after 10/10/13 8 hr. work day

New employees with no prior mental health therapist experience will be assigned to Step 1. New employees with prior experience may be granted a maximum of five (5) years credit on their initial schedule placement on the recommendation of the Associate Superintendent for Human Resources. Prior experience must have occurred within 10 years immediately preceding hire date.

A Doctoral bonus will be paid each year to Mental Health Therapist in an amount equal to 8.25% of Step 1.

\$1100.00 maximum mileage allowance annually to Mental Health Therapists.

Salaries based on 195 contracted work days (Step 1), 193 contracted days (Step 2 - 19); work year calendar of 200 days with additional days over and above contract paid per diem.

SUBSTITUTE EMPLOYEES - The pay period is from the 21st of the month to the 20th of the following month. Payroll will mail your check to your mailing address on or before the 10th or 17th of the following month.

Effective 7/1/13, a COLA of 2.7244% was applied to all steps.

Revised 10/23/13 - Added hour work day/contracted days

ve:/salary schedules/2013-2014/bss and mht #15

SACRAMENTO COUNTY OFFICE OF EDUCATION

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

Name of School District: Elk Grove Unified School District
 Name of Bargaining Unit: Elk Grove Team for Education/Administrative Management & Support (EGTEAMS)
 Certificated, Classified, Other: Certificated - non-management

The proposed agreement covers the period beginning: July 1, 2013 and ending: June 30, 2015
 (date) (date)

The Governing Board will act upon the agreement on: November 19, 2013
 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation		Fiscal Impact of Proposed Agreement			
		Annual	Year 1	Year 2	Year 3
		Cost Prior to	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)
		Proposed Agreement			
		FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16
1	Salary Schedule (This is to include Step and Columns, which is also reported separately in Item 6)	\$36,311,123	\$989,260	\$989,260	\$989,260
			0.027244	0.02652145	0.025836235
2	Other Compensation Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$0	\$0	\$0	\$0
	Description of other compensation:				
3	Statutory Benefits - STRS, PERS, FICA, WE, UI, Medicare, etc.	\$6,121,931	\$166,786	\$166,786	\$166,786
			0.027244018	0.026521467	0.025836252
4	Health/Welfare Plans	\$5,058,916	\$0	\$0	\$0
5	Total Compensation - Add Items 1 through 4 to equal 5	\$47,491,970	\$1,156,046	\$1,156,046	\$1,156,046
			0.024341931	0.023763481	0.023211886
6	Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1	\$72,477	\$0	\$0	\$0
7	Total Number of Represented Employees (Use FTEs if appropriate)	462.4041	462.4041	462.4041	462.4041
8	Total Compensation Average Cost per Employee	\$102,707	\$2,500	\$2,500	\$2,500

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

Yes

10. Were any additional steps, columns, or range added to the schedule? (If yes, please explain.)

An additional step was added to Elk Grove Administrative Team.

11. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

N/A

12. Does this bargaining unit have a negotiated cap for Health & Welfare Yes ☒ No ☐

If yes, please describe the cap amount.

The District's maximum contribution toward medical benefit premium costs shall be 80% of the premium cost for the low cost medical plan offered by the District. Each Bargaining Unit member's contribution toward medical benefit premium costs shall be at 20% of the premium cost from the low cost plan medical plan offered by the district. Unit members shall be responsible for the buy up costs related to selecting a medical plan other than the low cost plan.

- B. Proposed Negotiated Changes in Non-compensation Items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing rations, etc.)

N/A

- C. What are the specific impacts (positive or negative) on instructional and support programs accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

- D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?**
N/A

- E. Will this agreement create, or decrease deficit financing in the current or subsequent year(s)?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenue and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

This agreement will increase deficit financing in 2013-14.

- F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**
N/A

- G. Source of Funding for Proposed Agreement**

1. Current Year

Ongoing additional state revenue.

- 2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will all the district to afford this contract)?**

N/A

- 3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)**

Ongoing additional state revenue.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Bargaining Unit:

**Unrestricted General Fund
EGTEAMS**

	Column 1	Column 2	Column 3	Column 4
	Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$334,375,304			\$334,375,304
Remaining Revenues (8100-8799)	\$49,344,462			\$49,344,462
TOTAL REVENUES	\$383,719,766	\$0	\$0	\$383,719,766
EXPENDITURES				
Certificated Salaries (1000-1999)	\$202,057,207	\$376,283	\$4,940,161	\$207,373,651
Classified Salaries (2000-2999)	\$34,768,353	\$304,831		\$35,073,184
Employee Benefits (3000-3999)	\$82,515,541	\$116,519	\$879,272	\$83,511,332
Books and Supplies (4000-4999)	\$10,729,595		-\$2,000,000	\$8,729,595
Services, Other Operating Expenses (5000-5999)	\$18,517,990			\$18,517,990
Capital Outlay (6000-6999)	\$0			\$0
Other Outgo (7100-7299) (7400-7499)	\$202,908			\$202,908
Direct Support/Indirect Cost (7300-7399)	-\$6,212,320			-\$6,212,320
Other Adjustments				\$0
TOTAL EXPENDITURES	\$342,579,274	\$797,633	\$3,819,433	\$347,196,340
OPERATING SURPLUS (DEFICIT)	\$41,140,492	-\$797,633	-\$3,819,433	\$36,523,426
TRANSFERS IN & OTHER SOURCES (8910-8979)				\$0
TRANSFERS OUT & OTHER USES (7610-7699)	-\$1,705,797			-\$1,705,797
CONTRIBUTIONS (8980-8999)	-\$49,323,559	-\$164,449	-\$934,190	-\$50,422,198
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$9,888,864	-\$962,082	-\$4,753,623	-\$15,604,569
BEGINNING BALANCE	\$51,751,242			\$51,751,242
Prior-Year Adjustments/Restatements (9793/9795)				\$0
CURRENT-YEAR ENDING BALANCE	\$41,862,378	-\$962,082	-\$4,753,623	\$36,146,673
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$301,517			\$301,517
Reserved for Economic Uncertainties (9789)	\$10,000,000			\$10,000,000
Designated Amounts (9780)	\$31,560,861	-\$962,082	-\$4,753,623	\$25,845,156
Unappropriated Amounts (9790)	\$0	\$0	\$0	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Bargaining Unit:		Restricted General Fund EGTEAMS		
	Column 1 Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Column 2 Adjustments as a Result of Settlement	Column 3 Other Revisions	Column 4 Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$7,176,694			\$7,176,694
Remaining Revenues (8100-8799)	\$82,903,511			\$82,903,511
TOTAL REVENUES	\$90,080,205	\$0	\$0	\$90,080,205
EXPENDITURES				
Certificated Salaries (1000-1999)	\$41,875,420	\$167,179	\$833,882	\$42,876,481
Classified Salaries (2000-2999)	\$27,744,601	\$67,126	\$141,253	\$27,952,980
Employee Benefits (3000-3999)	\$30,000,684	\$41,158	\$148,164	\$30,190,006
Books and Supplies (4000-4999)	\$11,267,142		-\$300,122	\$10,967,020
Services, Other Operating Expenses (5000-5999)	\$22,718,256			\$22,718,256
Capital Outlay (6000-6999)	\$482,723			\$482,723
Other Outgo (7100-7299) (7400-7499)	\$1,791,526			\$1,791,526
Direct Support/Indirect Cost (7300-7399)	\$4,703,782			\$4,703,782
Other Adjustments				\$0
TOTAL EXPENDITURES	\$140,584,134	\$275,463	\$823,177	\$141,682,774
OPERATING SURPLUS (DEFICIT)	-\$50,503,929	-\$275,463	-\$823,177	-\$51,602,569
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$0			\$0
TRANSFERS OUT & OTHER USES (7610-7699)	\$0			\$0
CONTRIBUTIONS (8980-8999)	\$49,323,559	\$164,450	\$934,180	\$50,422,199
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$1,180,370	-\$111,013	\$111,013	-\$1,180,370
BEGINNING BALANCE	\$22,782,793			\$22,782,793
Prior-Year Adjustments/Restatements (9793/9795)				\$0
CURRENT-YEAR ENDING BALANCE	\$21,602,423	-\$111,013	\$111,013	\$21,602,423
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$21,602,423			\$21,602,423
Reserved for Economic Uncertainties (9789)				\$0
Designated Amounts (9780)				\$0
Unappropriated Amounts (9790)	\$0	-\$111,013	\$111,013	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Bargaining Unit:		Combined General Fund EGTEAMS		
	Column 1 Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Column 2 Adjustments as a Result of Settlement	Column 3 Other Revisions	Column 4 Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$341,551,998	\$0	\$0	\$341,551,998
Remaining Revenues (8100-8799)	\$132,247,973	\$0	\$0	\$132,247,973
TOTAL REVENUES	\$473,799,971	\$0	\$0	\$473,799,971
EXPENDITURES				
Certificated Salaries (1000-1999)	\$243,932,627	\$543,462	\$5,774,043	\$250,250,132
Classified Salaries (2000-2999)	\$62,512,954	\$371,957	\$141,253	\$63,026,164
Employee Benefits (3000-3999)	\$112,516,225	\$157,677	\$1,027,436	\$113,701,338
Books and Supplies (4000-4999)	\$21,996,737	\$0	-\$2,300,122	\$19,696,615
Services, Other Operating Expenses (5000-5999)	\$41,236,246	\$0	\$0	\$41,236,246
Capital Outlay (6000-6999)	\$482,723	\$0	\$0	\$482,723
Other Outgo (7100-7299) (7400-7499)	\$1,994,434	\$0	\$0	\$1,994,434
Direct Support/Indirect Cost (7300-7399)	-\$1,508,538	\$0	\$0	-\$1,508,538
Other Adjustments	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$483,163,408	\$1,073,096	\$4,642,610	\$488,879,114
OPERATING SURPLUS (DEFICIT)	-\$9,363,437	-\$1,073,096	-\$4,642,610	-\$15,079,143
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$0	\$0	\$0	\$0
TRANSFERS OUT & OTHER USES (7610-7699)	-\$1,705,797	\$0	\$0	-\$1,705,797
CONTRIBUTIONS (8980-8999)	\$0	\$1	\$0	\$1
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$11,069,234	-\$1,073,095	-\$4,642,610	-\$16,784,939
BEGINNING BALANCE	\$74,534,035			\$74,534,035
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$63,464,801	-\$1,073,095	-\$4,642,610	\$57,749,096
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$21,903,940	\$0	\$0	\$21,903,940
Reserved for Economic Uncertainties (9789)	\$10,000,000	\$0	\$0	\$10,000,000
Designated Amounts (9780)	\$31,560,861	-\$962,082	-\$4,753,623	\$25,845,156
Unappropriated Amounts - Unrestricted (9790)	\$0	\$0	\$0	\$0

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:
Enter Bargaining Unit:

**FUND 09 - ELK GROVE CHARTER
EGTEAMS**

	Column 1	Column 2	Column 3	Column 4
	Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$1,645,256	\$0	\$0	\$1,645,256
Remaining Revenues (8100-8799)	\$188,538	\$0	\$0	\$188,538
TOTAL REVENUES	\$1,833,794	\$0	\$0	\$1,833,794
EXPENDITURES				
Certificated Salaries (1000-1999)	\$1,168,193	\$1,643	\$2,023	\$1,171,859
Classified Salaries (2000-2999)	\$137,457	\$1,091	\$0	\$138,548
Employee Benefits (3000-3999)	\$339,474	\$451	\$1,103	\$341,028
Books and Supplies (4000-4999)	\$127,129	\$0	-\$3,126	\$124,003
Services, Other Operating Expenses (5000-5999)	\$61,541	\$0	-\$3,185	\$58,356
Capital Outlay (6000-6999)	\$0	\$0	\$0	\$0
Other Outgo (7100-7299) (7400-7499)	\$0	\$0	\$0	\$0
Direct Support/Indirect Cost (7300-7399)	\$0	\$0	\$0	\$0
Other Adjustments	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,833,794	\$3,185	-\$3,185	\$1,833,794
OPERATING SURPLUS (DEFICIT)	\$0	-\$3,185	\$3,185	\$0
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$0	\$0	\$0	\$0
TRANSFERS OUT & OTHER USES (7610-7699)	\$0	\$0	\$0	\$0
CONTRIBUTIONS (8980-8999)	\$0	\$0	\$0	\$0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$0	-\$3,185	\$3,185	\$0
BEGINNING BALANCE	\$2,802,901			\$2,802,901
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$2,802,901	-\$3,185	\$3,185	\$2,802,901
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$13,518	\$0	\$0	\$13,518
Reserved for Economic Uncertainties (9770)	\$0	\$0	\$0	\$0
Board Designated Amounts (9775-9780)	\$2,789,383	\$0	\$0	\$2,789,383
Unappropriated Amounts (9790)	\$0	-\$3,185	\$3,185	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **FUND 11 - ADULT EDUCATION**
Enter Bargaining Unit: **EGTEAMS**

	Column 1	Column 2	Column 3	Column 4
	Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$0	\$0	\$0	\$0
Remaining Revenues (8100-8799)	\$3,278,556	\$0	\$0	\$3,278,556
TOTAL REVENUES	\$3,278,556	\$0	\$0	\$3,278,556
EXPENDITURES				
Certificated Salaries (1000-1999)	\$1,362,042	\$2,280	\$27,170	\$1,391,492
Classified Salaries (2000-2999)	\$674,894	\$2,417	\$0	\$677,311
Employee Benefits (3000-3999)	\$811,458	\$841	\$6,445	\$818,744
Books and Supplies (4000-4999)	\$588,150	\$0	-\$33,615	\$554,535
Services, Other Operating Expenses (5000-5999)	\$375,105	\$0	-\$5,538	\$369,567
Capital Outlay (6000-6999)	\$0	\$0	\$0	\$0
Other Outgo (7100-7299) (7400-7499)	\$0	\$0	\$0	\$0
Direct Support/Indirect Cost (7300-7399)	\$155,282	\$0	\$0	\$155,282
Other Adjustments	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,966,931	\$5,538	-\$5,538	\$3,966,931
OPERATING SURPLUS (DEFICIT)	-\$688,375	-\$5,538	\$5,538	-\$688,375
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$800,000	\$0	\$0	\$800,000
TRANSFERS OUT & OTHER USES (7610-7699)	\$0	\$0	\$0	\$0
CONTRIBUTIONS (8980-8999)	\$0	\$0	\$0	\$0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$111,625	-\$5,538	\$5,538	\$111,625
BEGINNING BALANCE	\$2,619,973			\$2,619,973
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$2,731,598	-\$5,538	\$5,538	\$2,731,598
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$1,222,847	\$0	\$0	\$1,222,847
Reserved for Economic Uncertainties (9770)	\$0	\$0	\$0	\$0
Board Designated Amounts (9775-9780)	\$1,508,751	\$0	\$0	\$1,508,751
Unappropriated Amounts (9790)	\$0	-\$5,538	\$5,538	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:
Enter Bargaining Unit:

**FUND 12 - CHILD DEVELOPMENT
EGTEAMS**

	Column 1	Column 2	Column 3	Column 4
	Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$0	\$0	\$0	\$0
Remaining Revenues (8100-8799)	\$4,953,495	\$0	\$0	\$4,953,495
TOTAL REVENUES	\$4,953,495	\$0	\$0	\$4,953,495
EXPENDITURES				
Certificated Salaries (1000-1999)	\$1,723,829	\$1,352	\$37,841	\$1,763,022
Classified Salaries (2000-2999)	\$967,868	\$929	\$0	\$968,797
Employee Benefits (3000-3999)	\$1,112,335	\$379	\$5,203	\$1,117,917
Books and Supplies (4000-4999)	\$233,581	\$0	-\$45,704	\$187,877
Services, Other Operating Expenses (5000-5999)	\$790,946	\$0	\$0	\$790,946
Capital Outlay (6000-6999)	\$0	\$0	\$0	\$0
Other Outgo (7100-7299) (7400-7499)	\$0	\$0	\$0	\$0
Direct Support/Indirect Cost (7300-7399)	\$204,124	\$0	\$0	\$204,124
Other Adjustments	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$5,032,683	\$2,660	-\$2,660	\$5,032,683
OPERATING SURPLUS (DEFICIT)	-\$79,188	-\$2,660	\$2,660	-\$79,188
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$79,187	\$0	\$0	\$79,187
TRANSFERS OUT & OTHER USES (7610-7699)	\$0	\$0	\$0	\$0
CONTRIBUTIONS (8980-8999)	\$0	\$0	\$0	\$0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$1	-\$2,660	\$2,660	-\$1
BEGINNING BALANCE	\$19,573			\$19,573
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$19,572	-\$2,660	\$2,660	\$19,572
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$19,572	\$0	\$0	\$19,572
Reserved for Economic Uncertainties (9770)		\$0	\$0	\$0
Board Designated Amounts (9775-9780)	\$0	\$0	\$0	\$0
Unappropriated Amounts (9790)	\$0	-\$2,660	\$2,660	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **FUND 13 - FOOD & NUTRITION SERVICES**
Enter Bargaining Unit: **EGTEAMS**

	Column 1	Column 2	Column 3	Column 4
	Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$0	\$0	\$0	\$0
Remaining Revenues (8100-8799)	\$23,370,728	\$0	\$0	\$23,370,728
TOTAL REVENUES	\$23,370,728	\$0	\$0	\$23,370,728
EXPENDITURES				
Certificated Salaries (1000-1999)	\$0			\$0
Classified Salaries (2000-2999)	\$7,527,629	\$37,381	\$0	\$7,565,010
Employee Benefits (3000-3999)	\$3,948,095	\$8,866		\$3,956,961
Books and Supplies (4000-4999)	\$10,733,646	\$0		\$10,733,646
Services, Other Operating Expenses (5000-5999)	\$1,005,417	\$0	\$0	\$1,005,417
Capital Outlay (6000-6999)	\$24,100	\$0	\$0	\$24,100
Other Outgo (7100-7299) (7400-7499)	\$0	\$0	\$0	\$0
Direct Support/Indirect Cost (7300-7399)	\$1,149,132	\$0	\$0	\$1,149,132
Other Adjustments	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$24,388,019	\$46,247	\$0	\$24,434,266
OPERATING SURPLUS (DEFICIT)	-\$1,017,291	-\$46,247	\$0	-\$1,063,538
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$826,610	\$0	\$0	\$826,610
TRANSFERS OUT & OTHER USES (7610-7699)	\$0	\$0	\$0	\$0
CONTRIBUTIONS (8980-8999)	\$0	\$0	\$0	\$0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$190,681	-\$46,247	\$0	-\$236,928
BEGINNING BALANCE	\$2,424,568			\$2,424,568
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$2,233,887	-\$46,247	\$0	\$2,187,640
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$2,124,122	\$0	\$0	\$2,124,122
Reserved for Economic Uncertainties (9770)		\$0	\$0	\$0
Board Designated Amounts (9775-9780)	\$109,765	-\$46,247	\$0	\$63,518
Unappropriated Amounts (9790)	\$0	\$0	\$0	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:
Enter Bargaining Unit:

FUND 25 - CAPITAL FACILITIES FUND
EGTEAMS

	Column 1	Column 2	Column 3	Column 4
	Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$0	\$0	\$0	\$0
Remaining Revenues (8100-8799)	\$7,100,000	\$0	\$0	\$7,100,000
TOTAL REVENUES	\$7,100,000	\$0	\$0	\$7,100,000
EXPENDITURES				
Certificated Salaries (1000-1999)	\$0			\$0
Classified Salaries (2000-2999)	\$162,609	\$1,774	\$0	\$164,383
Employee Benefits (3000-3999)	\$130,244	\$420		\$130,664
Books and Supplies (4000-4999)	\$57,000	\$0		\$57,000
Services, Other Operating Expenses (5000-5999)	\$85,916	\$0	\$0	\$85,916
Capital Outlay (6000-6999)	\$0	\$0	\$0	\$0
Other Outgo (7100-7299) (7400-7499)	\$0	\$0	\$0	\$0
Direct Support/Indirect Cost (7300-7399)	\$0	\$0	\$0	\$0
Other Adjustments	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$435,769	\$2,194	\$0	\$437,963
OPERATING SURPLUS (DEFICIT)	\$6,664,231	-\$2,194	\$0	\$6,662,037
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$0	\$0	\$0	\$0
TRANSFERS OUT & OTHER USES (7610-7699)	-\$21,162,000	\$0	\$0	-\$21,162,000
CONTRIBUTIONS (8980-8999)	\$0	\$0	\$0	\$0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$14,497,769	-\$2,194	\$0	-\$14,499,963
BEGINNING BALANCE	\$21,645,455			\$21,645,455
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$7,147,686	-\$2,194	\$0	\$7,145,492
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$7,147,686	\$0	\$0	\$7,147,686
Reserved for Economic Uncertainties (9770)		\$0	\$0	\$0
Board Designated Amounts (9775-9780)	\$0	-\$2,194	\$0	-\$2,194
Unappropriated Amounts (9790)	\$0	\$0	\$0	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **FUND 49 - SPECIAL PROJECTS FUND**
Enter Bargaining Unit: **EGTEAMS**

	Column 1	Column 2	Column 3	Column 4
	Latest Board - Approved Budget Before Settlement (As of 8/6/13)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$0	\$0	\$0	\$0
Remaining Revenues (8100-8799)	\$336,126	\$0	\$0	\$336,126
TOTAL REVENUES	\$336,126	\$0	\$0	\$336,126
EXPENDITURES				
Certificated Salaries (1000-1999)	\$0			\$0
Classified Salaries (2000-2999)	\$1,335,117	\$17,045	\$0	\$1,352,162
Employee Benefits (3000-3999)	\$648,493	\$4,043		\$652,536
Books and Supplies (4000-4999)	\$28,600	\$0		\$28,600
Services, Other Operating Expenses (5000-5999)	\$627,860	\$0	\$0	\$627,860
Capital Outlay (6000-6999)	\$5,443,106	\$0	\$0	\$5,443,106
Other Outgo (7100-7299) (7400-7499)	\$0	\$0	\$0	\$0
Direct Support/Indirect Cost (7300-7399)	\$0	\$0	\$0	\$0
Other Adjustments	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$8,083,176	\$21,088	\$0	\$8,104,264
OPERATING SURPLUS (DEFICIT)	-\$7,747,050	-\$21,088	\$0	-\$7,768,138
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$846,000	\$0	\$0	\$846,000
TRANSFERS OUT & OTHER USES (7610-7699)	\$0	\$0	\$0	\$0
CONTRIBUTIONS (8980-8999)	\$0	\$0	\$0	\$0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$6,901,050	-\$21,088	\$0	-\$6,922,138
BEGINNING BALANCE	\$22,795,137			\$22,795,137
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$15,894,087	-\$21,088	\$0	\$15,872,999
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$1,145,773	\$0	\$0	\$1,145,773
Reserved for Economic Uncertainties (9770)		\$0	\$0	\$0
Board Designated Amounts (9775-9780)	\$14,748,314	-\$21,088	\$0	\$14,727,226
Unappropriated Amounts (9790)	\$0	\$0	\$0	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **FUND 67 - SELF INSURANCE FUND**
Enter Bargaining Unit: **EGTEAMS**

	Column 1	Column 2	Column 3	Column 4
	Latest Board - Approved Budget Before Settlement (As of 3/6/13)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$0	\$0	\$0	\$0
Remaining Revenues (8100-8799)	\$4,900,000	\$0	\$0	\$4,900,000
TOTAL REVENUES	\$4,900,000	\$0	\$0	\$4,900,000
EXPENDITURES				
Certificated Salaries (1000-1999)	\$0			\$0
Classified Salaries (2000-2999)	\$304,125	\$1,648	\$0	\$305,773
Employee Benefits (3000-3999)	\$111,043	\$391		\$111,434
Books and Supplies (4000-4999)	\$12,735	\$0		\$12,735
Services, Other Operating Expenses (5000-5999)	\$5,261,505	\$0	\$0	\$5,261,505
Capital Outlay (6000-6999)	\$0	\$0	\$0	\$0
Other Outgo (7100-7299) (7400-7499)	\$0	\$0	\$0	\$0
Direct Support/Indirect Cost (7300-7399)	\$0	\$0	\$0	\$0
Other Adjustments	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$5,689,408	\$2,039	\$0	\$5,691,447
OPERATING SURPLUS (DEFICIT)	-\$789,408	-\$2,039	\$0	-\$791,447
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$0	\$0	\$0	\$0
TRANSFERS OUT & OTHER USES (7610-7699)	\$0	\$0	\$0	\$0
CONTRIBUTIONS (8980-8999)	\$0	\$0	\$0	\$0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$789,408	-\$2,039	\$0	-\$791,447
BEGINNING BALANCE	\$3,557,620			\$3,557,620
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$2,768,212	-\$2,039	\$0	\$2,766,173
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$0	\$0	\$0	\$0
Reserved for Economic Uncertainties (9770)		\$0	\$0	\$0
Board Designated Amounts (9775-9780)	\$0		\$0	\$0
Unappropriated Amounts (9790)	\$2,768,212	-\$2,039	\$0	\$2,766,173

* Please see question on page 7.

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Enter Bargaining Unit:		Combined General Fund EGTEAMS		
	2013-14	2014-15	2015-16	
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement	
REVENUES				
Revenue Limit Sources (8010-8099)	\$341,551,998	\$357,421,812	\$368,870,678	
Remaining Revenues (8100-8799)	\$132,247,973	\$132,247,973	\$132,825,362	
TOTAL REVENUES	\$473,799,971	\$489,669,785	\$501,696,040	
EXPENDITURES				
Certificated Salaries (1000-1999)	\$250,250,132	\$251,033,976	\$255,413,835	
Classified Salaries (2000-2999)	\$63,026,164	\$63,077,056	\$63,193,019	
Employee Benefits (3000-3999)	\$113,701,338	\$119,521,349	\$126,669,210	
Books and Supplies (4000-4999)	\$19,696,615	\$21,067,348	\$20,867,530	
Services, Other Operating Expenses (5000-5999)	\$41,236,246	\$41,558,529	\$42,070,856	
Capital Outlay (6000-6999)	\$482,723	\$182,723	\$182,723	
Other Outgo (7100-7299) (7400-7499)	\$1,994,434	\$1,944,434	\$1,944,434	
Direct Support/Indirect Cost (7300-7399)	-\$1,508,538	-\$1,508,538	-\$1,508,538	
Other Adjustments	\$0	\$0	\$0	
TOTAL EXPENDITURES	\$488,879,114	\$496,876,877	\$508,833,069	
OPERATING SURPLUS (DEFICIT)	-\$15,079,143	-\$7,207,092	-\$7,137,029	
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$0	\$0	\$0	
TRANSFERS OUT & OTHER USES (7610-7699)	-\$1,705,797	-\$1,705,797	-\$1,705,797	
CONTRIBUTIONS (8980-8999)	\$1	\$0	\$0	
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$16,784,939	-\$8,912,889	-\$8,842,826	
BEGINNING BALANCE	\$74,534,035	\$57,749,096	\$48,836,207	
CURRENT-YEAR ENDING BALANCE	\$57,749,096	\$48,836,207	\$39,993,381	
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$21,903,940	\$20,571,708	\$18,798,198	
Reserved for Economic Uncertainties - Unrestricted (9789)	\$10,000,000	\$10,000,000	\$10,200,000	
Reserved for Economic Uncertainties - Restricted (9770)				
Board Designated Amounts (9780)	\$25,845,156	\$18,264,499	\$10,995,183	
Unappropriated Amounts - Unrestricted (9790)	\$0	\$0	\$0	
Unappropriated Amounts - Restricted (9790)	\$0	\$0	\$0	

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2013-14	2014-15	2015-16
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$490,584,910	\$498,582,674	\$510,538,866
b.	State Standard Minimum Reserve Percentage for this District <u>2%</u> enter percentage:	2%	2%	2%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, OR \$50,000	\$9,811,698	\$9,971,653	\$10,210,777

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$10,000,000	\$10,000,000	\$10,200,000
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$0	\$0	\$0
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9780)	\$0	\$0	\$0
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9780)	\$0	\$0	\$0
g.	Total Available Reserves	\$10,000,000	\$10,000,000	\$10,200,000
h.	Reserve for Economic Uncertainties Percentage	2.0%	2.0%	2.0%

3. Do unrestricted reserves meet the state minimum reserve amount?

2013-14	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2014-15	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2015-16	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?

N/A

5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5, Page 1 (i.e., increase was partially budgeted), explain the variance below:

6. Please include any additional comments and explanation of Page 4 if necessary: N/A

K. SALARY NOTIFICATION REQUIREMENT

The following section is applicable and should be completed when any Salary/Benefit Negotiations are settled after the district's final budget has been adopted.

COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT BASE REVENUE LIMIT

(a) Current-Year LCFF Revenue Base Revenue Limit (BRL) per ADA: (obtain from the County Office provided Revenue Limit run, Form RL, Line 4)	\$ <u>6578.00</u> (Estimated)	
(b) Prior-Year Base Revenue Limit per ADA: (Form RL, Line 1)	\$ <u>6272.00</u> (Actual)	
(c) Amount of Current-Year Increase: (a) minus (b)	\$ <u>306</u>	
(d) Percentage Increase in Revenue BRL per ADA: (c) divided by (b)		4.88%
(e) Deficit: (Form RL, Line 9-a)		<u>0 %</u>
(f) Percentage Increase in BRL after deficit:		0.00%
(g) Total Compensation Percentage Increase from Section A, Line 5, Page 1 for Current year (Year 1)		2.72%

L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICTS ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Elk Grove Unified School District (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Elk Grove Team for Education/Administrative Management and Support (EGTEAMS), during the term of the agreement from July 1, 2013 to June 30, 2015.

The budget revisions necessary to meet the costs of the agreement are as follows:

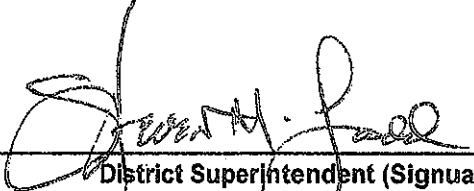
Budget Adjustment Categories:

<u>Revenues/Other Financing Sources</u>
<u>Expenditures/Other Financing Uses</u>
<u>Ending Balance Increase (Decrease)</u>

Budget Adjustment
Increase (Decrease)

<u>0</u>
<u>962,082</u>
<u>(962,082)</u>

____ (No budget revisions necessary)



District Superintendent (Signature)
Steven M. Ladd, Ed.D.

11/8/13

Date



Chief Business Officer (Signature)
Rich Fagan

11/8/13

Date

ELK GROVE UNIFIED SCHOOL DISTRICT

13A

Agenda Item No: _____

Board Agenda Item

Supplement No. _____

Meeting Date 11-19-13

Subject: Finance Committee Bylaws

Department: Board of Education

Action Requested: the Board of Education is requested to engage in a discussion and make any changes the Board wishes to make.

Discussion:

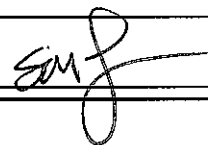
It was requested by the Board that the Finance Committee Bylaws be brought forward for the Board's review.

Copies of the current Bylaw and the Sub Committee's recommended changes are attached.

Financial Summary:

Prepared By: Steven M. Ladd Department Approval: _____

Prepared By: _____ Superintendent Approval: Steven M. Ladd, Ed.D.





ELK GROVE UNIFIED SCHOOL DISTRICT
FINANCE COMMITTEE BYLAWS

Current Bylaw

ARTICLE I — NAME

Section 1: The name of the committee shall be the **Finance Committee**.

ARTICLE II — AUTHORITY

Section 1: The Board of Education may establish a Finance Committee at its discretion.

ARTICLE III — FUNCTION

Section 1: The Finance Committee shall serve the Elk Grove Unified School District Board of Education in an advisory capacity on matters pertaining to District finances. The functions of the Finance Committee shall be:

- A. To review the annual budget and interim financial reports and provide comment when deemed necessary..
- B. To provide opinions on current fiscal strategies for the district.
- C. To identify potential fiscal problems and refer them to the Superintendent and staff for analysis.
- D. To provide an annual written report of the Committee's activities to the Board.
- E. To provide any oral presentations to the Board of Education at the Board's request or at the Committee's initiative.
- F. To serve as an ad hoc resource for specific research or study as requested by the Board and/or Superintendent.

ARTICLE IV — MEMBERSHIP

Section 1: The membership of the Finance Committee will be established as follows:

Committee Members—Voting *Number*

1. Community members (one appointed by each board member)..... 7
2. Community members (three appointed by the Superintendent) 3

Committee Members—Non-Voting

3. One student representative appointed by each comprehensive 9
high school (each school shall also appoint an alternate representative)
4. Director of Fiscal Services 1
5. Recording Secretary 1
6. Participation of Cabinet members or Program Managers as required
or requested by the Finance Committee

ARTICLE V — TERM OF MEMBERSHIP

- Section 1: Student representatives and alternates will serve a one-year term which shall commence on September 1 and expire at the end of the school year of service. Student representatives and/or alternates may be appointed for successive terms.
- Section 2: Committee members will serve in two-year staggered terms which commence on February 1 and may be reappointed for additional terms as long as it is mutually agreeable to the member and to the Board member/Superintendent making the appointment. Board members whose terms expire in November will appoint Committee members with the same expiration date to initiate the staggered terms.
- Section 3: A Committee member may resign prior to the end of a term by providing written notification to the Board of Education President, with copies to the Director of Fiscal Services and the individual who appointed them.

ARTICLE VI — STAFF LIAISON

- Section 1: The Superintendent shall appoint a Staff Liaison for the Finance Committee. The Staff Liaison will be the Director of Fiscal Services.
- Section 2: The duties of the Staff Liaison are:
- A. To ensure a recording secretary is present at all meetings to take minutes;
 - B. To notify Committee members of their appointments and business;
 - C. To take charge of all documents belonging to the Committee;
 - D. To call a meeting to order, in the absence of the chairperson or to assist the chairperson; to preside until the election of a chairperson pro tem;
 - E. To notify all members of meetings;
 - F. To coordinate and prepare required correspondence as directed;
 - G. To coordinate and schedule staff presentations to the Committee;
 - H. To perform other appropriate staff duties as requested by the Chair.

ARTICLE VII — VACANCIES

- Section 1: The Staff Liaison will inform the Board of all Committee vacancies. The Board member or Superintendent shall then appoint a replacement member to the Committee in the same manner that initial selections are made.
- Section 2: Replacement members will be appointed as needed to complete unfilled terms.

ARTICLE VIII — OPERATING RULES

- Section 1: The Finance Committee shall establish, modify, and endorse Committee operating rules for the selection of a chairperson, attendance requirements, meetings, agendas, minutes, meeting rules, and voting requirements.
- Section 2: The Staff Liaison or designee shall post agendas, meeting materials, and otherwise assist the Committee in complying with any applicable legal procedures.

ARTICLE IX — COMMITTEE BUDGET

- Section 1: The Finance Committee budget will be recommended by the Committee and approved by the Board.
- Section 2: A budget, in the amount to be determined, will be used to pay the cost of the recording secretary, printing of Committee business and postage.

Updated 10/9/00
08/15/05
10/07/10
3/18/13



FINANCE COMMITTEE OPERATING RULES

SELECTION OF CHAIRPERSON

The Committee shall elect a chairperson and a vice-chairperson at the first regular meeting of the calendar year to preside at meetings and to carry out other duties as assigned. A District secretary will be selected by the Staff Liaison to take minutes and perform other clerical duties for the committee.

ATTENDANCE

It is essential that a representative attend all meetings. Two unexcused absences will result in recommendation to the Board that a Committee member be replaced.

MEETINGS

Meeting shall be held at least four times per academic year. Additional meetings may be held at the discretion of the Finance Committee. Student Representatives will be invited to attend all meetings of the Finance Committee; a minimum of two meetings per academic year will be dedicated to student matters.

PREPARATION AND DISTRIBUTION OF AGENDA

Agendas will be prepared with input from Committee members and staff. Agendas and minutes will be distributed prior to each meeting to each member and staff representative by the Committee secretary under the direction of the Staff Liaison.

MINUTES

Minutes will be composed, prepared, and distributed to Committee members by the Committee secretary prior to each Committee meeting. Final minutes will be distributed to the Board of Education and to the administration.

RULES OF ORDER

Roberts Rules of Order will be used as a guideline but will not be strictly applied in order to maintain flexibility and to ensure that everyone has an opportunity to be heard.

QUORUM

A quorum will be 50% or more of the current voting members at the time of each meeting *is required to take any formal actions or to adopt final recommendations.*



ELK GROVE UNIFIED SCHOOL DISTRICT
FINANCE COMMITTEE BYLAWS

Recommended Changes

ARTICLE I — NAME

Section 1: The name of the committee shall be the **Finance Committee**.

ARTICLE II — AUTHORITY

Section 1: The Board of Education may establish a Finance Committee at its discretion.

ARTICLE III — FUNCTION

Section 1: The Finance Committee shall serve the Elk Grove Unified School District Board of Education in an advisory capacity on matters pertaining to District finances. The functions of the Finance Committee shall be:

- A. To review the annual budget and interim financial reports and provide comment when deemed necessary.
- B. To provide opinions on current fiscal strategies for the district.
- C. To identify potential fiscal problems and refer them to the Superintendent-Board of Education and staff for analysis.
- D. To provide an annual written report of the Committee's activities to the Board.
- E. To provide any oral presentations to the Board of Education at the Board's request or at the Committee's initiative.
- F. To serve as an ad hoc resource for specific research or study as requested by the Board ~~and/or Superintendent.~~

ARTICLE IV — MEMBERSHIP

Section 1: The membership of the Finance Committee will be established as follows:

Committee Members—Voting

Number

1. Community members (one appointed by each board member).....7
2. Community members (three appointed ~~by the Superintendent~~ at large by the
Board) 3

Committee Members—Non-Voting

3. One student representative appointed by each comprehensive9
high school (each school shall also appoint an alternate representative)
4. Director of Fiscal Services1
5. ~~Recording Secretary~~1
6. Participation of Cabinet members or Program Managers as required
or requested by the Finance Committee

ARTICLE V — TERM OF MEMBERSHIP

- Section 1: Student representatives and alternates will serve a one-year term which shall commence on September 1 and expire at the end of the school year of service. Student representatives and/or alternates may be appointed for successive terms.
- Section 2: Committee members will serve in two-year staggered terms which commence on February 1 and may be reappointed for additional terms as long as it is mutually agreeable to the member and to the Board ~~member/Superintendent~~ for at Large appointments, making the appointment. Board members whose terms expire in November will appoint Committee members with the same expiration date to initiate the staggered terms.
- Section 3: A Committee member may resign prior to the end of a term by providing written notification to the Board of Education President, with copies to the Director of Fiscal Services and the individual who appointed them.

ARTICLE VI — STAFF LIAISON

- Section 1: The Superintendent shall appoint a Staff Liaison for the Finance Committee. The Staff Liaison will be the Director of Fiscal Services.
- Section 2: The duties of the Staff Liaison are:
- A. To ensure ~~a recording secretary is present at all meetings to take minutes~~ minutes are taken at all meetings;
 - B. To notify Committee members of their appointments and business;
 - C. To take charge of all documents belonging to the Committee;
 - D. To call a meeting to order, in the absence of the chairperson or to assist the chairperson and vice-chairperson; to preside until the election of a chairperson pro tem;
 - E. To notify all members of meetings;
 - F. To coordinate and prepare required correspondence as directed;
 - G. To coordinate and schedule staff presentations to the Committee;
 - H. To perform other appropriate staff duties as requested by the Chair.

ARTICLE VII — VACANCIES

- Section 1: The Staff Liaison will inform the Board of all Committee vacancies. The Board ~~member or Superintendent~~ or Board member shall then appoint a replacement member to the Committee in the same manner that initial selections are made.
- Section 2: Replacement members will be appointed as needed to complete unfilled terms.

ARTICLE VIII — OPERATING RULES

- Section 1: The Finance Committee shall establish, modify, and endorse Committee operating rules for the selection of a chairperson and vice-chairperson, attendance requirements, meetings, agendas, minutes, meeting rules, and voting requirements.
- Section 2: ~~The Staff Liaison or designee shall post agendas, meeting materials, and otherwise assist the Committee in complying with any applicable legal procedures. Specifically, meetings of the committee shall be conducted in accordance with the California open meetings law known as the Brown Act (Governance Code sections 54950-54963). The Staff Liaison or designee shall post agendas (hard copy and online), meeting materials, and otherwise assist the Committee in complying with these procedures.~~
- Section 3: The Finance Committee Bylaws shall be amended by the Board of Education. The Finance Committee may make recommendations for Bylaw changes to the Board of Education.

ARTICLE IX — COMMITTEE BUDGET

- Section 1: ~~The Finance Committee budget will be recommended by the Committee and approved by the Board.~~
- Section 2: ~~A budget, in the amount to be determined, will be used to pay the cost of the recording secretary, printing of Committee business and postage.~~

Updated 10/9/00
08/15/05
10/07/10
3/18/13
9/24/13



FINANCE COMMITTEE OPERATING RULES

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Minutes will be composed, prepared, and distributed to Committee members by the Committee secretary prior to each Committee meeting. Final minutes will be distributed to the Board of Education and to the administration within one week of approval by the Committee.

RULES OF ORDER

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QUORUM

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ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 16A

Board Agenda Item

Supplement No. _____

Meeting Date 11-19-13

Subject: Hmong New Year

Department: Administration

Action Requested:

The Board is requested to adopt Resolution No. 30, 2013, recognizing the Hmong New Year and the thirty-eighth anniversary of the arrival of Hmong refugees to the United States and commending the Hmong people for their contributions to the rich heritage of Elk Grove Unified School District.

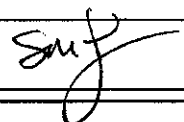
Discussion:

Resolution No. 30, 2013, references the importance of the Hmong New Year Celebration to the Hmong communities, the history of the arrival of Hmong refugees to the United States, and the efforts of the new Hmong American residents to integrate into our society.

Financial Summary:

Prepared By: Steven M. Ladd, Ed.D. Department Approval: _____

Prepared By: _____ Superintendent Approval: Steven M. Ladd, Ed.D.



ELK GROVE UNIFIED SCHOOL DISTRICT
ELK GROVE, CALIFORNIA

RESOLUTION NO. 30, 2012-13

HMONG NEW YEAR

WHEREAS, November will mark the beginning of the Hmong New Year Celebrations, which is celebrated in many Hmong communities around the world, including the United States, and especially California and within our school district borders; and

WHEREAS, for the Hmong community, the New Year Celebration is traditionally the most important and only holiday away from the otherwise constant routine of work; and

WHEREAS, the Hmong New Year celebration traditionally begins on the first day of the new year after the harvest season and stands as the spiritual and material marker between the old year and the new year; and

WHEREAS, Elk Grove Unified School District is a mixture of diverse cultures and ethnicities, all of which have contributed to our district's own unique and rich cultural heritage; and

WHEREAS, the year 2013 marks the thirty-eighth anniversary of the arrival of Hmong refugees to the United States, and it is appropriate at this time to draw special public attention to this significant milestone in the history of the Hmong people; and

WHEREAS, the recent history of Hmong refugees seeking asylum in the U.S. began in 1975 with the communist takeover of Laos; in December of that year, the federal government agreed to the resettling of the Hmong in America, and following the arrival of the first 3,466 Hmong refugees, 10,200 refugees from Laos, many of whom were Hmong who had fled across the border into Thailand, were admitted into the U.S. in 1976; and

WHEREAS, by the early 1980s, approximately 50,000 Hmong were residing in the U.S. and, by the time of the 1990 Census, the number had doubled to almost 100,000 people, and with the closure of the Thai refugee camps in 1995, thousands of Hmong returned to Laos; and

WHEREAS, in 2000, the U.S. Census Bureau reported 169,000 Hmong living in the country, and in December 2003, the U.S. State Department announced the resettlement of 15,000 Hmong refugees from the Wat Tham Krabok camp in Thailand; and

WHEREAS, according to the 2010 U.S. Census, 260,073 persons of Hmong origin were counted in the 50 states, the District of Columbia, and Puerto Rico, with the largest concentration of the Hmong population (91,224) making their home in California; and

WHEREAS, the thirty-eighth anniversary of the arrival of Hmong refugees to the United States serves as a reminder to the people of our district and state of the remarkable inner strength and indomitable spirit that drives the Hmong people to persevere through daunting challenges and gives them the impetus to dream without limits; and

WHEREAS, it is important for all citizens to recognize the sincere efforts of our new Hmong American residents to integrate into our society, and to weave their most important and elaborate holiday into the cultural fabric of our district;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education recognize the Hmong New Year and thirty-eighth anniversary of the arrival of Hmong refugees to the United States and commend the Hmong people for their contributions to the rich heritage of Elk Grove Unified School District; and

BE IT FURTHER RESOLVED, that the Board of Education of Elk Grove Unified School District join Hmong communities throughout the state in celebrating the beginning of the Hmong New Year and extend best wishes for a peaceful and prosperous new year to all Californians.

Chet Madison, Sr., President

Jeanette J. Amavisca, Clerk

Priscilla S. Cox, Member

Carmin S. Forcina, Member

Steve Ly, Member

Anthony "Tony" Perez, Member

Bobbie Singh-Allen, Member

Revised Agenda Item

November 19, 2013
Board Meeting

**Agenda Item
7**

ELK GROVE UNIFIED SCHOOL DISTRICT

Revised

7

Agenda Item No: _____

Board Agenda Item

Supplement No. _____

Meeting Date: November 19, 2013

Subject: **2013 National FFA Convention**

Division: **Secondary Education**

Action Requested:

The Board of Education is asked to recognize the Elk Grove Unified School District students who received recognition at the 86th Annual National Future Farmers of American Convention.

Discussion:

The Board is asked to recognize Elk Grove Unified School District students from Elk Grove and Florin High Schools for their accomplishments at the 86th Annual National FFA Convention.

Financial Summary:

N/A

Prepared By: **Kathy Hamilton** Division Approval: **Christina Penna, Secondary Education**

Prepared By: _____ Superintendent Approval: **Steven M. Ladd, Ed.D.**

Attachment to Agenda Item

November 19, 2013
Board Meeting

**Agenda Item
13**

Elk Grove Unified School District

Pre-Qualification Application

PRE-QUALIFICATION PROCEDURES

Notice is hereby given that all contractors required to pre-qualify for Elk Grove Unified School District ("District") projects must adhere to the following procedures, submit the following documentation and information at least annually, with quarterly certifications or updates, and must be found by the District on a quarterly basis to pre-qualify, as a condition of bidding the District project during any quarterly period. The District is required to have a pre-qualification process pursuant to applicable California law (in particular Public Contracts Code sections 20111.5 and 20111.6) for any projects projected to cost \$1,000,000 or more and any contractors bidding on projects projected to cost \$1,000,000 or more are required to participate in the District's pre-qualification process. Pre-qualification application packages are available on the District's website or at the District's main office.

It is mandatory that all contractors who intend to submit bids fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by the District. No bid will be accepted from a contractor that has failed to comply with these requirements. If two or more business entities submit a bid on a project as a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

The pre-qualification packet includes, in part, a questionnaire and financial statement, to be verified under oath. The District will use the information and documentation required herein, as the basis for rating contractors in respect to the size and scope of contracts upon which each contractor is qualified to bid. The District reserves the right to check other sources available. The District's decision will be based, in part, on its uniform rating system, including, among other things, objective evaluation criteria and references.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist the District in determining bidder responsibility prior to the submission of bids and to aid the District in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of pre-qualification status well in advance of the bid process.

The pre-qualification packages should be sealed, marked "CONFIDENTIAL PREQUALIFICATION", and mailed to the following:

**Facilities and Planning
Elk Grove Unified School District
9510 Elk Grove-Florin Road
Elk Grove, CA 95624
Attention: Pre-Qualification**

The questionnaire answers and financial statements included in the pre-qualification packages submitted by contractors are not public records and are not open to public inspection. All such information provided will be kept confidential to the extent permitted by law, although the

contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of any applicable appeal. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify the District and provide updated accurate information in writing, under penalty of perjury.

A contractor who has submitted a completed application form, and who receives a rating of "not qualified" from the District may appeal that determination. There is no appeal from a finding that a contractor is not pre-qualified because of a late application or a failure to submit required information. A contractor may appeal the District's decision with respect to its request for pre-qualification, by giving notice to the District no later than five (5) business days after receipt of notice of its qualification status. Notice shall be sent to the Address listed above. Unless a contractor files a timely appeal, the contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding.

Within five (5) business days of the request of the appealing contractor, the District will provide written notification to the contractor of the basis for the contractor's disqualification, including any relevant supporting evidence. Within five (5) business days of such notification, the contractor may provide the District with a written rebuttal of any evidence used as a basis for the District's disqualification, and present evidence to the District as to why the contractor should be found qualified. The District will respond to the contractor within ten (10) days of receipt of such rebuttal with its determination.

To the extent the matter is not resolved, the contractor may request an informal hearing within five (5) days of receipt of the District's determination following the procedure above. The hearing shall be conducted so that it is concluded no later than ten (10) business days after the District's receipt of the contractors request for hearing. The hearing so provided shall be an informal process conducted by a panel to which the District has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the contractor will be advised of the basis for the District's pre-qualification determination. The contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than three (3) business days after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

The District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted and to make all final determinations.

A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by the District, or on all contracts to be let by the District until the contractor meets the District's requirements. In addition, a contractor may be found not pre-qualified for either an

omission of requested information, falsification of information, or a failure to use the forms provided by the District.

Prequalified General contractors must use prequalified Mechanical, Electrical, and Plumbing Subcontractors in order for their bid to be “responsive,” whenever that is specified in the bid documents.

The District reserves the right to amend the pre-qualification packet at any time. Additionally, a determination by the District that a contractor is pre-qualified does not amount to a final determination that such contractor is responsible or responsive for purposes of bid evaluation. The District may, in accordance with applicable law, reject a pre-qualified contractor’s bid, and the District may additionally reject all bids if it determines such action is in the best interest of the public.

GENERAL INFORMATION

- A. The bidder shall complete the enclosed Pre-Qualification Application materials. If an explanation and/or additional sheets are required for any of the responses, please attach additional pages signed by the preparer and identify clearly to which questions the attached page refers. If the bidder, within the last calendar year, has submitted to the District a completed Pre-Qualification Application and the District has determined that the bidder is prequalified, the bidder must submit a Quarterly Update in each calendar quarter after the calendar quarter in which the initial Pre-Qualification Application was filed, certifying that nothing has changed in the interim period to make the Pre-Qualification Application materially untrue, inaccurate or misleading or, providing such updated information as applicable to make the Pre-Qualification Application, as supplemented by the Quarterly Update, true, accurate, and not misleading. A form of the Quarterly Update is attached. If the bidder has been deemed prequalified by the District within the last calendar year but has failed to submit a Quarterly Update in order to maintain pre-qualification the bidder will be automatically disqualified and must submit a full Pre-Qualification Application in order to be considered for pre-qualification.
- B. "You" or "Your" as used herein refers to the bidder's firm and any of its officers, directors, shareholders, parties, or principals.
- C. Any statement which is proven to be false shall be grounds for immediate disqualification.
- D. The District reserves the right to determine disqualification on the basis of information secured from any source(s).
- E. Failure to complete all questions and provide all information requested within this pre-qualification questionnaire shall be a basis for disqualification.
- F. Please be advised that all references are subject to verification.
- G. A bidder's failure to provide legible, unambiguous and sufficiently detailed answers or explanations to any questions or requests of information required herein may result in the rejection of the Bidder's pre-qualification application.
- H. Please be advised that the contractor must be able to properly answer the "Essential Criteria" in Part I of this Pre-Qualification Questionnaire, as indicated in Part I, and failure to do so is automatic grounds for disqualification and no further evaluation of the contractor will be performed by the District.

PRE-QUALIFICATION APPLICATION

(This page is subject to disclosure pursuant to the California Public Records Act)

CONTACT INFORMATION:

Firm Name: _____ Check One: ☐ Corporation
(as it appears on license) ☐ Partnership
☐ Sole Prop.

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Number(s): _____, _____, _____

Contractors that successfully prequalify will be eligible to bid on any projects for which they are qualified as outlined below:

1. Bid Limit:

The contractor's qualified limit will be limited to (stated in US currency) the contractor's current bonding capacity (as determined by the surety with which the contractor currently has the highest bonding limit). Your accurate answer below, once verified by the District, will determine your bid limit.

Please provide your firm's current maximum bonding capacity: \$_____.

Name of Bonding Company: _____

2. Essential Experience Requirements:

The District is not precluded from specifying in the bid documents additional prequalification requirements as may be required for a specific project. In addition, the contractor must be able to properly answer the "Essential Criteria" in Part I of this Pre-Qualification Questionnaire, as indicated in Part I, and failure to do so is automatic grounds for disqualification **and no further evaluation of the contractor will be performed by the District.**

Pre-qualification Questionnaire

PART I. ESSENTIAL AND GENERAL REQUIREMENTS FOR QUALIFICATION

A. Essential Criteria

- 1. License.** Has the Contractor held all current, active contractors license(s) necessary to perform its work for at least five (5) years and have those license(s) not been suspended or revoked? (Please circle one. If "No," then Contractor is not qualified.)
☐ Yes ☐ No
- 2. Default or Bankruptcy.** Has the Contractor ever defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership within the past five (5) year? (Please circle one. If "Yes," then Contractor is not qualified.)
☐ Yes ☐ No
- 3. Debarment/Not Responsible.** Has the Contractor ever been found non-responsible or debarred from performing work and/or bidding on work for any school district or other public agency within the State of California within the past five (5) years? (Please circle one. If "Yes," then Contractor is not qualified.)
☐ Yes ☐ No
- 4. Termination for Cause.** Has the Contractor ever been terminated for cause by any school district or other public agency on any project for any school district or other public agency within the State of California within the past five (5) years? (Please circle one. If "Yes," then Contractor is not qualified.)
☐ Yes ☐ No
- 5. Criminal Conviction.** Has the Contractor or any of its owners or officers been convicted of a crime involving the bidding for, awarding of, or performance of a contract with a public entity; making a false claim(s) to any public entity; or fraud, theft, or other act of dishonesty to any contracting party? (Please circle one. If "Yes," then Contractor is not qualified.)
☐ Yes ☐ No
- 6.** Contractor has a liability insurance policy with a policy limit of at least: a) \$3,000,000 per occurrence and \$5,000,000 aggregate for projects of \$1M or more.
☐ Yes ☐ No
- 7.** Contractor has current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
☐ Yes ☐ No ☐ contractor is exempt from this requirement, because it has no employees

8. Has any contractor's license held by your firm, or its responsible managing employee ("RME") or responsible managing officer ("RMO") been suspended or revoked at any time in the last five years?

☐ Yes ☐ No

9. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?¹

☐ Yes ☐ No

NOTE: A financial statement that is neither reviewed nor audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

10. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states whether your current available bonding capacity is sufficient for the project for which you seek pre-qualification and provides a your total bonding capacity limits?²

☐ Yes ☐ No

NOTE: Notarized statement must be from the surety company, not an agent or broker.

11. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?

☐ Yes ☐ No

PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. Current Organization and Structure of the Business

For Firms That Are Corporations:

1a. Date incorporated: _____

1b. Under the laws of what state: _____

For Firms That Are Partnerships:

1a. Date of formation: _____

1b. Under the laws of what state: _____

For Firms That Are Sole Proprietorships:

¹ Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is "no more than 25 per cent of the qualifying amount provided in section 14837(d)(1)."

² An additional notarized statement from the surety may be requested by District at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.

- 1a. Date of commencement of business: _____
- 1b. Social security number of company owner: _____
- 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Company	Dates of Person's Participation with Company

For Firms That Intend to Make a Bid as Part of a Joint Venture:

- 1a. Date of commencement of joint venture: _____
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

B. History of the Business and Organizational Performance

1. Has there been any change in ownership of the firm at any time during the last three years?
- ☐ Yes ☐ No

If "yes," explain on a separate signed page.

NOTE: A corporation whose shares are publicly traded is not required to answer this question.

2. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
- ☐ Yes ☐ No

If "yes," explain on a separate signed page.

NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner or officer of your firm holds a similar position in another firm.

3. Are any corporate officers, partners or owners connected to any other construction firms.
☐ Yes ☐ No

If "yes," explain on a separate signed page.

NOTE: Include information about other firms if an owner, partner or officer of your firm holds a similar position in another firm.

4. State your firm's gross revenues for each of the last three years:

5. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ Years.

C. Licenses

1. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

2. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

3. Has your firm changed names or license number in the past five years?
☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

4. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?
☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

5. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?
☐ Yes ☐ No

If "yes," please explain on a separate signed sheet.

D. Disputes

1. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?
☐ Yes ☐ No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

* * * * *

The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor.

2. In the past five years has any claim **against** your firm concerning your firm's work on a construction project been **filed in court or arbitration**?
☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

3. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim in court or arbitration**?
☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

4. Has your firm had a contract for a public work of improvement in the last five years that was terminated for cause by a public entity, or terminated in whole or in part with your consent? **Note: you need not answer "yes" if the public entity terminated the contract for convenience.**
☐ Yes ☐ No

If the answer is "Yes," for each such contract attach a separate sheet identifying the owner, your bonding company, the original contract value, the value of the work terminated and a brief explanation of the circumstances leading to the termination.

5. Has your firm ever entered into a settlement agreement, or otherwise agreed with a public entity that your firm would not bid on future projects advertised by the public entity for a specified period of time?

☐ Yes ☐ No

If the answer is "Yes," for each such agreement attach a separate sheet identifying the public entity and the period of time during which your firm agreed not to bid.

6. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?
- ☐ Yes ☐ No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

7. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
- ☐ Yes ☐ No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

8. In the last three years has your firm held a public works contract on which more than three (3) stop payment notices were served against your firm.
- ☐ Yes ☐ No

If "yes," explain on a separate signed page.

9. If answering "Yes" to Question 8, did any Stop Payment Notice result in a claim against your Payment Bond?
- ☐ Yes ☐ No

If "yes," explain on a separate signed page.

E. Criminal Matters and Related Civil Suits

1. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?
- ☐ Yes ☐ No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

2. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?
- ☐ Yes ☐ No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

3. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
☐ Yes ☐ No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

F. Bonding

1. Bonding capacity: Provide documentation from your surety identifying the following:
Name of bonding company/surety: _____

Name of surety agent, address and telephone number:

2. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

3. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

4. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?
☐ Yes ☐ No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

G. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

1. Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?
☐ Yes ☐ No

If "yes," attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

2. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?
☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

3. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?
☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

4. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

-
5. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

6. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

H. Prevailing Wage and Apprenticeship Compliance Record

1. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

☐ Yes ☐ No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

2. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

3. Provide the **name, address and telephone number** of the apprenticeship program sponsor(s) (approved by the California Apprenticeship Council) from whom you intend

to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract the District.

4. If your firm operates its own State-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
 - (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
 - (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.
-
-
-

5. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

☐ Yes ☐ No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

PART III. EVALUATION CRITERIA

The following criteria will be used to evaluate the applications:

- 1) similar projects that have been completed by the contractor within the last five years;
- 2) prior defaults by the contractor and/or prior bankruptcy filings;
- 3) the type of license the contractor holds;
- 4) disqualification on prior jobs;
- 5) assessment of liquidated damages on earlier projects;
- 6) claims against bonds;
- 7) prior terminations;
- 8) bondability;
- 9) insurability;

- 10) workers compensation experience;
- 11) violation of regulations and rules; and
- 12) financial strength.

NOTE: The contractor must be able to properly answer the "Essential Criteria" in Part 1.A of this Pre-Qualification Questionnaire, as indicated in Part 1.A, and failure to do so is automatic grounds for disqualification and no further evaluation of the contractor will be performed by the District.

PART IV. RECENT CONSTRUCTION PROJECTS COMPLETED

Provide the information requested below for the six largest public works projects and three largest private works of improvement on which you have completed your scope of work in the last five years. "Largest" means highest contract dollar value, including change orders.³ Names and references must be current and verifiable. Provide email addresses for all references.

For general contractor applicants: Only list projects your firm performed as the general contractor in charge of all trades for the construction of a building.

For subcontractor applicants: Only list projects your firm performed as the prime contractor if a single trade job or as a subcontractor on a multiple trade contract. For multiple trade contracts, indicate the general contractor's name and contact information.

Project Name: _____

Location: _____

Owner and Contact Name and Information: _____

Architect or Engineer Contact Name and Information: _____

Construction Manager and Contact Name and Information: _____

Description of Project, Scope of Work Performed: _____

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (# of Days): _____

Actual Date of Completion: _____

* * * * *

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief; and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: _____

Company

(Name)

Corporate Seal

(Signature)

³ If you wish, you may, using the same format, also provide relevant information about other projects that you have completed.

**Quarterly Update and Certification
to Pre-Qualification Application**

I, the undersigned, a duly authorized representative of [COMPANY NAME] (the "Contractor"), certify and declare that, within the last calendar year, a duly authorized representative of the Contractor has submitted, on _____, 20__, answers to the Elk Grove Unified School District's prequalification questionnaire (the "Questionnaire"). As of the date hereof, the matters stated in the Questionnaire are true and correct to my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true, except that any matters that have changed and affect any of the answers previously given in the Questionnaire or a subsequent quarterly update are addressed in the additional disclosures attached to this quarterly update and certification (this "Quarterly Update") as an exhibit. I declare under penalty of perjury under the laws of the State of California, that the foregoing statement is true, accurate and correct and the Questionnaire, as updated by this Quarterly Update (including any exhibits attached hereto) and any other Quarterly Update delivered in the current calendar year, is true, accurate and not misleading.

Dated: _____

Company Name

(Name)

Corporate Seal

(Signature)

EXHIBIT A

[ATTACH UPDATES, IF ANY, TO EACH QUESTION WITH REFERENCE TO PART, SUBPART AND QUESTION NUMBER AS SET FORTH IN THE ORIGINAL QUESTIONNAIRE]

Are there any changes affecting any of the responses given under the Pre-Qualification Questionnaire or any Quarterly Update delivered to the District this calendar year? If so, please attach responses and any other statements or information that may be required to make all responses true, accurate and complete. If no changes or updates from the last Quarterly Update or the Pre-Qualification Questionnaire, check the box below for "None" and initial the adjacent line.

☐ Yes (attach) ☐ No _____