

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
December 10, 2013
Closed Session – 6:00 p.m.
Regular Session – 7:00 p.m.

Item

Time – Approximate

Public Comment on Items on Agenda or Not on the Agenda

NOTICE

Cards are available at the table just outside of the Board Room for anyone who wishes to address the Board. If you wish to address the Board, complete a card and hand it to a staff member at the table to the left as you enter the Board Room. Please be sure to complete the card indicating whether the matter you wish to address is on the agenda or not on the agenda. If the matter is on the agenda, we will assume you wish to speak when it comes time to address that item on the agenda and will hold your card until then. Presentations will be limited to a maximum of three (3) minutes, with a total of thirty (30) minutes designated for public comment on an item. Time limitations are at the discretion of the President of the Board of Trustees. The meeting is recorded.

CLOSED SESSION – 6:00 p.m.

1 Hour

1. Conference with Labor Negotiators

Agency designated representatives: Glen De Graw, Richard Fagan,
Steven M. Ladd, Karen Rezendes
Employee Organization: All Elk Grove Unified School District
Bargaining Units

2. Public Employee Appointment/Employment: Elementary School Vice Principal

OPEN MEETING - 7:00 p.m.

Student Holiday Performance

3. Raymond Case Elementary School; Choir and Glee Club

10 Minutes

II. Annual Organizational Meeting

4. Election of Officers and Establishment of Date, Time, and
Place of Meetings

10 Minutes

I. Pledge of Allegiance

5 Minutes

II. Presentations/Recognitions

5. High School Student Representative Reports – Elk Grove
And Pleasant Grove

10 Minutes

6. Recognition of Attendance Campaign Poster Contest Winners

10 Minutes

7. Athletic Recognition – CIF Sac-Joaquin Section Champions

5 Minutes

AGENDA
ELK GROVE UNIFIED SCHOOL DISTRICT
Regular Meeting of the Board of Education
December 10, 2013

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<u>Item</u>	<u>Time – Approximate</u>
III. Student Expulsion Recommendations	
8. Requests for Student Expulsions	5 Minutes
IV. Budget Update	
9. Preliminary 2013-14 First Interim Financial Report	10 Minutes
V. Board Member and Superintendent Reports	
VI. Public Comment	
VII. Bargaining Units	
VIII. Reports	
10. Finance Committee Annual Report	15 Minutes
11. Facilities Master Plan Update	15 Minutes
12. Proposed Anatolia II Elementary School Schematic Site Plans	15 Minutes
IX. Public Hearing/Action Items	
13. Tentative Agreement Between Elk Grove Unified School District and Psychologists and Social Workers Association (PSWA)	5 Minutes 5 Minutes
X. Discussion Items	
14. Middle School Course Catalog	5 Minutes
XI. Discussion/Action Items	
XII. Action Items	
15. 2012-13 Annual Audit	10 Minutes
16. Observation of Dr. Martin Luther King, Jr. Birthday	5 Minutes
17. Resolution Adopting Contractor Pre-Qualification Process	5 Minutes
18. Finance Committee Bylaws	5 Minutes
19. CSBA Delegate Assembly Nominations	3 Minutes
XIII. Consent Agenda – Action	5 Minutes
20. Approval of Minutes	
21. Personnel Actions	
22. Certification of Administrators' Competence to Evaluate	
23. Approval of Purchase Order History	

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<u>Item</u>	<u>Time – Approximate</u>
XIII. Consent Agenda – Action (Continued)	5 Minutes
24. Acceptance of Gifts	
25. New High School Courses	
26. Instructional Materials Approval	
27. Ratification of Contracts	
28. Architectural Services for Various Small Projects	
XIV. Other Action Items	
29. Discussion and Action on Items Removed From Consent Agenda	5 Minutes
XV. Information Items	
30. Other Items from the Floor	5 Minutes
31. Items for Future Agendas	5 Minutes
XVI. Adjournment	

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.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 3

Board Agenda Item

Supplement No. _____

Meeting Date: December 10, 2013

Subject:

Performance by the Raymond Case Choir and the Glee Club

Division: PreK-6 Education

Action Requested:

The Board of Education is requested to enjoy a brief holiday performance by the Raymond Case Elementary Choir and the Raymond Case Glee Club.

Discussion:

Under the direction of teacher and director, Melanie Allen, the Raymond Case Elementary School Choir and the Glee Club will get you into the holiday spirit with musical and dance performances. There are approximately 100 full time members in both groups.

The Choir has been in existence for 14 years. All Raymond Case students in grades K – 6 are eligible to participate in the Choir and the students practice diligently each Friday afternoon.

The Glee Club has been operating for two years and is comprised of students in grades 4 through 6. The Raymond Case Glee Club is a song and dance group. They practice meticulously each Wednesday after school.

Students from both of these groups have performed for parents, teachers, and classmates. Both groups are proud to have performed at a Sacramento Kings and a River Cats game.

This evening, the Raymond Case Elementary Choir and the Glee Club will each perform individually and then join together in a grand finale.

We invite everyone to enjoy this evening's performance by the Raymond Case Elementary School Choir and Glee Club.

Financial Summary

N/A

Prepared By: Donna M. Cherry  Division Approval: _____

Prepared By: _____ Superintendent Approval: 

Agenda Item No: 4**Board Agenda Item**

Supplement No. _____

Meeting Date 12-10-13**Subject:**Annual Organizational Meeting of the
Board of EducationDivision: Board of Education**Action Requested:**

Elect a president, clerk, and board representative; and establish the date, time and place of meetings for the coming year.

Discussion:

Under the provisions of the Education Code, the governing Board set its annual organizational meeting for December 6, 2011. The purpose of the annual organizational meeting is to elect the board's officers, and establish meetings for the coming year.

It is recommended that the Board continue to hold meetings the first and third Tuesdays of each month at 7:00 p.m., and between 6:00 and 7:00 p.m. for closed sessions when necessary with the place of the meetings being determined by the Secretary to the Board of Education.

Financial Summary:Prepared By: Arlene Hein

Division Approval: _____

Prepared By: _____

Superintendent Approval: Steven M. Ladd, Ed.D. 

Agenda Item No: _____

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013**Subject:** Recognition of the **No Excuses – Go to School** Attendance Campaign Poster Contest Winners**Department:** Communications**Action Requested:**

The Board of Education is asked to recognize the student winners in the 2013-2014 **No Excuses – Go to School** Poster Contest.

Discussion:

The EGUSD **No Excuses – Go to School** Attendance Campaign Poster Contest is proud to announce the winners of the contest.

Congratulations to these students!

Financial Summary:Prepared By: Elizabeth Graswich 

Division Approval: _____

Prepared By: _____

Superintendent Approval: Steven M. Ladd, Ed.D. 

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013**Subject:**

Athletic Recognition

Division: Secondary Education**Action Requested:**

The Board is asked to recognize the fall 2013 CIF Sac-Joaquin Section Champions.

Discussion:

Placeholder

Financial Summary:

N/A

Prepared By: Todd ReiswigDivision Approval: Christina C. Palma

Prepared By: _____

Superintendent Approval: Steven M. Ladd, Ed.D.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No:

9

Board Agenda Item

Supplement No.

Meeting Date:

December 10, 2013

Subject:

PRELIMINARY 2013-14 FIRST INTERIM REPORT &
BUDGET UPDATE

Department:

Budget

Action Requested:

The Board is asked to hear a report on factors affecting the District's financial status for the First Interim reporting period and reporting on the current status of the 2013-14 Budget.

Discussion:

A report will be provided to update the Board on the financial status of the District as of the First Interim reporting period for 2013-14, which ended October 31, 2012 and reporting on the current status of the 2013-14 Budget.

Attachment to follow.

Financial Summary:

Prepared By: Shannon Stenroos

Division Approval:

Rich Fagan

Prepared By:

Superintendent Approval:

Steven M. Ladd, Ed.D.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item
No:

10

Board Agenda Item

Supplement No.

Meeting Date:

December 10, 2013

Subject:

Finance Committee Annual Report for 2013

Department:

Fiscal Services

Action Requested:

The Board is asked to receive the Finance Committee 2013 Annual Report and to recognize the contribution of its members.

Discussion:

The District would like to recognize and extend appreciation to the members of the Elk Grove Unified School District Finance Committee. The committee is comprised of appointed community members and student representatives from the comprehensive high schools and alternative schools. The community members meet nine times during the year to review and report on District budget issues. The student representatives are invited to attend two of the meetings during the year and provide the committee valuable input on how District finances impact their education.

Members from the community are appointed by the Superintendent and the Board of Education. The community representatives that served during 2013 include: Beth Albiani (Ladd), Jennifer Buckman (Singh-Allen), Rommel Declines, Sr. (Ladd), Linda Dublin (Ladd), James Letoa (Perez), Mark Mendenhall (Madison, Sr.), Chuck O'Bear (Forcina), Andres Ramos (Ly), Ruthanne Rankin (Cox), and Yvette Simi (Amavisca).

Presenting the Finance Committee report will be Chairperson Mark Mendenhall. Mark and his wife Phyllis located to Elk Grove 29 years ago (1984) where they raised their three children who attended James McKee, Joseph Kerr and Elk Grove High Schools. His children are now adults living in the Sacramento area and one in North Carolina. At the time the district had 2 high schools and Elk Grove had one stop light near Kerr Middle School. Mark's wife, Phyllis, participated in every aspect of school life, serving on several Committees, Focus Groups and Band activities from Kindergarten through High School. Mark was appointed to the Finance Committee by then Trustee Edward Harris, Jr. in about 1994 and has served continuously for approximately 19 years. Mark is now appointed by Trustee Chet Madison, Sr. This is Mark's fourth term as Committee Chairman. Before his recent retirement Mark was the Manager of Industrial Engineering at the now closed Campbell Soup Plant in Sacramento where he oversaw labor crewing & budgeting, cost reduction opportunities and most financial implications involving Plant Operations. He earned his Bachelor Degree in Architecture from University of California, Berkeley. Mark is also a member of the City of Elk Grove Trails Committee which strives to improve opportunities within Elk Grove for Bike, Pedestrian and Equestrian activities. The Committee was formed in 2002 and Mark served as Chairman for the first 10 years and is now a participating member. Mark's efforts on this committee have resulted in the first Hwy 99 Bike and Pedestrian overcrossing now under construction. Mark was very active with all three children and the Elk Grove Piranhas Swim Team by serving on the Board and chairing registration, record keeping and pioneering computer scoring. He also ran the seeding and scoring for Championship Swim Meets for six teams in the Nor Cal Swim League for several years. Other interests and activities include bicycling, golfing, gardening, bonsai, home improvement projects and playing in a competitive steel tip dart league.

Financial Summary:

Prepared By:

Carrie Hargis *Carrie Hargis*

Division Approval:

Rich Fagan *Rich Fagan*

Prepared By:

Superintendent Approval:

Steven M. Ladd, Ed.D. *smj*

**ELK GROVE UNIFIED SCHOOL DISTRICT
2013 FINANCE COMMITTEE ANNUAL REPORT**

The Finance Committee is pleased to submit their annual report to the Elk Grove Unified School District Board of Education and Cabinet.

Appointment of Finance Committee Chairperson

Mr. Mark Mendenhall served as Committee Chairperson. Ms. Linda Dublin served as Committee Vice-Chairperson.

Function of the Finance Committee

The function of the Finance Committee is to serve in an advisory capacity to the Elk Grove Unified School District Board of Trustees on matters pertaining to District finances. The Committee provides community input that is shared with the Board of Education. The Committee is composed of community members appointed by each Board member and three community members appointed by the Superintendent. Student representatives from the district's high schools provide feedback on financial impact at their school sites. The Committee is assisted by non-voting district staff members including the Associate Superintendent of Finance & School Support, Director of Fiscal Services and other staff as requested by the Committee.

The functions of the Finance Committee, according to the bylaws approved on October 7, 2010, shall be: a) to review the annual budget and interim financial reports and 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; and, e) to serve as an ad hoc resource for specific research or study as requested by the Board and/or Superintendent.

Finance Committee Meetings

The Committee met on February 25, March 18, April 1 & 29, June 3, August 26, September 23, October 28 and November 4, 2013.

Finance Committee Activities, Reports and Recommendations for 2013

General Recommendations:

The Committee received presentations from the departments identified below to broaden our understanding of District finances, mandated requirements and the thought process involved with program size and scope. The presentations were well prepared, informative and helpful to us from all of the participating departments. We wish to extend our appreciation for the time and effort required for preparation and presentation to us. We also welcomed comments and suggestions from the presenters regarding their needs from a District perspective so we may be of assistance in bringing attention to these points on their behalf. Thank you.

Partnership Academies, Career Technical Education (CTE), Regional Occupational Program (ROP)

The Committee discussed and concluded these are very beneficial programs that fulfill objectives to educate and prepare students for life after high school. The programs build student confidence and provide insight into careers available after graduation. The Committee recommends continued support and additional strategic planning to build the program and the accompanying bench of teacher/advisors. Access to these programs should be expanded possibly beyond a student's home school.

Most of the programs, class sizes & curriculum are mandated by the State and other education agencies. The Committee identified the continued need for technical training for teachers, clarity on Common Core Program requirements including technology refresh, and restoring the library staff, office staff and yard supervision to a sufficient operational level. There was concern from the Committee on the 'flexing' practice of moving resources away from excellence programs such as Gifted and Talented Education (GATE).

Student Representatives

Twice per year the Committee extends invitations to student representatives from each of the District's high schools. The Committee is appreciative to those students who were able to attend the March 18 and October 28, 2013, meetings. Highlights of their discussions include:

- The high student to counselor ratio is of significant concern. As a result:
 - The limited per student time seems to be directed primarily to college bound students.
 - Career counseling services appear to be inadequate for those students who are not college bound.
- Scheduling elective classes and programs is difficult considering the large block of required studies and limited classes.
- Expansion of the summer school program is needed beyond credit recovery classes to enable increased student participation in multiple programs such as leadership, academies, AVID, and the like.
- Programs that connect students with businesses and the community work well and should be expanded.
- Academies and career focused programs are working well to engage student's interest.
- A practical life skills segment in a required class would be helpful

Bylaws Discussion

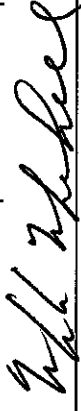
The Committee reviewed our operating Bylaws at great length and had several 'meaning of life' discussions about our general purpose, where we should meet and who should appoint us. We agreed to dedicate one meeting per year to review the Budget Guidelines to better fulfill our charter. Due to the length of these discussions the department presentations for Curriculum/Professional Learning - Common Core and Facilities & Planning - Maintenance & Operations were cancelled. We submitted some minor suggestions to the proposed Bylaws crafted by the Board of Education sub-committee.

Local Control Funding Formula/Local Control Accountability Plan (LCFF/LCAP)

The state is in the process of changing the way school districts are funded and this has resulted in a lot of uncertainty for all districts in California. The LCFF/LCAP rules have yet to be developed and EGUSD does not yet know how the ultimate implementation of these rules will impact the finances of the District's programs. The committee is interested in being involved to assist the Board of Education as the process emerges.

Budget Related Recommendations

The Committee reviewed the District Budget Guidelines and suggested for the purposes of transparency to include a section related to specific District Office staffing levels. The Committee also recommended more detail be provided in both technology refresh and textbook expenditures. The Committee appreciates the District's efforts in posting budget related documents on the District website and encourages the continued expansion of the public's access to these documents.



Mark Mendenhall, Chairperson
2013 Finance Committee

ELK GROVE UNIFIED SCHOOL DISTRICT

Board Agenda Item

Agenda Item No: 11

Supplement No. _____

Meeting Date December 10, 2013

Subject:

Division: Facilities and Planning

Facilities Master Plan Update

Action Requested:

The Board of Education is asked to receive the first of multiple presentations on the development of the Facilities Master Plan update.

Discussion:

A facilities master plan provides a framework and broad-based system for coordination and development of individual facility projects. It anticipates future needs, defines characteristics of facilities which are needed to support the District's educational mission, and identifies the funding and resources needed to implement facility projects.

The Elk Grove Unified School District first adopted a Facilities Master Plan (FMP) in 1974. Since then, revisions and updates have been made periodically in line with the growth of the community and changes in the facilities needed to support instruction. While the last FMP, adopted in 1995, outlined groundwork for projects through 2010, the intervening impacts of the Great Recession have delayed the full implementation of some of those projects. Recently as growth and development activity began to increase, Facilities and Planning Staff began the process of compiling data, reviewing policies, incorporating developer input and other preparations for the next FMP update.

Reports on the development of the FMP update will be presented to the Board of Education in parts. The first presentation will focus on growth, housing construction, related enrollment increases and the resulting school facilities needed to serve new populations within our District. A future presentation will focus on existing facilities, including the assessment of the physical and operational condition of building systems, information on the state-funded modernization program and all the various maintenance programs employed to keep our facilities updated, clean, maintained at a high level and safe. These reports will be submitted to inform the Board of Education and to receive guidance and direction on the many key elements covered by the FMP.

Financial Summary: Developer fees, Mello-Roos, state funding

Prepared By: William Heinicke *WH* Division Approval: Robert Pierce *RP*

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

Board Agenda Item**Subject:**Division: **Facilities and Planning****Proposed New Anatolia II Elementary School Schematic Site Plans****Action Requested:**

The Board of Education is asked to review the Proposed New Anatolia II Elementary School schematic site plans.

Discussion:

Continuing site utilization and planning efforts which began in 2006, Rainforth-Grau Architects has, as the Architect of Record for the Anatolia II Elementary School project, worked with Administration to explore and analyze site utilization options, review various building configuration strategies and develop schematic plans for new facilities for Anatolia II Elementary School. This school will be the second elementary school located in the Sunrise-Douglas area within the City of Rancho Cordova.

This school has not yet been formally named through the school naming process.

Schematic design and plans have been prepared with input from a wide array of design and planning professionals, engineers, environmental consultants, and District staff. Administration and the design team have also collaborated with planners and traffic engineers from the City of Rancho Cordova and Facilities Planning staff from the California Department of Education and incorporated the ensuing ideas into the design as deemed necessary and appropriate. The design team has also consulted with the Sacramento Metro Fire Department and the Division of State Architect regarding the development of the schematic plans as well as the Sacramento County Department of Water Resources regarding storm water drainage. Various requirements and factors from the latest building codes, including energy efficiencies, are being incorporated into the plans.

Attached are proposed schematic plans for the Proposed New Anatolia II Elementary School. Staff and the design team will make a presentation to share and receive input and approval of the schematic designs in order to move the project forward. Schematic plans are subject to modification as a result of further engineering, design development, and/or regulatory agency requirements. Final approval will be contingent upon California Environmental Quality Act certification.

Financial Summary:

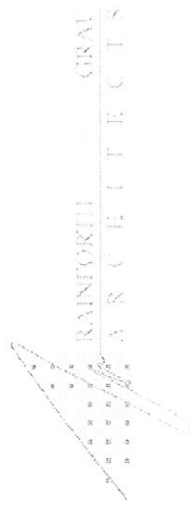
This project will be funded with State monies, Developer Fees and/or Measure A monies.

Prepared By: William Heinicke *WH* Division Approval: Robert Pierce *RP*Prepared By: _____ Superintendent Approval: Steven M. Ladd, Ed.D. *smf*

Schematic Design Presentation

ANATOLIA II ELEMENTARY SCHOOL

Elk Grove Unified School District
November 18, 2013



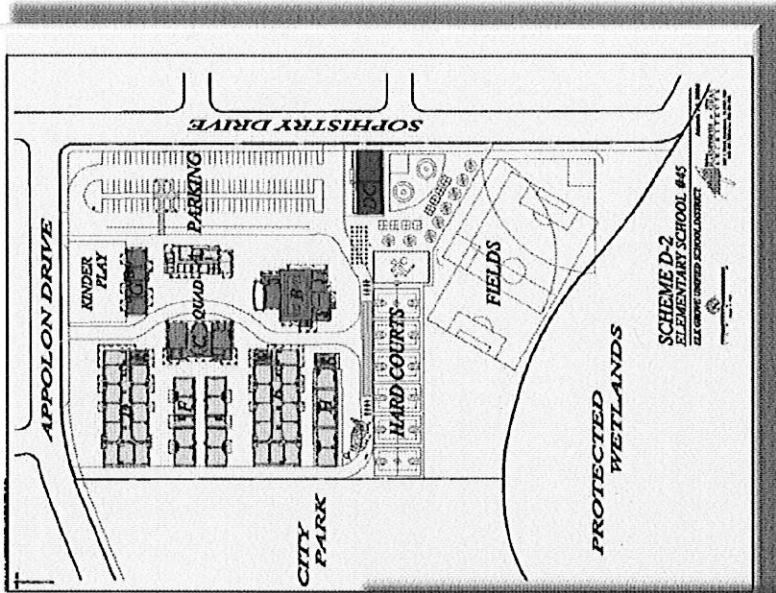
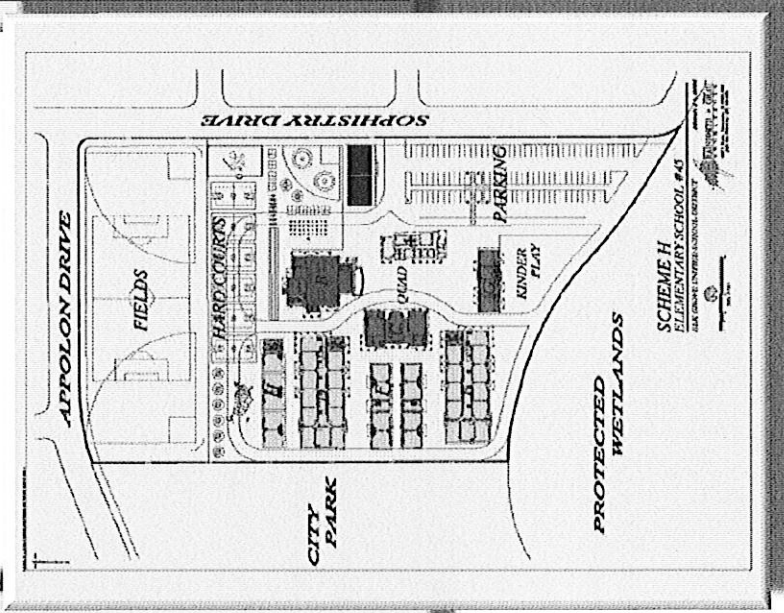
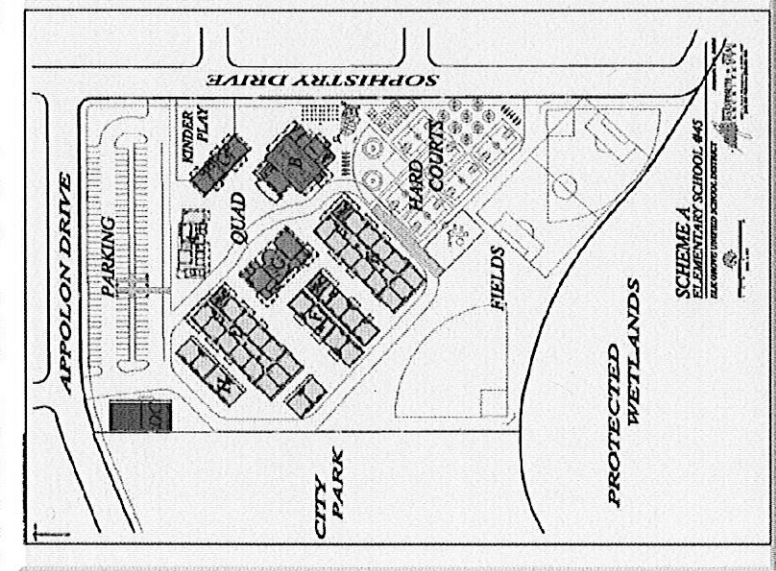
PROJECT DESIGN GOALS

- Update the existing Carroll Elementary School plans to meet current District Program Standards
- Work with existing site and traffic circulation patterns
- Address adjacent park frontage
- Match the existing neighborhood aesthetic
- Meet the high performance goals of the Dillard Elementary School plan

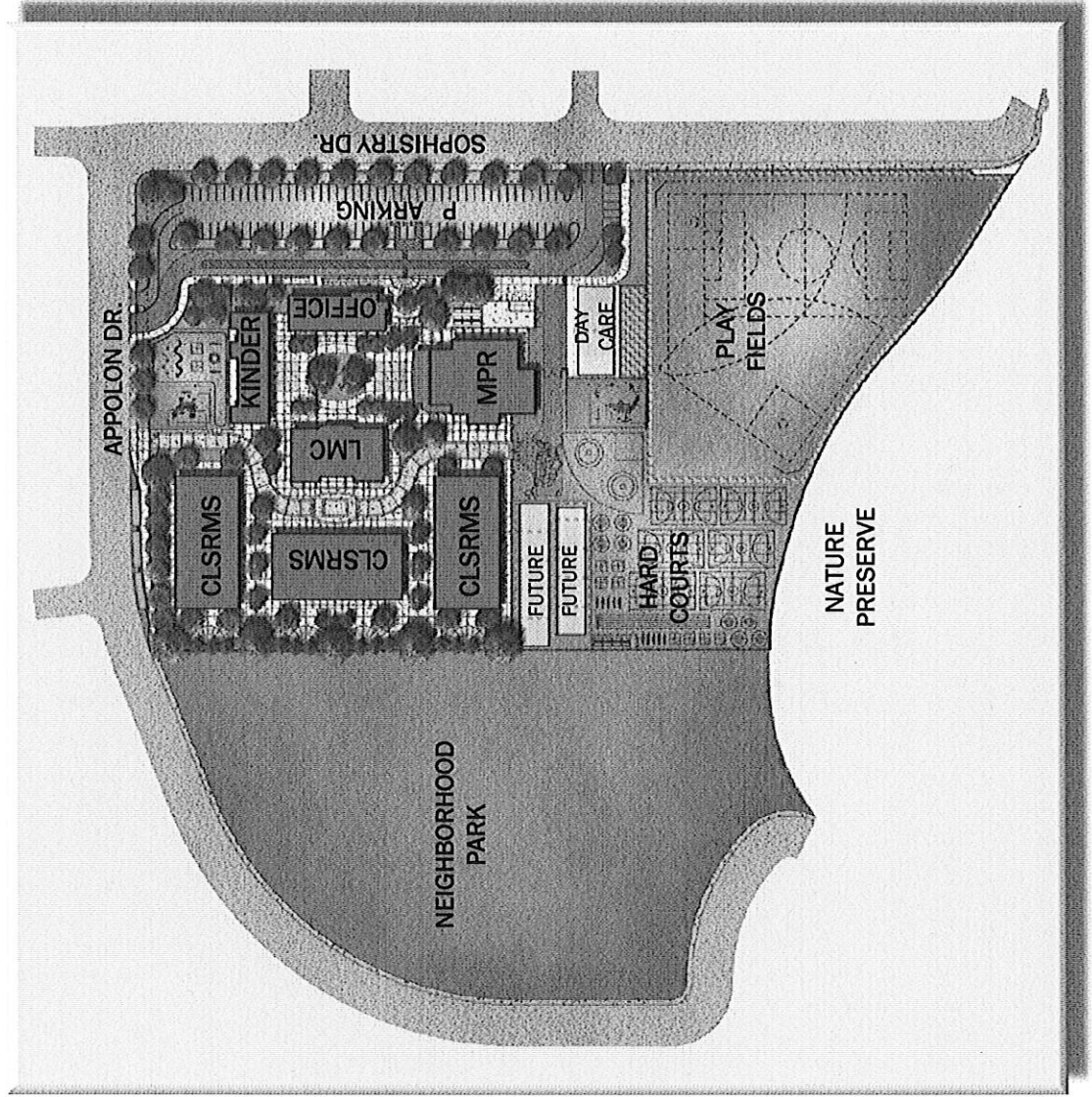
HIGH PERFORMANCE DESIGN GOALS

- Optimal Building Orientation
- Daylit Spaces
- High Efficiency Heating and Air Conditioning w/ Displacement Ventilation
- Improved Classroom Acoustics
- High Performance Building Envelope
- Water Conserving Plumbing Fixtures and Irrigation System
- Use of Sustainable Materials
- Building Design to accommodate future addition of Photovoltaic

SITE PLAN - CHARETTE SCHEMES



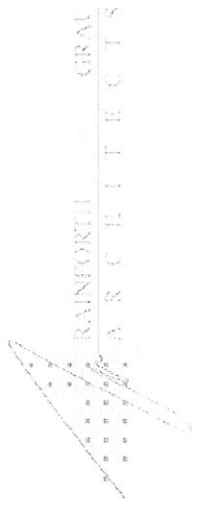
CAMPUS SITE PLAN



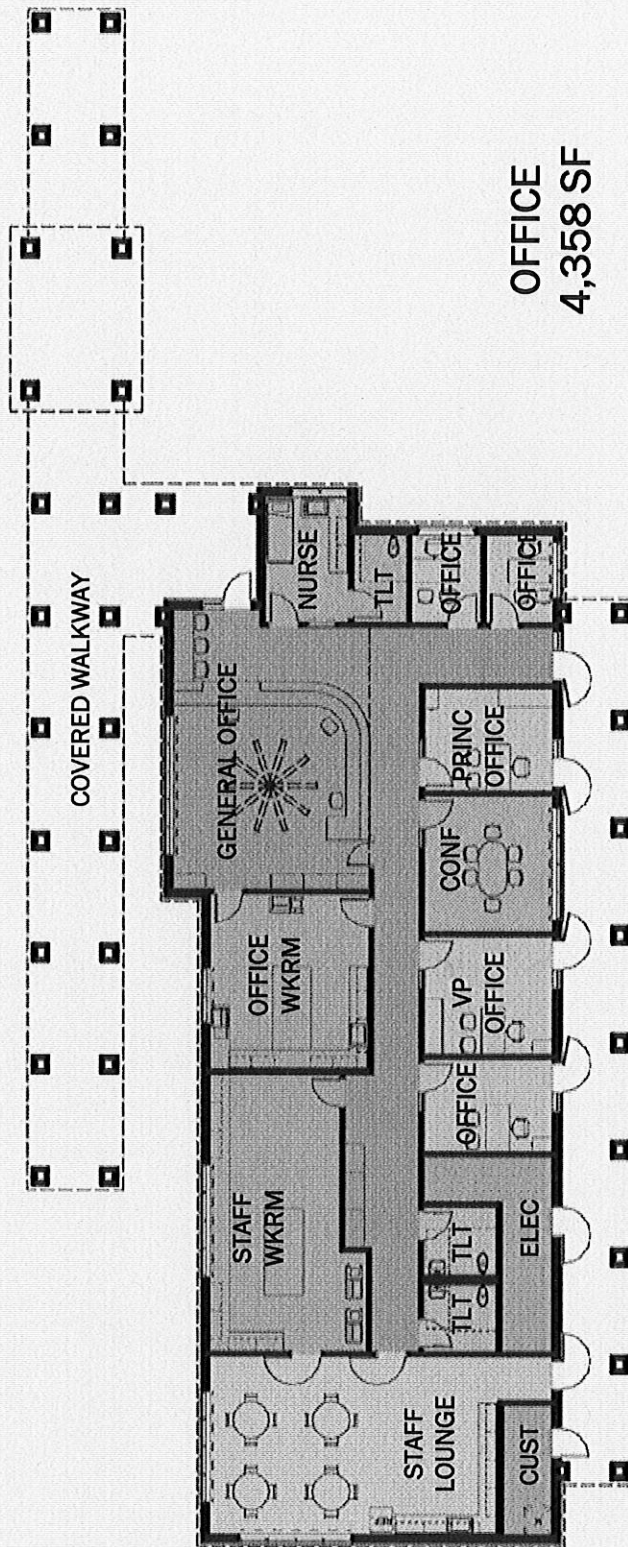
Building Plans

ANATOLIA II ELEMENTARY SCHOOL

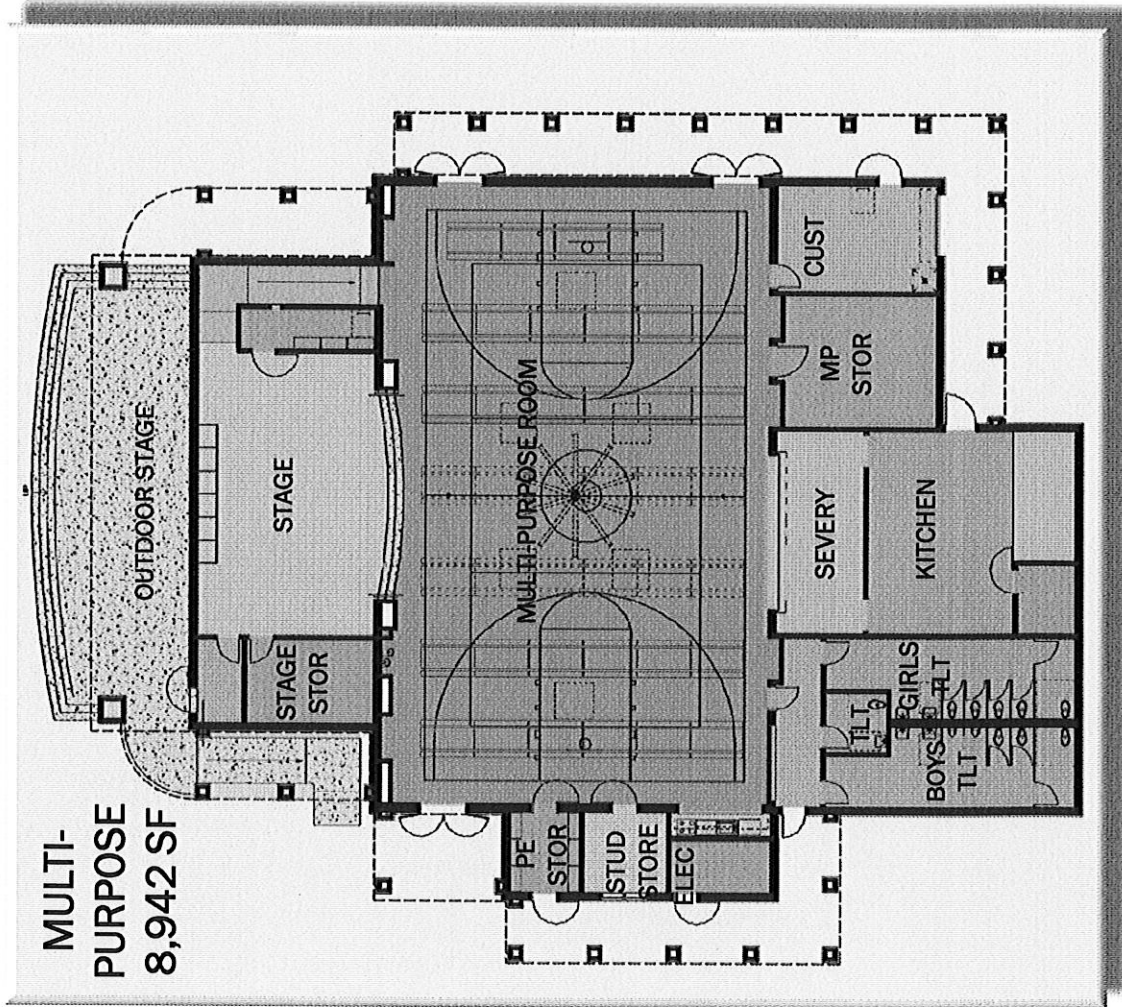
Elk Grove Unified School District
November 18, 2013



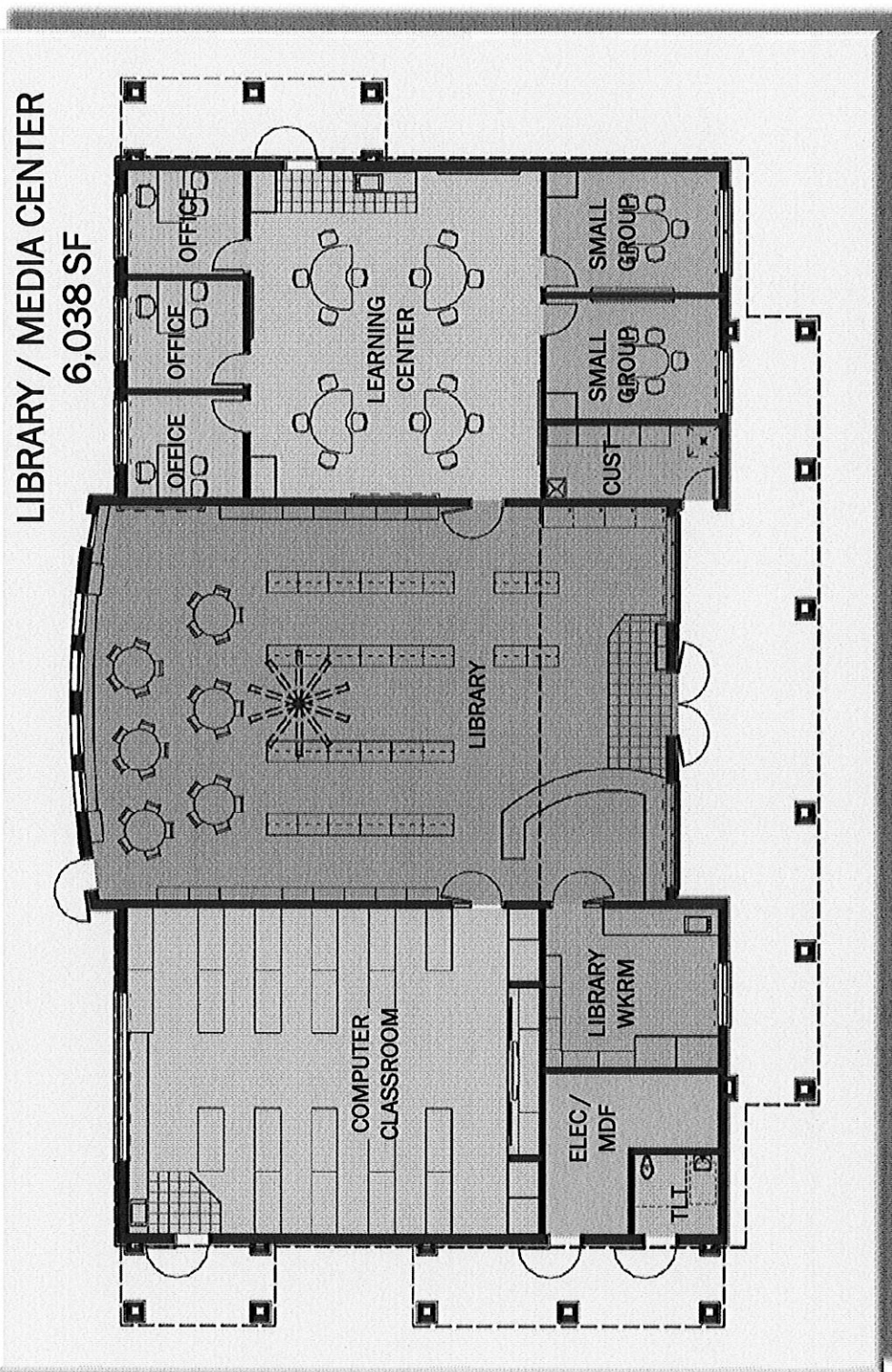
OFFICE PLAN



MULTI-PURPOSE PLAN

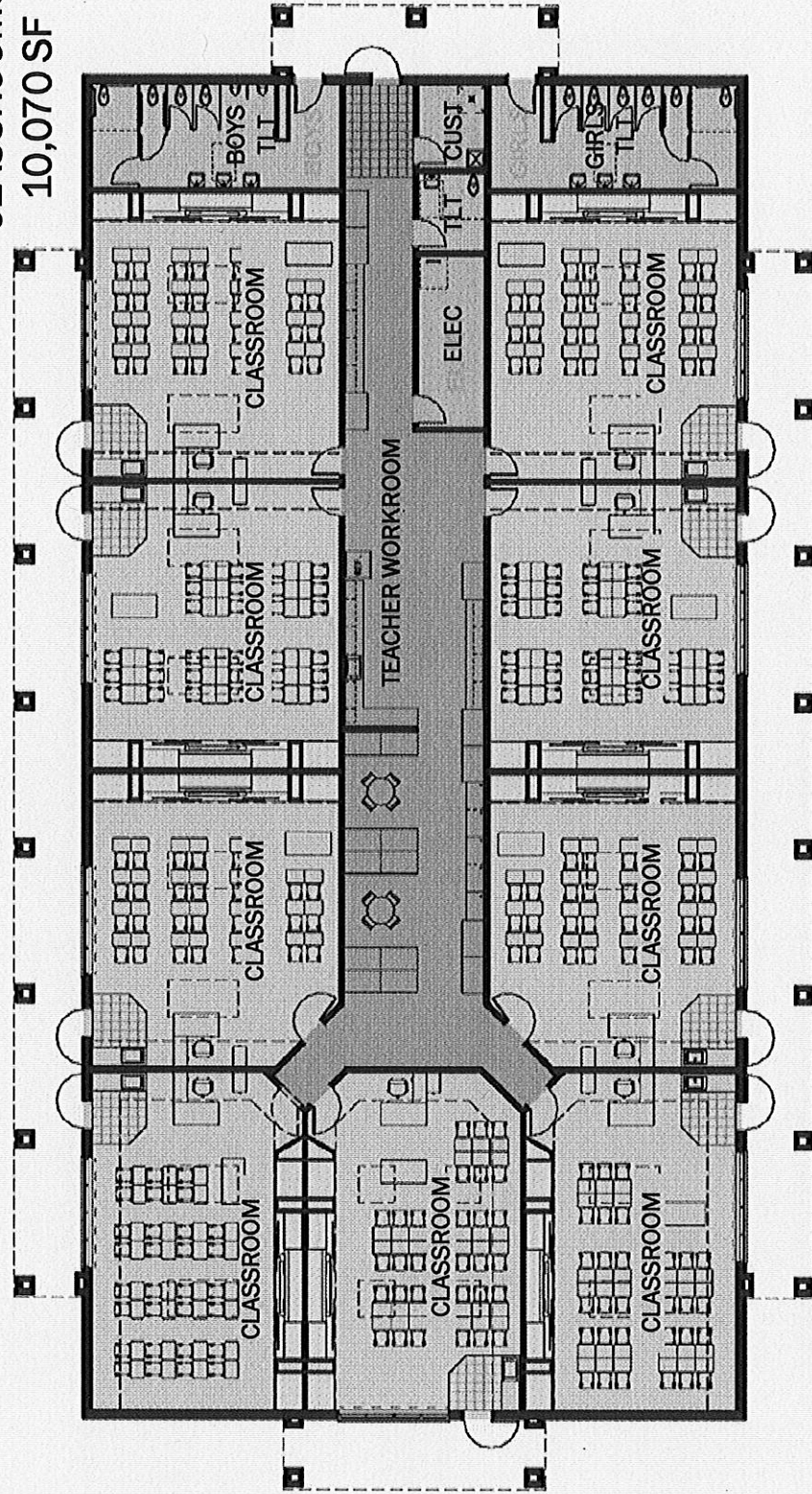


LIBRARY / MEDIA CENTER PLAN

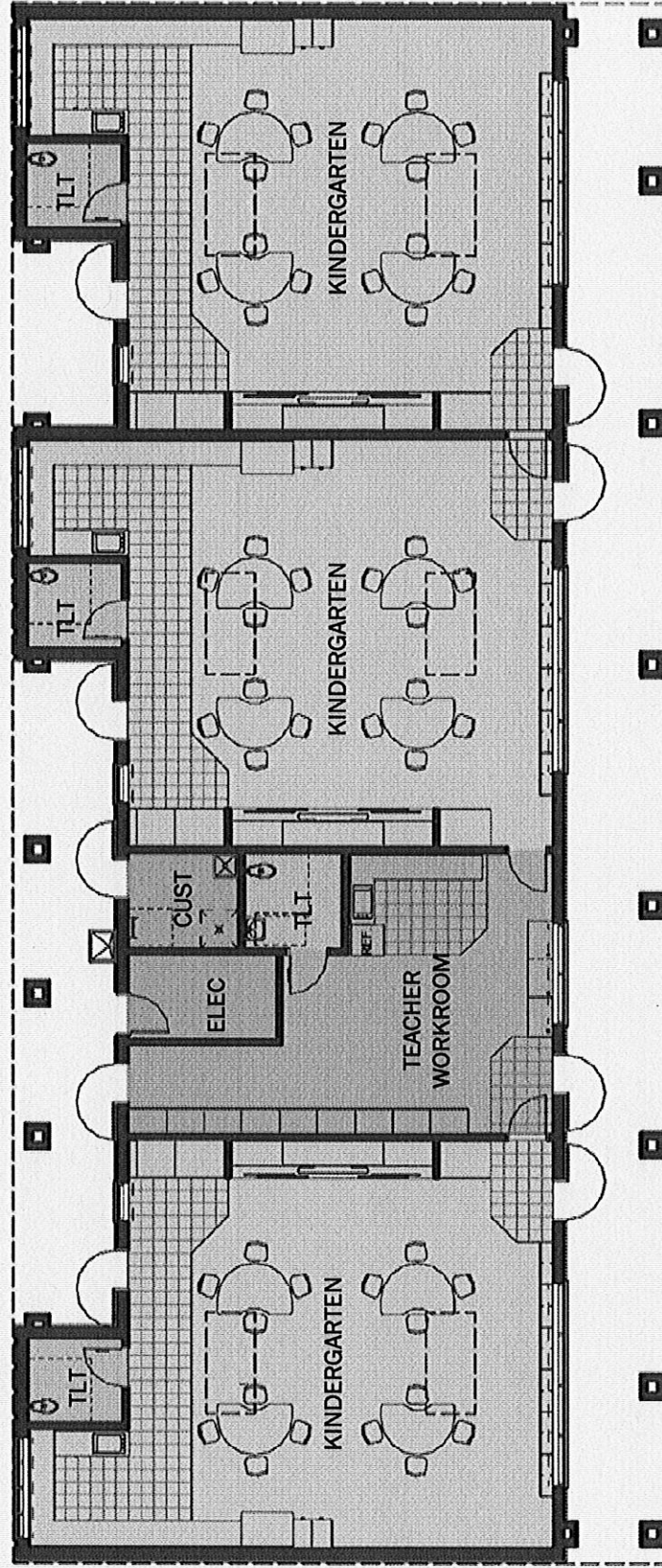


CLASSROOM PLAN

CLASSROOMS
10,070 SF



KINDERGARTEN PLAN



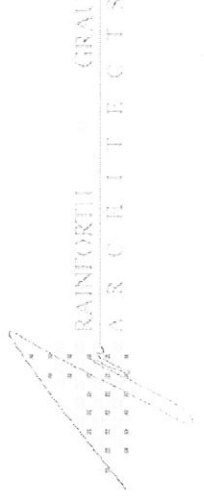
KINDERGARTEN

4,790 SF

Student Environment

ANATOLIA II ELEMENTARY SCHOOL

Elk Grove Unified School District
November 18, 2013



OFFICE ENVIRONMENT



MULTI-PURPOSE ENVIRONMENT



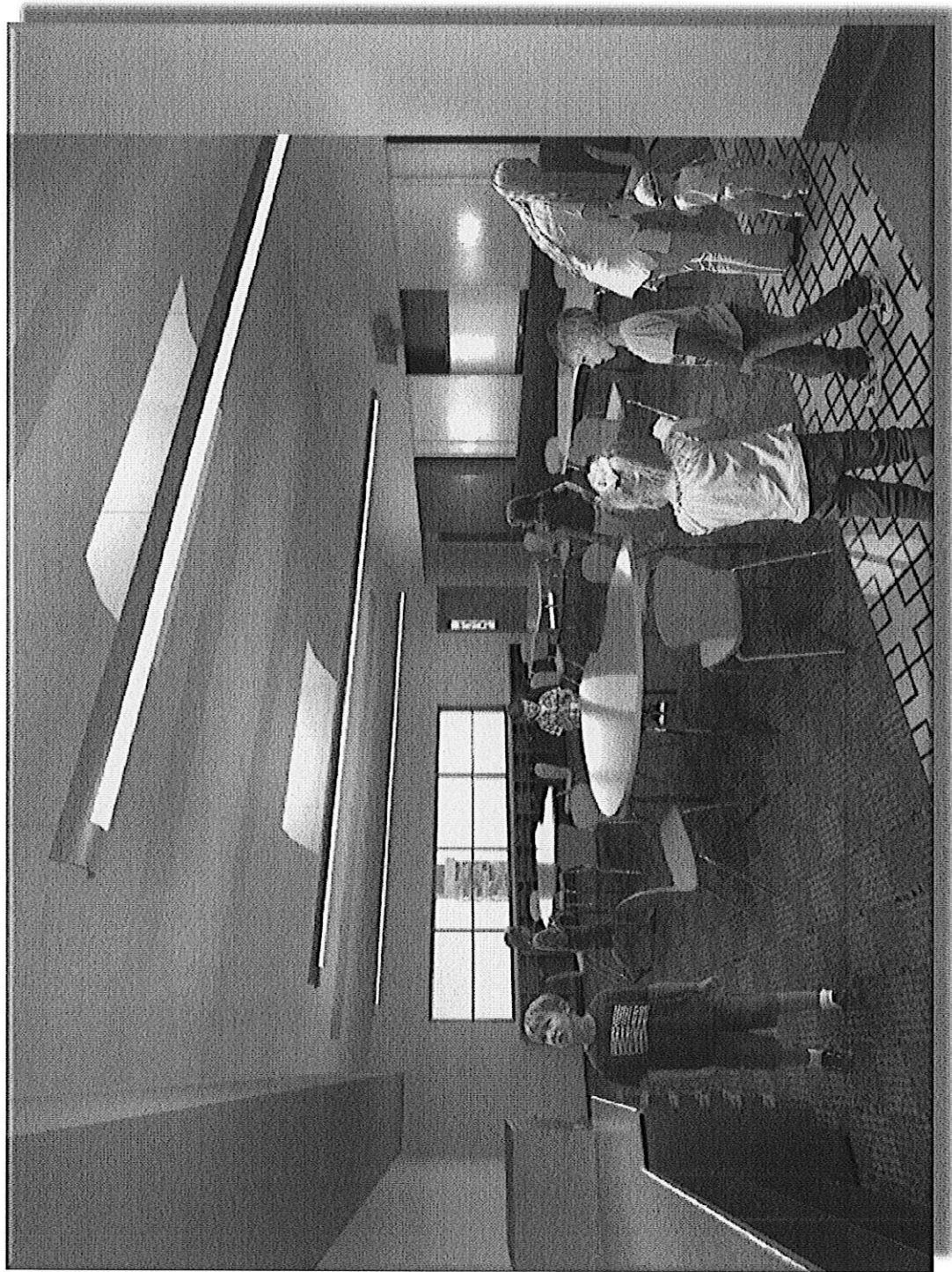
LIBRARY - ENVIRONMENT



CLASSROOM ENVIRONMENT



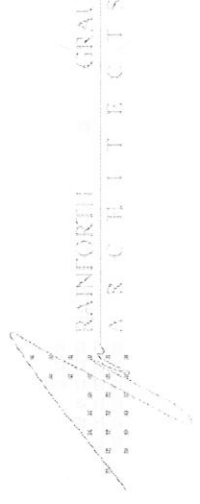
KINDERGARTEN ENVIRONMENT



Neighborhood Context

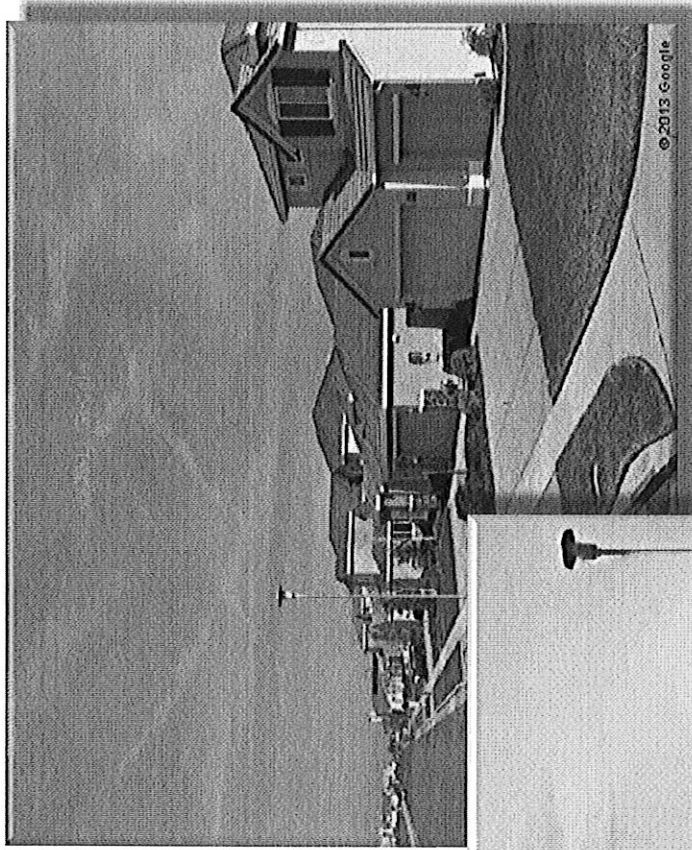
ANATOLIA II ELEMENTARY SCHOOL

Elk Grove Unified School District
November 18, 2013



ANATOLIA II NEIGHBORHOOD

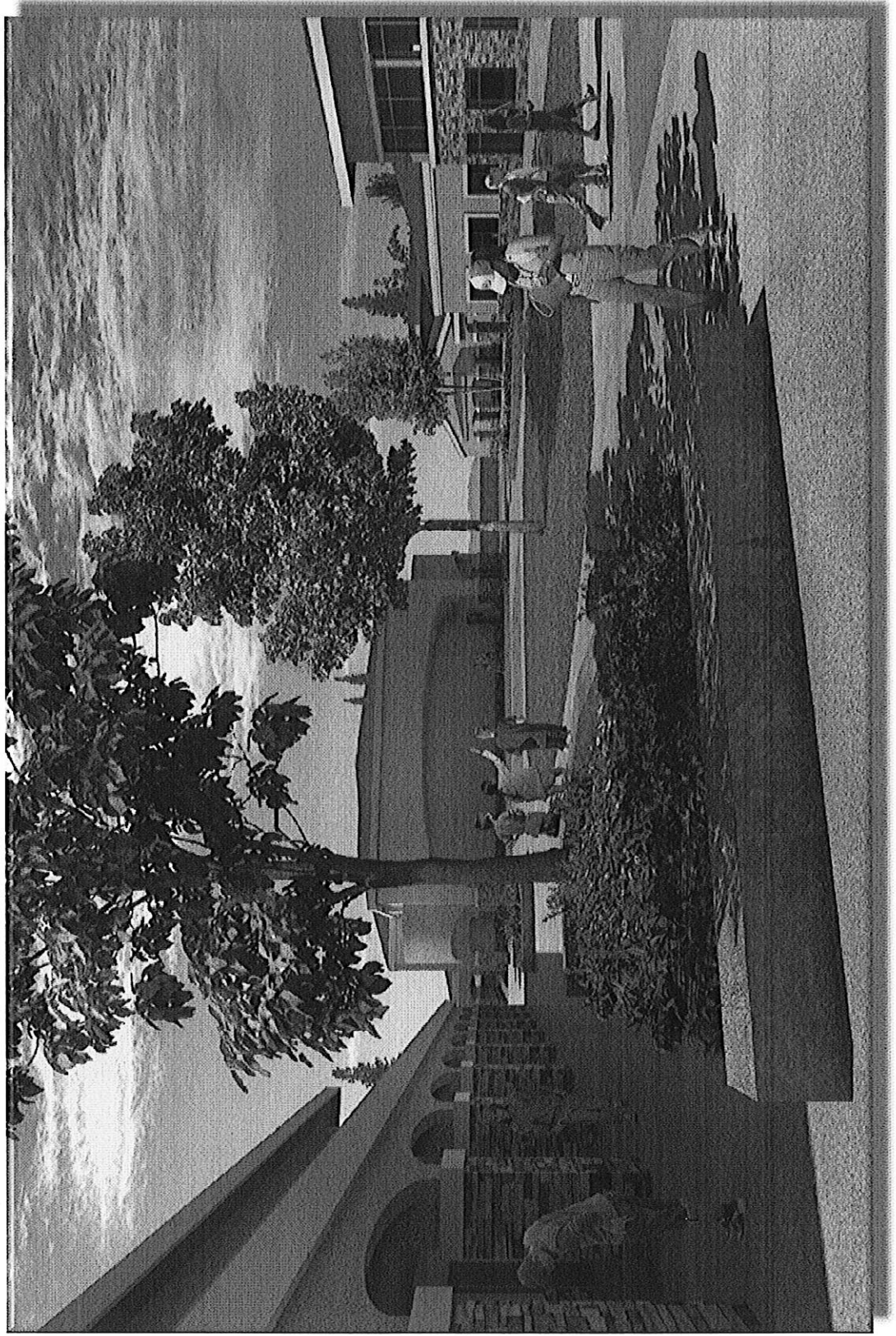
ANATOLIA II NEIGHBORHOOD



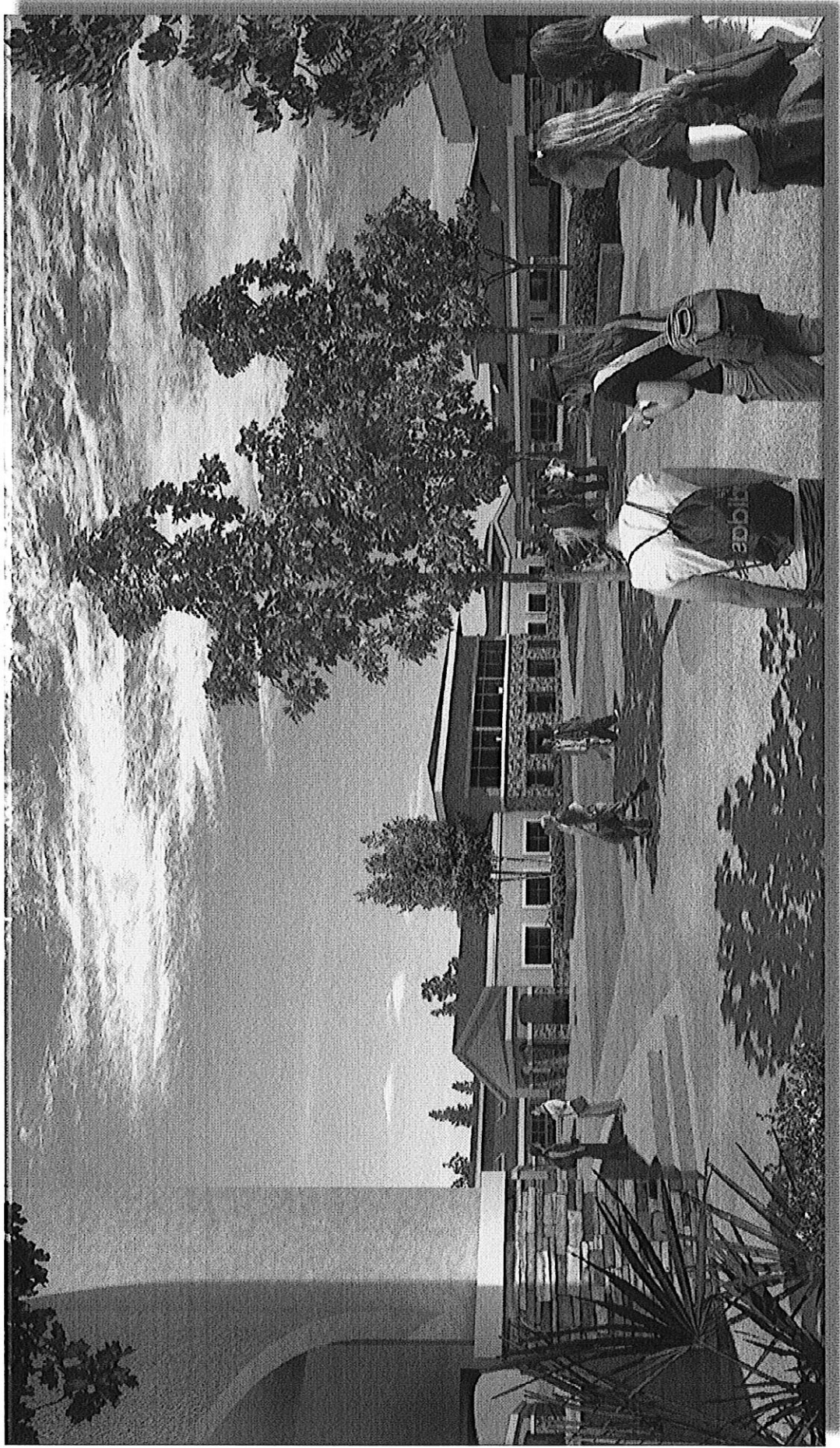
SCHOOL ENTRY / OFFICE



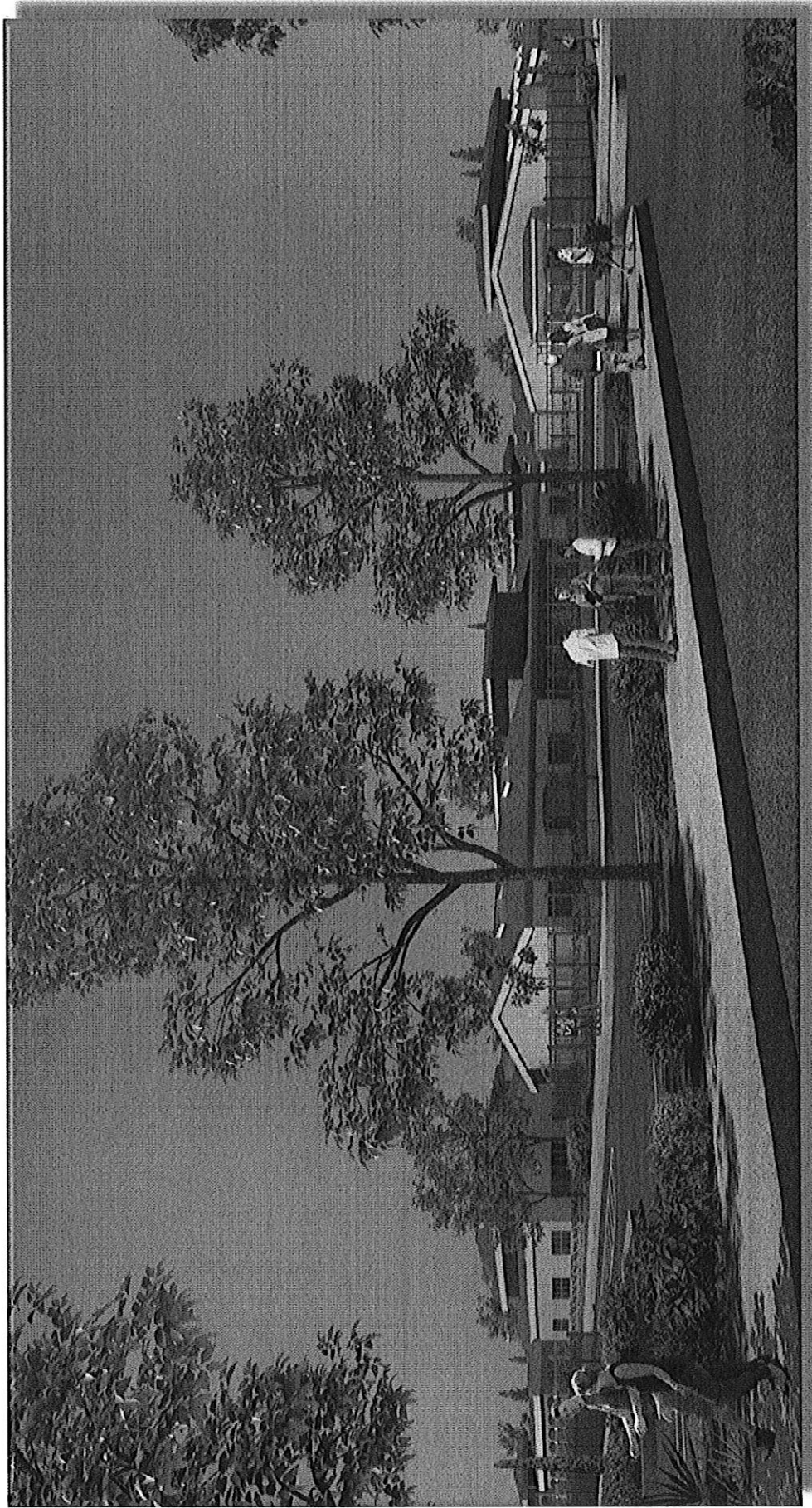
SCHOOL QUAD / MULTI-PURPOSE



SCHOOL QUAD / LIBRARY/MEDIA CENTER



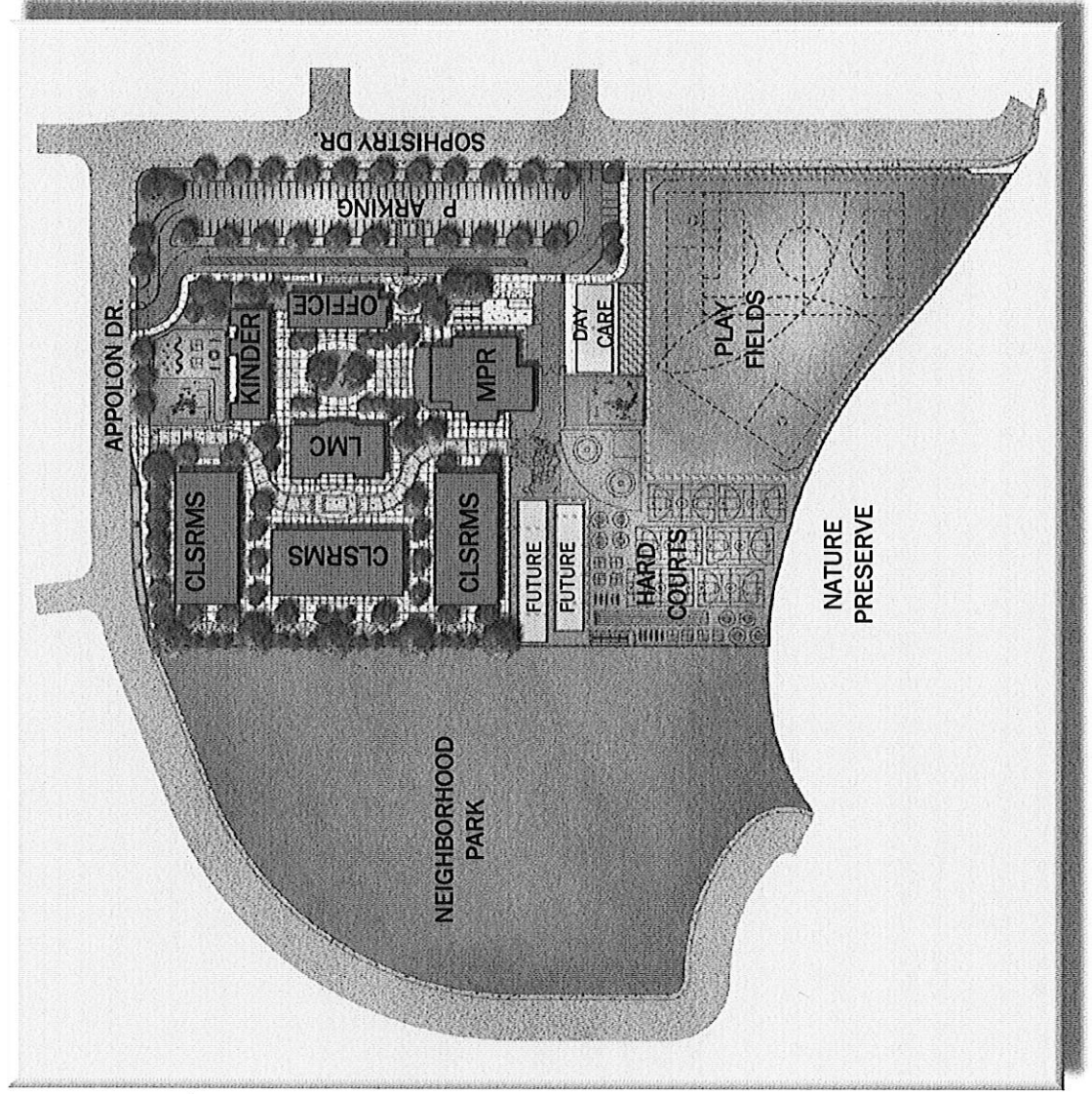
KINDERGARTEN PLAY AREA



CLASSROOMS AND EXTERIOR LEARNING



ANATOLIA II ELEMENTARY SCHOOL



Board Agenda ItemMeeting Date December 10, 2013**Subject:**Department: Human Resources

Tentative Agreement Between Elk Grove Unified School District and Psychologists' and Social Workers' Association (PSWA)

Action Requested:

The Tentative Agreement between the Elk Grove Unified School District (EGUSD) and the Psychologists' and Social Workers' Association (PSWA) was ratified by PSWA on November 18, 2013. The Board of Education of EGUSD is asked to conduct a Public Hearing to present the Tentative Agreement reached through negotiations November 14, 2013. The EGUSD Board President should announce and open the public hearing with a request for anyone who wishes to speak to the proposal to please come forward. After listening to any speakers, the Board President should close the public hearing. After closing the public hearing, the Board should be asked to take action to approve the tentative agreement.

Discussion:

The EGUSD Board should be asked to approve the attached Tentative Agreement. In addition, Education Code Section 3540.2 stipulates a fiscal review by the Sacramento County Office of Education (SCOE) of negotiated agreements to determine the financial impact of the agreement on the District budget. Therefore, the AB 1200 report which provides the financial analysis of the Tentative Agreement is attached and was submitted to SCOE for their review.

Financial Summary:

Prepared By: _____

Department Approval: _____

Glen De Graw 

Prepared By: _____

Superintendent Approval: _____

Steven M. Ladd, Ed.D. 

Tentative Agreement

Between

Elk Grove Unified School District
And
Psychologists' and Social Workers' Association
November 14, 2013

Elk Grove Unified School District (District) and the Psychologists' and Social Workers' Association (PSWA), collectively referred to as "the parties," have considered their mutual interests and have agreed to enter into this Tentative Agreement (Agreement) to completely resolve negotiations for the 2013-2014 school year. All of the terms included in this Agreement are contingent upon approval by the Sacramento County Office of Education and ratification by both parties.

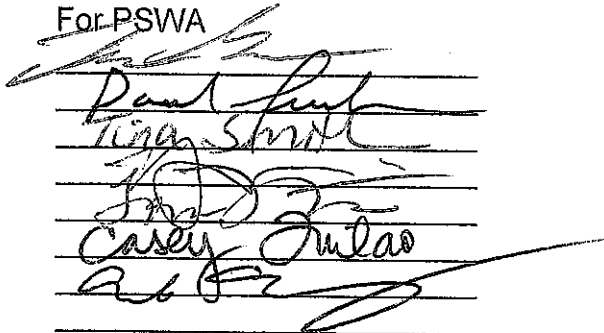
1. Effective retroactive to July 1, 2013, the current 2013-2014 PSWA Salary Schedule shall be increased by 2.7244% consistent with Attachment A, the new 2013-2014 PSWA Salary Schedule.

2. In order to be eligible for any retroactive payment, a unit member must have worked for the District prior to ratification of this agreement by both parties during the 2013-2014 school year. This retroactive payment shall be prorated for less than full time and less than full year unit members.

3. TERM

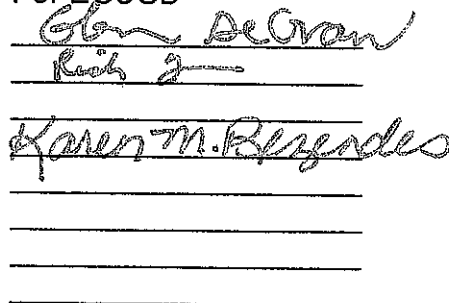
The parties agree to extend the term of the collective bargaining agreement between the parties from July 1, 2013 to June 30, 2015. Except as provided in this Tentative Agreement, all other terms and conditions of the parties' collective bargaining agreement shall remain in full force and effect. The parties agree that PSWA and the District may each reopen up to four articles for the 2014-2015 school year.

For PSWA

Handwritten signatures of four individuals representing the Psychologists' and Social Workers' Association (PSWA). The signatures are written over several horizontal lines.

Dated: 11-14-13

For EGUSD

Handwritten signatures of three individuals representing the Elk Grove Unified School District (EGUSD). The signatures are written over several horizontal lines.

Dated: 11-14-13

**ELK GROVE UNIFIED SCHOOL DISTRICT
PSYCHOLOGISTS AND SOCIAL WORKERS SALARY SCHEDULES
2013/14**

PSYCHOLOGISTS SCHEDULE #12			SOCIAL WORKERS SCHEDULE #13		
STEP	INITIAL SALARY	INITIAL SALARY +15 UNITS	STEP	INITIAL SALARY	INITIAL SALARY +15 UNITS
1	\$55,162		1	\$51,846	
2	59,012		2	52,800	
3	63,457		3	53,760	
4	67,852		4	55,685	
5	72,200		5	57,603	
6	76,631		6	59,531	
7	81,994		7	61,454	
8		\$85,508	8	63,946	
9		86,167	9	66,450	
10		86,826	10	68,938	
11		87,485	11	71,440	
12		88,144	12	74,130	
13		88,803	13	76,826	
14		89,462	14		\$81,485
15		90,121	15		81,888
16		90,780	16		82,290
17		91,580	17		83,100
18		92,351	18		83,905
19		93,995	19		85,520

PSYCHOLOGISTS WORK YEAR: 195 DAYS

New employees with no prior school psychology 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 to Psychologists each year in an amount equal to 8.25% of Step 1.

Licenses in Marriage & Family Therapy (MFT), Licensed Educational Psychologist (LEP), and Nationally Certified School Psychologist (NCSP) will qualify for a bonus to be paid each year in an amount equal to 8.05% of Step 1.

SOCIAL WORKERS WORK YEAR: 192 DAYS

New employees with no prior school social work 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 Social Workers in an amount equal to 8.25% of Step 1.

Licensed Clinical Social Worker (LCSW) licenses will qualify for a bonus to be paid each year in an amount equal to 8.05% of Step 1.

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 equal to 2.7244% was applied to the 2012-13 salary schedule on various steps based on negotiated agreement.

Revised 11/21/13 - Added COLA

ve:h/salary schedules/2013-2014/2.7244% Increase/pswa #12 and #13

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: **Psychologists and Social Workers Association (PSWA)**

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: **December 10, 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		Annual	Fiscal Impact of Proposed Agreement		
		Cost Prior to	Year 1	Year 2	Year 3
		Proposed Agreement	Increase (Decrease)	Increase (Decrease)	Increase (Decrease)
		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)	\$4,089,500	\$111,414	\$111,414	\$111,414
			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.	\$521,411	\$13,091	\$13,091	\$13,091
			0.025106873	0.024491957	0.023906441
4	Health/Welfare Plans	\$671,682	\$0	\$0	\$0
5	Total Compensation - Add Items 1 through 4 to equal 5	\$5,282,593	\$124,505	\$124,505	\$124,505
			0.023568982	0.023026276	0.022508
6	Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1	\$8,163	\$0	\$0	\$0
7	Total Number of Represented Employees (Use FTEs if appropriate)	53.3238	53.3238	53.3238	53.3238
8	Total Compensation <u>Average</u> Cost per Employee	\$99,066	\$2,335	\$2,335	\$2,335

- 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.)

No.

- 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.)?

The parties agree that PSWA and the District may each reopen up to four articles for the 2014-15 school year.

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

Unrestricted General Fund
PSWA

Enter Bargaining Unit:

	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	\$11,456	\$5,316,444	\$207,385,107
Classified Salaries (2000-2999)	\$34,768,353		\$304,831	\$35,073,184
Employee Benefits (3000-3999)	\$82,515,541	\$1,345	\$995,791	\$83,512,677
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	\$12,801	\$4,617,066	\$347,209,141
OPERATING SURPLUS (DEFICIT)	\$41,140,492	-\$12,801	-\$4,617,066	\$36,510,625
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	-\$79,330	-\$1,098,639	-\$50,501,528
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$9,888,864	-\$92,131	-\$5,715,705	-\$15,696,700
BEGINNING BALANCE	\$51,751,242			\$51,751,242
Prior-Year Adjustments/Restatements (9793/9795)				\$0
CURRENT-YEAR ENDING BALANCE	\$41,862,378	-\$92,131	-\$5,715,705	\$36,054,542
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	-\$92,131	-\$5,715,705	\$25,753,025
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 PSWA		
	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)	\$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	\$100,238	\$1,001,061	\$42,976,719
Classified Salaries (2000-2999)	\$27,744,601		\$208,379	\$27,952,980
Employee Benefits (3000-3999)	\$30,000,684	\$11,466	\$189,322	\$30,201,472
Books and Supplies (4000-4999)	\$11,267,142		-\$332,496	\$10,934,646
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	\$111,704	\$1,066,266	\$141,762,104
OPERATING SURPLUS (DEFICIT)	-\$50,503,929	-\$111,704	-\$1,066,266	-\$51,681,899
TRANSFERS IN & OTHER SOURCES (8910-8979)	\$0			\$0
TRANSFERS OUT & OTHER USES (7610-7699)	\$0			\$0
CONTRIBUTIONS (8980-8999)	\$49,323,559	\$79,330	\$1,098,640	\$50,501,529
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$1,180,370	-\$32,374	\$32,374	-\$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	-\$32,374	\$32,374	\$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	-\$32,374	\$32,374	\$0

* Please see question on page 7.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Bargaining Unit: **Combined General Fund**
PSWA

	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)	\$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	\$111,694	\$6,317,505	\$250,361,826
Classified Salaries (2000-2999)	\$62,512,954	\$0	\$513,210	\$63,026,164
Employee Benefits (3000-3999)	\$112,516,225	\$12,811	\$1,185,113	\$113,714,149
Books and Supplies (4000-4999)	\$21,996,737	\$0	-\$2,332,496	\$19,664,241
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	\$124,505	\$5,683,332	\$488,971,245
OPERATING SURPLUS (DEFICIT)	-\$9,363,437	-\$124,505	-\$5,683,332	-\$15,171,274
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	\$0	\$1	\$1
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	-\$11,069,234	-\$124,505	-\$5,683,331	-\$16,877,070
BEGINNING BALANCE	\$74,534,035			\$74,534,035
Prior-Year Adjustments/Restatements (9793/9795)	\$0			\$0
CURRENT-YEAR ENDING BALANCE	\$63,464,801	-\$124,505	-\$5,683,331	\$57,656,965
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	-\$92,131	-\$5,715,705	\$25,753,025
Unappropriated Amounts - Unrestricted (9790)	\$0	\$0	\$0	\$0

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Enter Bargaining Unit:		Combined General Fund PSWA		
	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)	\$250,361,826	\$251,145,390	\$255,525,249	
Classified Salaries (2000-2999)	\$63,026,164	\$63,077,056	\$63,193,019	
Employee Benefits (3000-3999)	\$113,714,149	\$119,534,440	\$126,682,301	
Books and Supplies (4000-4999)	\$19,664,241	\$21,034,974	\$20,835,156	
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	\$488,971,245	\$496,969,008	\$508,925,200	
OPERATING SURPLUS (DEFICIT)	-\$15,171,274	-\$7,299,223	-\$7,229,160	
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	-\$16,877,070	-\$9,005,020	-\$8,934,957	
BEGINNING BALANCE	\$74,534,035	\$57,656,965	\$48,651,945	
CURRENT-YEAR ENDING BALANCE	\$57,656,965	\$48,651,945	\$39,716,988	
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)	\$25,753,025	\$18,080,237	\$10,718,790	
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)	\$490,677,041	\$498,674,805	\$510,630,997
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	\$9,813,541	\$9,973,496	\$10,212,620

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)

\$ 6578.00 (Estimated)

(b) Prior-Year Base Revenue Limit per ADA:
(Form RL, Line 1)

\$ 6272.00 (Actual)

(c) Amount of Current-Year Increase: (a) minus (b)

\$ 306

(d) Percentage Increase in Revenue BRL per ADA: (c) divided by (b)

4.88%

~~(e) Deficit: (Form RL, Line 9-a)~~

0 %

~~(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 Psychologists' and Social Workers' Association (PSWA), 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:

Revenues/Other Financing Sources

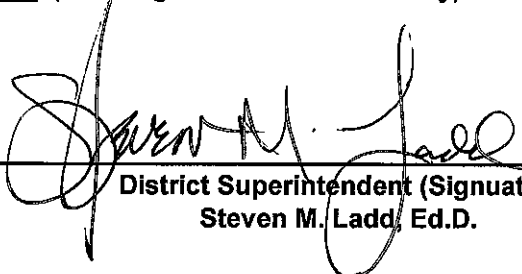
Expenditures/Other Financing Uses

Ending Balance Increase (Decrease)

**Budget Adjustment
Increase (Decrease)**

	<u>0</u>
	<u>92,131</u>
	<u>(92,131)</u>

____ (No budget revisions necessary)



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

11/21/13

Date



Chief Business Officer (Signature)
Rich Fagan

11/21/13

Date

Tentative Agreement

Between

Elk Grove Unified School District

And

Psychologists' and Social Workers' Association

November 14, 2013

Elk Grove Unified School District (District) and the Psychologists' and Social Workers' Association (PSWA), collectively referred to as "the parties," have considered their mutual interests and have agreed to enter into this Tentative Agreement (Agreement) to completely resolve negotiations for the 2013-2014 school year. All of the terms included in this Agreement are contingent upon approval by the Sacramento County Office of Education and ratification by both parties.


1. Effective retroactive to July 1, 2013, the current 2013-2014 PSWA Salary Schedule shall be increased by 2.7244% consistent with Attachment A, the new 2013-2014 PSWA Salary Schedule.

2. In order to be eligible for any retroactive payment, a unit member must have worked for the District prior to ratification of this agreement by both parties during the 2013-2014 school year. This retroactive payment shall be prorated for less than full time and less than full year unit members.

3. TERM

The parties agree to extend the term of the collective bargaining agreement between the parties from July 1, 2013 to June 30, 2015. Except as provided in this Tentative Agreement, all other terms and conditions of the parties' collective bargaining agreement shall remain in full force and effect. The parties agree that PSWA and the District may each reopen up to four articles for the 2014-2015 school year.

For PSWA

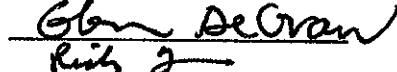


Paul Smith

Casey J. Liao

Dated: 11-14-13

For EGUSD



Ruth 2

Karen M. Bezendes

Dated: 11-14-13

**ELK GROVE UNIFIED SCHOOL DISTRICT
PSYCHOLOGISTS AND SOCIAL WORKERS SALARY SCHEDULES
2013/14**

PSYCHOLOGISTS SCHEDULE #12			SOCIAL WORKERS SCHEDULE #13		
STEP	INITIAL SALARY	INITIAL SALARY +15 UNITS	STEP	INITIAL SALARY	INITIAL SALARY +15 UNITS
1	\$55,162		1	\$51,846	
2	59,012		2	52,800	
3	63,457		3	53,760	
4	67,852		4	55,685	
5	72,200		5	57,603	
6	76,631		6	59,531	
7	81,994		7	61,454	
8		\$85,508	8	63,946	
9		86,167	9	66,450	
10		86,826	10	68,938	
11		87,485	11	71,440	
12		88,144	12	74,130	
13		88,803	13	76,826	
14		89,462	14		\$81,485
15		90,121	15		81,888
16		90,780	16		82,290
17		91,580	17		83,100
18		92,351	18		83,905
19		93,995	19		85,520

PSYCHOLOGISTS WORK YEAR: 195 DAYS

New employees with no prior school psychology 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 to Psychologists each year in an amount equal to 8.25% of Step 1.

Licenses in Marriage & Family Therapy (MFT), Licensed Educational Psychologist (LEP), and Nationally Certified School Psychologist (NCSP) will qualify for a bonus to be paid each year in an amount equal to 8.05% of Step 1.

SOCIAL WORKERS WORK YEAR: 192 DAYS

New employees with no prior school social work 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 Social Workers in an amount equal to 8.25% of Step 1.

Licensed Clinical Social Worker (LCSW) licenses will qualify for a bonus to be paid each year in an amount equal to 8.05% of Step 1.

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 equal to 2.7244% was applied to the 2012-13 salary schedule on various steps based on negotiated agreement.

Revised 11/21/13 - Added COLA

ve:h/salary schedules/2013-2014/2.7244% Increase/pswa #12 and #13

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013**Subject:** 2014-2015 Middle School Course CatalogDivision: Secondary Education**Action Requested:**

The Board of Education is requested to receive and review the 2014-2015 Middle School Course Catalog.

Discussion:

The 2014-2015 Elk Grove Unified School District Middle School Course Catalog provides information for courses offered at each of the district's nine middle schools. Information to assist students and their parents with advanced academic planning regarding high school graduation requirements and college entrance also is included to support students' college and career readiness.

This course catalog includes descriptions of all core academic courses for grades 7-8, and includes the course codes and the adopted texts for each course. The catalog also lists a sampling of representative elective courses available for students' enrollment. Full lists of elective courses offered at each school are available on the site's course registration documents.

A unique feature of this catalog is the Frequently Asked Questions (FAQ) section for parents. These FAQ's address topics such as the 6th to 7th grade transition, access to Honors classes, information regarding counseling support, academic programs to support Special Education and English Learner students, and tips for home-school communication. Contact information for each school is also included.

The 2014-2015 course catalog will continue to be provided electronically via our district website and through each school's website. Students who do not have internet access will be provided a hard copy of the catalog during the course selection process, which will begin in January. The catalog will be translated into Spanish and Hmong.

The Board will be asked for final approval of this catalog at its January 7th meeting.

Financial Summary:

\$2,000 cost for printing catalog.

Prepared By: _____

Division Approval: Christina C. Penna

Prepared By: _____

Superintendent Approval: Steven M. Ladd, Ed.D.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 15
Supplement No.
Meeting Date: December 10, 2013

Board Agenda Item

Subject:

2012-13 ANNUAL AUDIT

Department:

Fiscal Services

Action Requested:

The Board is asked to receive, review and accept the 2012-13 district-wide annual audit report.

Discussion:

Education Code 41020 requires an annual financial and compliance audit of a school district's financial statements and internal controls. This audit is required to be submitted to the County Office of Education and the State Controller's Office by December 15 of the following year.

The firm Crowe Horwath LLP, was engaged by the Board of Education to conduct the 2012-13 audit.

Note: The Audit Report will be forwarded once it is received from the auditors.

Financial Summary:

Prepared By: Carrie Hargis *Carrie Hargis*

Division Approval:

Rich Fagan *Rich Fagan*

Prepared By: Shelley Clark *Shelley Clark*

Superintendent Approval:

Steven M. Ladd, Ed.D. *smf*

Agenda Item No. _____

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013**Subject:****Department:** Curriculum/Professional Learning**Observation of Dr. Martin Luther King, Jr.'s Birthday****Action Requested:**

The Board of Education of the Elk Grove Unified School District is asked to resolve that January 20, 2014, be affirmed a celebration of Dr. Martin Luther King, Jr.'s birthday.

Discussion:

When Dr. Martin Luther King, Jr., proclaimed the words, "I have a dream..." he changed the course of Civil Rights in America. Because of his sacrifices, the American people have made progress toward his dream for a world in which people are judged on the content of their character rather than the color of their skin. Dr. King's non-violent approach alerted the American people to the injustice of the treatment of people of color and has served as an example for all who wish to correct inequities. His birthday reminds all educators of our responsibility and privilege to assist our students in developing their skills to reach their dreams for achievement and to preserve a nation which practices equality for all.

The instruction in Elk Grove Unified School District schools acknowledges the contributions of Dr. Martin Luther King, Jr., and is consistent with the activities outlined in each site's Student Unity Plan. Teachers employ a variety of activities including lessons from the K-12 *World of Difference* curriculum, assemblies/presentations featuring highlights of Dr. King's life, and speaking and writing activities based on his "I Have A Dream" speech.

The book *Martin Luther King: a Peaceful Warrior* by E. Clayton is one of the district's elementary recommended reading list books for sixth grade and is a part of ongoing curriculum that recognizes leaders and heroes from all cultures and ethnic backgrounds.

Financial Summary:

There will be no cost to the district.

Prepared By: Anna Trunnell

Division Approval: _____

Mark Cerutti

Prepared By: _____

Superintendent's Approval: _____

Steven M. Ladd, Ed.D.

ELK GROVE UNIFIED SCHOOL DISTRICT

AFFIRMATION OF DR. MARTIN LUTHER KING, JR.'S BIRTHDAY

RESOLUTION NO. 31

WHEREAS, January 20, 2014, is a national holiday in honor of the Reverend Dr. Martin Luther King, Jr.; and

WHEREAS, this great American is an international symbol of freedom; and

WHEREAS, his dream was of America as a country without prejudice and bigotry where people would be accepted based on their actions and not on the color of their skin; and

WHEREAS, the celebration of his birthday reminds all of us to ensure that we preserve a nation which practices equality for all;

THEREFORE, BE IT RESOLVED, by the Governing Board of the Elk Grove Unified School District, that January 20, 2014, be affirmed a celebration of Dr. Martin Luther King, Jr.'s birthday.

Steven M. Ladd, Ed.D.
Superintendent and Secretary to the
Board of Education

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 17

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013

Subject:

Division: Facilities and Planning

Resolution Adopting Contractor Pre-Qualification Process

Action Requested:

The Board of Education is requested to (1) Review the attached Pre-Qualification documents and (2) Adopt a Resolution authorizing the Administration to execute the Pre-Qualification process for projects with an expenditure of \$1,000,000 or more when deemed necessary by the Associate Superintendent of Facilities and Planning.

Discussion:

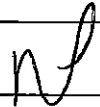
Effective January 1, 2014, Public Contract Code 20111.6 requires that all California school districts with an average daily attendance greater than 2,500 shall be required to prequalify general contractors and mechanical, electrical, and plumbing subcontractors on projects with an anticipated expenditure of \$1,000,000 or more which are funded in whole or in part by State school bonds. The statute further allows those school districts the discretion to prequalify contractors and subcontractors on projects that may meet some, but not all, of the aforementioned criteria.

The Administration has worked with legal counsel to develop a Pre-Qualification process with a uniform system of rating contractors and subcontractors as set forth in Public Contract Code 20111.5. Staff is recommending that the governing Board authorize the Associate Superintendent of Facilities and Planning to deem projects as necessary valued at \$1,000,000 or more to require the prequalification process. Staff is also recommending a quarterly prequalification process as well as defined essential criteria requirements as to provide EGUSD with a pool of qualified contractors at all times

The Administration recommends that the Board of Education adopt Resolution # 29, authorizing the Administration to conduct the Pre-Qualification process and the Associate Superintendent of Facilities and Planning to convene a panel to hold hearings, as required, to settle any disputes that may arise from the process.

Financial Summary:

n/a

Prepared By: Stacey Allison Division Approval: Robert Pierce 

Prepared By: Lee Leavelle Superintendent Approval: Steven M. Ladd Ed.D. 

**BEFORE THE BOARD OF EDUCATION OF THE
ELK GROVE UNIFIED SCHOOL DISTRICT
SACRAMENTO COUNTY, CALIFORNIA**

**IN THE MATTER OF
PREQUALIFICATION OF BIDDERS**

**RESOLUTION NO. 29
RESOLUTION ADOPTING BIDDER
PREQUALIFICATION PROCEDURE
AND RATING STANDARDS**

WHEREAS, Public Contract Code section 20111.5 authorizes public school districts to require bidders for public works contracts to submit to a prequalification process; and

WHEREAS, as of January 1, 2014, California school districts with average daily attendance greater than 2,500 shall be required by Public Contract Code section 20111.6 to prequalify general contractors and mechanical, electrical, and plumbing subcontractors on projects involving an anticipated expenditure of \$1,000,000 or more, and which are funded in whole or in part by State school bonds, and may continue to elect to prequalify contractors on projects that do not meet these requirements; and

WHEREAS, the Board of Education desires to use the process set forth in Public Contract Code section 20111.5 to prequalify, on a quarterly basis, such bidders who are general contractors, and mechanical, electrical, and plumbing subcontractors; and

NOW THEREFORE BE IT RESOLVED that no contracts for the construction of any project involving an anticipated expenditure of \$1,000,000 or more or which may be funded in whole or in part by State school bonds as determined by the Associate Superintendent, Facilities and Planning shall be awarded pursuant to Public Contract Code section 20111 to bidders who have not been prequalified or bidders who have designated mechanical, electrical, or plumbing subcontractors who have not been prequalified; and

BE IT FURTHER RESOLVED that bidders who are general contractors, mechanical subcontractors, electrical subcontractors, and plumbing subcontractors shall be prequalified in accordance with the requirements set forth in the Elk Grove Unified School District Prequalification Application (including the Quarterly Update and Certification), attached hereto and incorporated herein as Exhibit A; and

BE IT FURTHER RESOLVED that the Board hereby adopts the Prequalification Questionnaire (including the Quarterly Update and Certification), financial statement, uniform system of rating bidders, and other documents included in Exhibit A; and

BE IT FURTHER RESOLVED that the Board hereby delegates to the Associate Superintendent, Facilities and Planning, the authority to convene a panel and hold hearings from time to time to hear and make determinations on any challenges or disputes relating to prequalification raised by a bidder, contractor, or subcontractor.

The foregoing Resolution was adopted by the Board of Education of the Elk Grove Unified School District of Sacramento County, California, at a Board of Education meeting held on the ____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, _____, Clerk of the Board of Education of the Elk Grove Unified School District, HEREBY CERTIFY that the foregoing Resolution was duly introduced, passed and adopted by the Board of Education at a meeting thereof held on the ____ day of _____, _____, by the foregoing vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereto set my hand this ____ day of _____, _____.

Clerk of the Board of Education

Attachment: Exhibit A

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 _____

Agenda Item No: _____

Board Agenda Item

Supplement No. _____

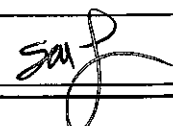
Meeting Date 12-10-13**Subject:** Finance Committee Bylaws**Department:** Board of Education

Action Requested: The Board of Education is requested to review and take action on proposed changes to the Finance Committee Bylaws.

Discussion:

It was requested by the Board that the Finance Committee Bylaws be reviewed by the Board's subcommittee and brought forward for the Board's review. Proposed changes were submitted at the November 19, 2013, Board meeting for review and are being presented for action.

Copies of the current Bylaw and proposed 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

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 Board of Education.
- D. To provide an annual written report of the Committee's activities to the Board of Education.
- 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.

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 at large by the Board)3
 - 3. Community member (one appointed by the Superintendent).....1
-

Committee Members—Non-Voting

- 34. One student representative appointed by each comprehensive9
high school (each school shall also appoint an alternate representative)
- 45. ~~Director of Fiscal Services~~Staff Liaison (provided by the Superintendent)..... 1
- 5. _____
- 66. 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 and the Superintendent for at Large appointments. 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~~ Staff Liaison 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 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. May perform other appropriate staff duties as requested by the Finance Committee Chair. In the unlikely event that the Superintendent believes the Chair's request would impede the flow and requirements of district work, the Superintendent will notify the Finance Committee Chair and the Board President that the request will not be honored, and why, in writing
- . Should the Board have an interest in discussing this request further such a discussion will be arranged.

ARTICLE VII — VACANCIES

- Section 1: The Staff Liaison will inform the Board and the Superintendent of all Committee vacancies. ~~The Board or Board, Board members, 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 and vice-chairperson, attendance requirements, meetings, agendas, minutes, meeting rules, and voting requirements.

Section 2: 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.

Updated 10/9/00
08/15/05
10/07/10
3/18/13
9/24/13
11/22/13



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.

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 within one week of approval by the Committee.

RULES OF ORDER

Roberts Rules of Order will be used at all meetings.

QUORUM

A quorum will be deemed to be 50% or more of the current voting members at the time of each meeting. A minimum of 6 votes of the voting members is required to take any formal actions or to adopt final recommendations.



ELK GROVE UNIFIED SCHOOL DISTRICT
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2.	Community members (three appointed at large by the Board)	3
3.	Community member (one appointed by the Superintendent).....	1
 <i>Committee Members—Non-Voting</i>		
4.	One student representative appointed by each comprehensive high school (each school shall also appoint an alternate representative)	9
5.	Staff Liaison (provided by the Superintendent)	1
6.	Participation of Cabinet members or Program Managers as required or requested by the Finance Committee	

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Updated 10/9/00
08/15/05
10/07/10
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ELK GROVE UNIFIED SCHOOL DISTRICT

19

Agenda Item No: _____

Board Agenda Item

Supplement No. _____

Meeting Date 12-10-13

Subject: CSBA Delegate Assembly Nominations

Division: Board of Education

Action Requested: Nominate representative(s) for the California School Boards Association (CSBA) Delegate Assembly if the Board chooses to do so.

Discussion:

Nominations for representatives to the CSBA Delegate Assembly are being accepted until January 7, 2013. The following delegates' terms expire in 2014 and are up for re-election in Subregion 6-B:

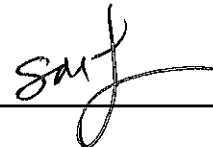
Linda Fowler (Twin Rivers Unified School District
Teresa Stanley (Folsom Cordova Unified School District)
Vacant (Two-Year Term)

Attached is the memo from CSBA outlining the nomination of representatives to the Delegate Assembly. Only the page of the attachment which includes Subregion 6-B is attached. A complete list of the delegates whose terms expire is available in the Superintendent's Office.

Financial Summary:

Prepared By: Arlene Hein Division Approval: _____

Prepared By: _____ Superintendent Approval: _____



RECEIVED

NOV 1 2013



California School Boards Association

November 1, 2013

Elk Grove Unified School District
Superintendent's Office

TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Tuesday, January 7, 2014
Please deliver to all members of the governing board.

MEMORANDUM

To: All Board Presidents, Superintendents and CSBA Member Boards of Education

From: Cindy Marks, President

Re: Call for Nominations for CSBA Delegate Assembly

CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state.

Nomination and Candidate Biographical Sketch forms for CSBA's Delegate Assembly are now being accepted until Tuesday, January 7, 2014. All forms and information related to the election process are available to download from the CSBA website at www.csba.org/AboutCSBA/Leadership.aspx.

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must give their approval prior to being nominated to CSBA's Delegate Assembly.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form and an optional one-page, one-sided résumé, (résumé cannot be substituted for the candidate biographical sketch form).
- All nomination materials must be postmarked or faxed no later than **Tuesday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.
- Delegates serve two-year terms beginning April 1, 2014 through March 31, 2016.
- There are two required Delegate Assembly meetings each year, one in May in Sacramento and one preceding the CSBA Annual Education Conference and Trade show in November or December.

For further information about the Delegate Assembly, please contact CSBA's Leadership Services department at (800) 266-3382. You may download the following forms and find more information at www.csba.org/AboutCSBA/Leadership.aspx. Thank you.

- ❖ Nomination Form
- ❖ Candidate's Biographical Sketch Form
- ❖ Important Dates
- ❖ List of all Delegates whose term expires in 2014
- ❖ Alphabetical List of Districts and County offices
- ❖ FAQ



2014 Delegate Assembly Nomination Form

DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

CSBA Region/subregion # ____/____

The Board of Education of the _____
(Nominating School District or COE)

wishes to nominate: _____
(Nominee)

The nominee is a member of the _____
(Nominee's School District or COE)

which is a member of the California School Boards Association.

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

Board Clerk or Board Secretary (signed)

Date

Board Clerk or Board Secretary (printed)

PLEASE NOTE: The nomination and candidate biographical sketch forms must be returned and faxed to (916) 371-3407 or mailed to CSBA, Attn: Leadership Services, 3251 Beacon Blvd., West Sacramento, CA 95691 and U.S.P.S. no later than **Tuesday, January 7, 2014**. **Forms postmarked or faxed after Tuesday, January 7 cannot be accepted.** Please contact CSBA Leadership Services at (800) 266-3382 should you have any questions. Thank you.

2014 Delegate Assembly Candidate Biographical Sketch Form



DUE: Tuesday, January 7, 2014 (U.S.P.S.)

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this **required one page** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this **one page** candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

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

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____

Date: _____

ALL DELEGATES WHOSE TERM EXPIRES IN 2014

Below are the names of Delegates *whose term expires in 2014* and are up for re-election or re-appointment. (♦) denotes appointed Delegates. *Nomination and Candidate Biographical sketch forms are due Tuesday, January 7, 2014.*

REGION 1 - Counties: Del Norte, Humboldt, Lake, Mendocino

Subregion 1-A (Del Norte, Humboldt)

Ronan Collver (Fortuna Union HSD)

Subregion 1-B (Lake, Mendocino)

Kathy James (Ukiah USD)

REGION 2 - Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Trinity

Subregion 2-C (Lassen, Plumas)

Ken Theobald (Lassen Union HSD)

County

Brenda Duchi (Siskiyou COE)

REGION 3 - Counties: Marin, Napa, Solano, Sonoma

Subregion 3-A (Sonoma)

Ed Gilardi (Cotati-Rohnert Park USD)

Subregion 3-C (Solano)

Patricia Shamansky (Fairfield-Suisun USD)

Subregion 3-D (Marin)

Linda M. Jackson (San Rafael City Schools)

REGION 4 - Counties: Butte, Colusa, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba

Subregion 4-A (Glenn, Tehama)

Barbara McIver (Red Bluff Joint Union HSD)

Subregion 4-C (Colusa, Sutter, Yuba)

Jim Flurry (Marysville Joint USD)

Subregion 4-D (Nevada, Placer, Sierra)

Lynn MacDonald (Placer Union HSD)

County

Lynn Oliver (Placer COE)

REGION 5 - Counties: San Francisco, San Mateo

Subregion 5-A (San Francisco)

Matt Haney (San Francisco County & USD)♦

Subregion 5-B (San Mateo)

Marc Friedman (San Mateo Union HSD)

Alisa MacAvoy (Redwood City ESD)

Chris Thomsen (Sequoia Union HSD)

REGION 6 - Counties: Alpine, Amador, El Dorado, Mono, Sacramento, Yolo

Subregion 6-A (Yolo)

Susan Lovenburg (Davis Joint USD)

Subregion 6-B (Sacramento)

Linda Fowler (Twin Rivers USD)

Lucinda Luttgren (San Juan USD)♦

Bobbie Singh-Allen (Elk Grove USD)♦

Teresa Stanley (Folsom-Cordova USD)

Darrel H. Woo (Sacramento City USD)♦

VACANT (Two-Year Term)

Subregion 6-C (Alpine, Amador, El Dorado, Mono)

Misty DiVittorio (Placer Union ESD)

County

Bill Owens (Yolo COE)

REGION 7 - Counties: Alameda, Contra Costa

Subregion 7-A (Contra Costa)

Kathi McLaughlin (Martinez USD)

Jerrold Parsons (John Swett USD)

Raymond Valverde (Liberty Union HSD)

Subregion 7-B (Alameda)

Valerie Arkin (Pleasanton USD)

Janice Friesen (Castro Valley USD)

Jamie Hintzke (Pleasanton USD)

David Kakishiba (Oakland USD)♦

Anne White (Livermore Valley Joint USD)

REGION 8 - Counties: Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne

Subregion 8-A (San Joaquin)

Gloria J. Allen (Stockton USD)♦

Diana Machado (Linden USD)

Van-Ha To-Cowell (Lincoln USD)

Ralph M. Womack (Lodi USD)

Subregion 8-C (Stanislaus)

Faye Lane (Ceres USD)

Subregion 8-D (Merced)

Ida M. Johnson (Merced Union HSD)

County

Juliana Feriani (Tuolumne COE)



IMPORTANT DELEGATE NOMINATION AND ELECTION DEADLINES

Important 2014 Dates to keep in mind:

- Tuesday, January 7: U.S.P.S. or fax deadline for *required* Nomination and Candidate Biographical Sketch Forms
- By Saturday, February 1: Ballots mailed to Member Boards
- February 1 – March 17: Boards vote for Delegates
- Monday, March 17: Deadline for the ballots to be returned to CSBA (U.S.P.S. ONLY)
- By Monday, March 31: Ballots to be tallied
- By Tuesday, April 1: Election results, except for run-offs, will be posted on CSBA's Web site
- Wednesday, April 30: Deadline for run-off ballots (U.S.P.S. ONLY)

Delegate Assembly Meeting Dates in 2014

- Saturday, May 17 – Sunday, May 18: Delegate Assembly meeting in Sacramento.
- Saturday, December 13 – Sunday, December 14: Delegate Assembly meeting in San Francisco.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 20

Board Agenda Item

Supplement No. _____

Meeting Date 12-10-13

Subject: Approval of Minutes

Department: Board of Education

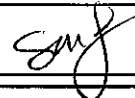
Action Requested: Approve minutes of the regular board meeting held November 19, 2013.

Discussion:

Financial Summary:

Prepared By: Arlene Hein Department Approval: _____

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



Board Agenda Item**Subject:** Personnel Actions**Division:** Human Resources**Action Requested:**

Recommend the Board of Education approve the personnel actions as attached.

Discussion:**CERTIFICATED:**


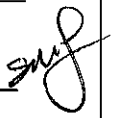
APPROVE:

1. New Hire(s) [6]
2. Leave(s) of Absence
3. Resignation(s)
4. Retirement(s)
5. Returning from Leave(s) of Absence

CLASSIFIED:

APPROVE:

1. New Hire(s) [6]
2. Promotion(s)
3. Resignation(s)
4. Retirement(s)
5. Returning from Reemployment List

Financial Summary:Prepared by: Bindy Grewal, Ed.D. Departmental Approval: Glen De Graw Prepared by: Evelyn Lalan Superintendent Approval: Steven M. Ladd, Ed.D. 

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013**Subject:**Department: Curriculum and Professional Learning

Certification of Administrator's Competence to Evaluate

Action Requested:

The Board of Education is requested to grant Certification of Administrator's Competence to Evaluate to the below newly-hired district administrators who have successfully completed the District's training process.

Discussion:

The District provides training to all newly-hired administrators to certify their competence to evaluate employees. Following Education Code 35160.5, Requirement of District Policies for Competency of Personnel Assigned to Evaluate and Board Policy 4115.1, Certification of Administrator's Competence to Evaluate, the District uses the following process to certify each administrator's competence to evaluate:

1. Individual instruction or attendance at a series of workshops on evaluation processes and procedures
2. Demonstration of effective evaluation skills as certified by a trained observer who is a certificated manager

The following administrators have successfully completed the administrative training process and are being recommended to obtain their Certification of Administrator's Competence to Evaluate:

Placeholder – names to be submitted.

Financial Summary:

N/A

Prepared By: Anna Trunnell

Division Approval: _____

Mark Cerutti

Prepared By: _____

Superintendent's Approval: _____

Steven M. Ladd, Ed.D.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 23

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013**Subject:****APPROVAL OF PURCHASE ORDER HISTORY.**Department: Finance & School Support**Action Requested:**

The Board of Education is asked to approve purchase orders for the weeks of October 26 2013 through November 07, 2013.

Discussion:

The Purchase Order History and Cost Modifications for the month October 26, 2013 through November 07, 2013 are listed below. The purchase orders are on file in the Purchasing Department if you wish to review them.

Encumbrances:

<u>Fund</u>	<u>Purchase Orders Issued</u>	<u>Purchase Order Encumbrance Costs</u>
01 General Fund	183	\$ 2,129,521.81
09 Elk Grove Charter School Fund	1	\$ 900.00
11 Adult Education Fund	1	\$ 90,932.81
13 Food Nutrition Services Fund	2	\$ 6,820.24
35 State School Facilities Construction Fund	3	\$ 18,438,189.28
49 Facilities Special Project Fund	2	\$ 15,622.00
67 Self Insurance Fund	1	\$ 172.08

Total Encumbrances \$ 20,682,158.22

Modifications:

<u>Fund</u>	<u>Purchase Orders Modified</u>	<u>Purchase Order Modification Costs</u>
01 General Fund	19	\$ 54,703.40
11 Adult Education Fund	2	\$ 13,640.68
13 Food Nutrition Services Fund	4	\$ 108,000.00
49 Facilities Special Project	2	\$ 10,000.00

Total Modifications \$ 186,344.08
Financial Summary Grand Total \$ 20,868,502.30

Prepared By: Ruth DewDivision Approval: Rich FaganPrepared By: Ruth DewSuperintendent Approval: Steven M. Ladd Ed.D.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item No: 24
 Supplement No. _____
 Meeting Date: December 10, 2013

Board Agenda Item

Subject: Acceptance of Gifts

Department: Fiscal Services

Action Requested:

The Board is asked to accept the following donations to the District's schools/programs.

Discussion:

<u>Item</u>	<u>Donor</u>	<u>School/Program</u>	<u>Value</u>	<u>Date Received</u>
Cash Donation	Rancho de los Amigos	Florin High School (Arts/Music; Choir)	\$2,000.00	10/18/2013
Cash Donation	Sacramento Consolidated Charities	James Rutter Middle School (Athletics, Teens for Tolerance & Principal's Discretion)	\$5,000.00	10/30/2013
Cash Donation	Raley's	Toby Johnson Middle School (Science department)	\$369.63	10/30/2013
Cash Donation	Target Corporation	Monterey Trail High School (Principal's Discretion)	\$1,035.00	10/31/2013
Gift Donation (Miscellaneous stationary supplies)	Danette Armstrong	Ellen Feickert Elementary School	\$2,000.00	11/1/2013
Cash Donation	Wells Fargo Foundation	James Rutter Middle School (Science department)	\$1,000.00	11/4/2013
Gift Donation (Hewlett Packard Elite 8300 personal computer)	JoAnn Milligan-Link	Valley High School	\$750.00	11/4/2013
Cash Donation	Target: Take Charge of Education	Las Flores High School (Principal's Discretion)	\$62.24	11/7/2013
Cash Donation	Elliott Ranch PTO	Elliott Ranch Elementary School (Technology)	\$15,609.60	11/12/2013

Prepared By: Carrie Hargis *Carrie Hargis*

Division Approval:

Rich Fagan *Rich*

Prepared By: _____

Superintendent Approval:

Steven M. Ladd, Ed.D. *smf*

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013**Subject:**Department: Curriculum/Professional Learning**New High School Courses****Action Requested:**

The Board of Education is asked to approve the following new high school courses.

Discussion:

The following courses have undergone review and approval by the appropriate steering committee, the Curriculum Standards Committee, and have the support of principals.

Laguna Creek High School**IB Dance SL.** (Grades 9-12, 20 Credits, 2-year equivalent)

Dance is a unique medium for learning about the self and the world. It is one essential component of artistic, aesthetic, and cultural education and develops creative potential through physical expression. In dance, the integration of body, mind, and spirit helps participants learn skills that are transferrable to other disciplines and to their daily lives. Consistent with the educational philosophy of the IB, the Diploma Programme dance curriculum aims for a holistic approach to dance and embraces a variety of dance traditions and dance cultures – past, present, and looking towards the future. Performance, creative, and analytical skills are mutually developed and valued whether the students are writing papers or creating/performing dances. The curriculum provides students with a liberal arts orientation to dance. This orientation facilitates the development of students who may become choreographers, dance scholars, performers, teachers, business owners, or more broadly, those who seek life enrichment through dance.

Prerequisite: None

Textbook: None assigned

IB Dance HL. (Grades 9-12, 20 Credits, 2-year equivalent)

Dance is a unique medium for learning about the self and the world. It is one essential component of artistic, aesthetic, and cultural education and develops creative potential through physical expression. In dance, the integration of body, mind, and spirit helps participants learn skills that are transferrable to other disciplines and to their daily lives. Consistent with the educational philosophy of the IB, the Diploma Programme dance curriculum aims for a holistic approach to dance and embraces a variety of dance traditions and dance cultures – past, present, and looking towards the future. Performance, creative, and analytical skills are mutually developed and valued whether the students are writing papers or creating/performing dances. The curriculum provides students with a liberal arts orientation to dance. This orientation facilitates the development of students who may become choreographers, dance scholars, performers, teachers, business owners, or more broadly, those who seek life enrichment through dance.

Prerequisite: None

Textbook: None assigned

Financial Summary:

If approved, this course will be offered using existing FTE.

Prepared By: Anna Trunnell

Division Approval: Mark Cerutti

Prepared By: _____

Superintendent's Approval: Steven M. Ladd, Ed.D.

Board Agenda Item

Supplement No. _____

Meeting Date December 10, 2013**Subject:**Department: Curriculum/Professional Learning**Instructional Materials Approval****Action Requested:**

The Board of Education is requested to adopt the following instructional materials.

Discussion:

In accordance with BP 6161.1, the following instructional materials have been reviewed and approved by the appropriate subject-area steering committees and the Curriculum Standards Committee and are being submitted to the Board of Education for approval.

SUPPLEMENTAL

English 3-D, Course I; Copyright 2011 by Scholastic Education, A Division of Scholastic, Inc.
(English/Language Arts, Grades 6-8)

English 3-D, Course II; Copyright 2014 by Scholastic Education, A Division of Scholastic, Inc.
(English/Language Arts, Grades 8-12)

Financial Summary:

These supplemental materials are materials that sites may opt to purchase using site funds.

Prepared By: Anna Trunnell

Division Approval: _____

Mark Cerutti

Prepared By: _____

Superintendent's Approval: _____

Steven M. Ladd, Ed.D.

ELK GROVE UNIFIED SCHOOL DISTRICT

Agenda Item
No:

27

Board Agenda Item

Supplement No.

Meeting Date:

December 10, 2013

Subject:

Ratification of Contracts

Department:

Fiscal Services

Action Requested:

The Board is asked to ratify contracts which have been signed by authorized district staff, in accordance with Board Policy 3312-Contracts.

Discussion:

Under current Board Policy 3312 "contracts under the bid limits can be approved by the Designated Personnel, subject to Board ratification". Staff recommends that the Board ratify the contracts on the attached sheet, which are under the bid limit of \$83,400 and have been approved by authorized district staff.

Copies of the contracts are on file with Fiscal Services, should you wish to review them in detail.

Financial Summary:

Please see funding information provided on attached schedule.

Prepared By:

Carrie Hargis

Carrie Hargis

Division Approval:

Rich Fagan

Rich Fagan

Prepared By:

Superintendent Approval:

Steven M. Ladd, Ed.D.

SL

ELK GROVE UNIFIED SCHOOL DISTRICT
Fiscal Services

December 10, 2013 Board of Education Meeting
Agenda Item – Ratification of Contracts
Contracts under bid limit authorized 11/1/13 - 11/20/13

	Agreement With	Services Provided	Term of Agreement	Department	Funding Source	Amount
1.	Mercy Education	Third party provider to serve Southpointe Christian Schools Title I	7/1/13 – 6/30/14	Learning Support Services	Title I – Basic allocation to private schools	\$1,316
2.	KidzArtCA/Early Engineers	Six (6) weeks of Art & STEM (Science, Technology, Engineering & Mathematics) after school activities for the 2013-14 school year at Herman Leimbach Elementary	1/10/14 – 6/30/14	Learning Support Services	Herman Leimbach Elementary ASES & 21 st Century Learning Center Grants	\$10,800
3.	Discovery Museum Science & Space Center	Various planetarium and self guided tours for David Reese Elementary after school program	3/6/14, 4/4/14 & 4/30/14	Learning Support Services	David Reese Elementary ASES Grant	\$800
4.	Mad Science of Sacramento Valley	After school science demonstrations and experiments at Union House Elementary	11/18/13 – 11/20/13	Learning Support Services	Union House Elementary ASES Grant	\$1,253
5.	Sacramento County Office of Education – Sacramento Cal-SOAP	AVID tutors for Laguna Creek High School	11/12/13 – 6/30/14	Learning Support Services	Laguna Creek High EIA/SCE site funds	\$5,321
*6.	San Joaquin County Office of Education (SJCOE) ROP & San Juan Unified School District	MOU to include SJCOE-ROP to existing consortium established for the purpose of meeting the minimum grant (\$50,000) eligibility requirement of the Carl D. Perkins Career & Technical Education grant funds	11/12/13 – duration of funding	Adult Education	Carl D. Perkins Federal Grant funds	--
7.	EDJOIN (San Joaquin County Office of Education)	On-line services for EDJOIN (job postings, on-line applications and other services)	7/1/2013 – 6/30/2014	Human Resources	General Fund Unrestricted	\$7,349
8.	Coast 2 Coast Soccer	Provide a co-ed soccer curriculum for James Rutter Middle School	1/6/2014 – 3/31/2014	Learning Support Services	James Rutter Middle School ASES Grant	\$1,900

* Memorandum of Understanding.

(continued page 1 of 2)

	Agreement With	Services Provided	Term of Agreement	Department	Funding Source	Amount
*9.	Panacea	Drug and Alcohol intervention & cessation counseling at James Rutter Middle, Florin High, Laguna Creek High, Las Flores High and Rio Cazadero High Schools	7/1/13 – 6/30/14	Student Support & Health Services	No Cost	--
*10.	Another Choice, Another Chance	Drug and Alcohol intervention & cessation counseling at Samuel Jackman and William Daylor High Schools	7/1/13 – 6/30/14	Student Support & Health Services	No Cost	--
*11.	People Reaching Out (Removed from 11/5/13 agenda, item #26)	Youth programs serving youth and families for the ASES program	8/1/13/ - 6/30/14	Learning Support Services	No Cost	--
12.	Center for Evaluation & Research, LLC	Facilitate the sSCI+ MSP programs evaluation as required per grant conditions	7/1/13 – 6/30/14	Curriculum/ Professional Learning	eSCI+ grant funds	\$81,600

* *Memorandum of Understanding.*

(continued page 2 of 2)

Board Agenda Item**Subject:**Division: Facilities and Planning**Architectural Services for Various Small Projects****Action Requested:**

The Board of Education is asked to reaffirm the selection of architectural firms to be considered for various small projects.

Discussion:

In December of 2011 the Board authorized the following firms on an as-needed basis for various minor and small projects. These projects include, but are not limited to, relocating portables, site work, remodeling, ADA review and compliance, deferred maintenance projects, technology retrofits, feasibility studies, fire restoration work, mold abatement, and small projects funded with one-time monies, grants, or other funds.

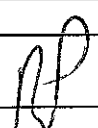
Kirk S. Brainerd, Architect
HMR Architects, Inc.
Stafford King Wiese Architects
HMC Architects
Henry + Associates
HY – Hibser Yamauchi Architects, Inc.
Nacht & Lewis Architects

The District previously invited a "Request for Qualifications" (RFQ) from architects interested in providing as-needed services for minor projects at various sites for the Elk Grove Unified School District. The notice was also faxed to current architects. Administration received 24 inquiries and requests for RFQ packets. A total of 17 packets were completed and returned for evaluation.

Professional services selection criteria does not have an associated time limit and Administration recommends the Board reaffirm the aforementioned firms to be considered for small projects on an as-needed basis. The contracts for any professional services assigned to any of these firms would be approved by the Board if and when firms are recommended for individual small projects. These architectural services as defined as professional services would not be subject to the Pre-Qualification process however contracts to perform the public works labor defined in the architectural design may be depending on criteria in Statute and the District's Pre-Qualification process.

Financial Summary:

Funded with Deferred Maintenance, Measure A proceeds, Developer Fees, grant monies, or other monies as appropriate.

Prepared By: _____ Division Approval: Robert Pierce Prepared By: Bill Heinicke  Superintendent Approval: Steven M. Ladd Ed.D. 