AFFILIATION AGREEMENT

Agreement Date: October 7, 2019

By and between Eastern New Mexico University Speech and Hearing Rehabilitation Outreach Center (herein referred to as "SCHOOL") and Ventura Unified School District (herein referred to as "CLINICAL FACILITY").

WITNESSETH

Purpose:
WHEREAS, SCHOOL desires to provide a clinical learning experience to its Speech Language Pathology students through the application of knowledge and skills in client-centered situations and settings; and

WHEREAS, CLINICAL FACILITY has agreed to make its facility available to SCHOOL for such purposes; and

WHEREAS, the parties agree to jointly participate in a Clinical Education Program and desire to establish and maintain a reciprocally beneficial working relationship; and

WHEREAS, it is for the mutual interest and advantage of both parties to enter into this Affiliation Agreement;

NOW THEREFORE, in consideration of the mutual covenants contained in this Agreement, and intending to be legally bound hereby, it is agreed by both parties as follows, that:

1. The parties will work together to implement a Clinical Education Program to provide students with supervised clinical experiences in therapy.

2. The educational component of the Clinical Education Program shall be under the supervision of the CLINICAL FACILITY'S Coordinator and/or the student's speech language pathology ("SLP") supervisor at the CLINICAL FACILITY.

A. STUDENT RESPONSIBILITIES

1. **Student Statements.** The student agrees to provide the following signed statements prior to beginning any Clinical Education Program at CLINICAL FACILITY:

    a) Statement of Responsibility
    b) Statement of Confidentiality and Security
    c) Release of Information granting SCHOOL personnel permission to discuss performance in coursework or practicum with CLINICAL FACILITY
    d) Verification of receipt and knowledge of Graduate Student **and** Supervisor Handbooks

2. **Insurance**. The student agrees to provide and maintain adequate professional liability insurance covering his/her participation in the Clinical Education Program. The scope and coverage of said insurance shall survive the termination of the student's participation in this Agreement for 1 calendar year. The student agrees to provide proof of such insurance to the SCHOOL prior to placement and to the FACILITY upon request (i.e., via Certificate of Coverage). Professional liability insurance shall be in an amount of not less than $1,000,000 per occurrence and $3,000,000 in the aggregate.

3. **Health**. Students shall be responsible for arranging for any necessary medical care and/or treatment needed by the student, including transportation, in case of illness or injury, while participating in the Clinical Education Program. In no event shall the SCHOOL or CLINICAL FACILITY be financially or otherwise responsible for said medical care or treatment.

   Students will present the following health records to the Clinical Education Program prior to their educational experience at the CLINICAL FACILITY. All records must be current (within 12 months of the clinical education start date at CLINICAL FACILITY).

   a) Physical examination results
   b) Tuberculin skin test within the past 12 months or documentation of a previous positive reactor
   c) Proof of rubella and rubeola immunity by positive antibody titers or two doses of MMR
   d) Varicella immunity, by positive history of chickenpox or proof of varicella immunization
   e) Proof of Hepatitis B immunization or a signed waiver of vaccination
   f) Proof of influenza vaccine during the flu season (October 1 to March 31) or a signed declination form, if required by said facility
   g) Evidence of a 10 panel drug and alcohol screen, performed upon admission to the CLINICAL FACILITY, if required by said facility
   h) Evidence of personal health coverage during the duration of the practicum/internship, if required by the CLINICAL FACILITY

4. **Trainings**. Students shall complete the following trainings prior to beginning the Clinical Education Program at CLINICAL FACILITY. All trainings must have been completed within 12 months of the clinical education start date at CLINICAL FACILITY.

   a) Universal health precautions/bloodborne pathogens
   b) CPR certification
   c) HIPAA regulations
   d) Abuse and neglect reporting (per Elder Justice Act and Centers for Medicare & Medicaid Services as required)

5. **Background Checks**. Students will complete the following background checks prior to beginning their assigned rotation at CLINICAL FACILITY. All checks must have been completed within 12 months of the clinical education start date at CLINICAL FACILITY. The Student must have a background check for the state of California.2. Background Checks must be with the Commission On Teachers Credentialing, which also requires them to apply for a certificate of clearance.

   a) Social Security number verification
   b) A criminal records search pursuant to the requirements of the Caregivers Criminal History Screening Act, Sections 29-17-2 through 29-17-5 NMSA 1978. This necessitates fingerprinting and includes both state and federal clearance PRN.
   c) United States Department of Justice National Sex Offender Public Website search
   d) HHS/OIG List of Excluded Individuals/Entities
   e) GSA/SAM List of Parties Excluded from Federal Programs

f) U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specialty Designated Nationals (SDN), if applicable
g) DMV driving history, based on responsibilities

6. The student will adhere to the rules and regulations of both SCHOOL'S and CLINICAL FACILITY'S Department of Rehabilitation/Special Education. Students must follow the American Speech-Language-Hearing Association ("ASHA") Code of Ethics at all times.

7. Students shall be responsible for their own transportation to and from SCHOOL and CLINICAL FACILITY.

8. Students shall not engage in any aspect of patient evaluation and/or treatment in the absence of the CLINICAL FACILITY supervisor.

9. Students may not have access to CLINICAL FACILITY other than for Clinical Education Program instruction, unless permission has been obtained from appropriate CLINICAL FACILITY personnel and CLINICAL FACILITY supervision is present.

10. At all times while on CLINICAL FACILITY site during practicum/internship, students must wear clothing or identification badges that clearly identify their status as students of the SCHOOL and not as agents or employees of the CLINICAL FACILITY.

11. Students must obtain prior written approval from both SCHOOL and CLINICAL FACILITY before publishing any material relating to the Clinical Education Program experience.

B. SCHOOL'S RESPONSIBILITIES

SCHOOL agrees to:

1. Inform students of the criteria listed above.

2. Assign only those students who have completed required coursework and clinical proficiency as needed to successfully serve clients at CLINICAL FACILITY.

3. Prior to start of each student's rotation, provide information relevant to student's level of training, pertinent KASA outcome mastery/deficiencies, and previous clinical experience.

4. Provide classroom theory and academic/practical education to students prior to their clinical assignments at the CLINICAL FACILITY and maintain general responsibility for didactic instruction, academic evaluation, and related academic matters concerning student participation in the Clinical Education Program.

5. Provide continuing oral and written communication with CLINICAL FACILITY regarding student performance and evaluation, absences and assignments of students, and other pertinent information including but not limited to formal/informal evaluation of students and students' clinical practice experience on an ongoing basis in conjunction with the appropriate CLINICAL FACILITY'S staff.

6. Provide specific clinical objectives for student clinical practice experience and work with the CLINICAL FACILITY staff to help implement those objectives.

C. CLINICAL FACILITY'S RESPONSIBILITIES

CLINICAL FACILITY agrees to:

1. Provide orientation of students to the CLINICAL FACILITY (including but not limited to rules, regulations, policies, procedures, and practices).

2. Provide supervision of the SCHOOL'S students through a CLINICAL FACILITY representative. For each student assigned by SCHOOL, ensure ASHA Certification of Clinical Competence and state licensure of SLP supervisor working at CLINICAL FACILITY assigned to supervise said student. This information shall be provided to SCHOOL upon request to ensure SCHOOL's compliance with ASHA's accreditation standards of practice.

3. Provide clinical practice opportunities and training within the ASHA CCC-SLP scope of practice and applicable state licensure laws in accordance with accepted standards of clinical evidence based practice in the student's area of study and as mutually agreed upon by the parties.

4. Maintain adequate liability insurance, general and professional, for its coordinator and any other employees or contractors providing supervision to the students, covering their participation in the Clinical Education Program (students cannot be supervised by uninsured therapists). Said insurance shall be deemed primary and not secondary to any insurance and shall survive the termination of the Agreement for one calendar year. Professional liability insurance shall be in an amount of not less than $1,000,000 per occurrence and $3,000,000 in the aggregate. CLINICAL FACILITY agrees to provide proof of insurance upon request.

5. Provide continuing oral and written communication with SCHOOL regarding student performance and evaluation, absences and assignments of students, and other pertinent information including but not limited to formal/informal evaluation of students and students' clinical practice experience on an ongoing basis in conjunction with the appropriate CLINICAL FACILITY'S staff.

6. Provide the student with clerical/clinical supplies and materials necessary to meet standards of CLINICAL FACILITY.

7. Provide, to the best of its ability and whenever the needs of the Program demand, any specialized item necessary for student safety.

8. Permit students access to parking and cafeteria to the extent necessary and available.

9. Notify SCHOOL immediately of any situation or problem that threatens a student's successful completion of the Program.

10. Maintain the confidentiality of all student records produced by or furnished by SCHOOL, and disclose information only as SCHOOL may request for its own use, as the student may direct, or as required by law.

11. When required for accreditation and/or upon SCHOOL'S request, provide SCHOOL with Clinical Education Program information, reports or other data.

D. TERM

1. The term of this Agreement shall be ongoing until from the date written herein until October 7, 2024 or revision by SCHOOL or CLINICAL FACILITY.

2. Any party may terminate this agreement with or without cause at any time upon written notice to the other parties hereto specifying the date on which such termination is to be effective. Such date must be not less than thirty (30) days following the date on which such notice is given. Notice should be sent to the address listed hereunder. Notwithstanding termination, all students currently participating in clinical education at the CLINICAL FACILITY at the time of notice of termination will be given the opportunity to complete the Clinical Education Program for the term agreed upon in the Agreement to Supervise signed prior to the student clinical placement (unless the student is dismissed from placement with cause as specified below).

3. CLINICAL FACILITY retains the right to dismiss a student and terminate the student's access to CLINICAL FACILITY if the student's performance or health is so unsatisfactory as to result in possible danger to the student or patients. Other dismissals or terminations shall be by mutual agreement of CLINICAL FACILITY and SCHOOL.

E. MISCELLANEOUS

1. The parties will comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 ("Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142, and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements." The parties agree not to use or further disclose any Protected Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to each other party to the extent required for determining compliance with Federal Privacy Regulations. In addition, the parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients. SCHOOL will direct its faculty and students to comply with the policies and procedures of the CLINICAL FACILITY, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160 and 164. Solely for the purpose of defining SCHOOL faculty and students' role in relation to the use and disclosure of the CLINICAL FACILITY's protected health information, SCHOOL faculty and students are defined as members of the CLINICAL FACILITY's "workforce," as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, SCHOOL faculty and students are not and will not be considered employees of the CLINICAL FACILITY. No student will look to the CLINICAL FACILITY for any salary, and students who become injured while in the CLINICAL FACILITY will not be employees for purposes of workers' compensation benefits, disability benefits, or any similar payments.

2. This Agreement is not intended to create any third-party beneficiary rights.

3. SCHOOL and CLINICAL FACILITY shall not discriminate against any student on the basis of race, sex, sexual preference, religion, national origin, age or the basis of handicap, AIDS and AIDS-related conditions; and shall comply with the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and any or all other applicable state laws and regulations, and all requirements thereunder.

4. Both assigned students and CLINICAL FACILITY employees/contractors are required to report suspicion of a crime against any individual who is a resident of, or is receiving care from, the CLINICAL FACILITY to the appropriate authorities. This may include law enforcement agencies as necessary.

5. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes any and all other agreements, either oral or in writing, among the parties hereto with respect to the subject matter hereof. No change or modification of this Agreement shall be valid until the same is submitted in writing and signed by all the parties hereto. No waiver of any provisions of this Agreement shall be valid unless submitted in writing and signed by the authorized representative of the SCHOOL and CLINICAL FACILITY. Additional details of the Clinical Education Program and additional duties and obligations of the parties, if desired by either party, may be contained in subsequent writings attached as Exhibits(s) to this Agreement. Such exhibits must be mutually agreed upon, submitted in writing, and signed by all parties hereto.

6. This Agreement is not intended to conflict with or affect any existing or future affiliation between the parties and institutions not a party to this Agreement. This Agreement is not exclusive.

7. No party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other's prior written approval. No party shall use for its benefit or the benefit of its affiliates any information provided by the other party which is commonly considered to be proprietary.

8. CLINICAL FACILITY may require students and faculty to sign confidentiality/proprietary information agreements to protect patient information and all rehabilitative, operational or marketing information considered proprietary by CLINICAL FACILITY.

9. SCHOOL and CLINICAL FACILITY hereby agree that if the value or cost of services rendered by either party under this Agreement is equal to or more than $10,000 for any twelve (12) month period, the parties agree to allow the Comptroller General of the United States (CG), the Secretary of the Department of representatives access to their agreements, books, documents, and records until the expiration of four years after the services are furnished under this Agreement. The access must be provided for in accordance with Subpart D, 42 C.F.R. 420 et seq. (47 Federal Register 58267, Thursday, December, 1982). Similar access must be provided to DHHS and their duly authorized representatives to all agreements, books, documents and records between both parties and any subvendor or subcontractor or any organizations related to or pertaining to either party for any work hereunder.

10. This Agreement shall be interpreted and construed in accordance with the laws of the state.

11. The parties agree they are independent contractors. In no event will this Agreement be construed as establishing a partnership, joint venture or similar relationship between the parties,

and nothing contained in this Agreement will be construed to authorize either party to act as agent to the other.

IN WITNESS WHEREOF: The Parties hereto have executed this Agreement of the day and year first written above.

FOR SCHOOL:

Signature

11/2/19
Date

Dr. Suzanne H. Swift
Chair, Health and Human Services
Eastern New Mexico University, Station #3
1500 S Ave K
Portales, NM 88130
575.562.2156; fax 575.562.2380
Suzanne.Swift@enmu.edu

For CLINICAL FACILITY:

Signature

1/8/20
Date

Betsy George
Name in Print

Assistant Supt., Business Services
Title

Ventura Unified School District
255 W. Stanley Ave, Suite 100
Ventura, CA 93001
805-641-5000

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Risk Services	
Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	PHONE (A/C, No, Ext): (800) 578-8802	FAX (A/C, No): (818) 449-9449
	E-MAIL ADDRESS: rservices@pomsassoc.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
New Mexico Public Schools Insurance Authority Member: 410 Old Taos Highway Santa Fe NM 87501	INSURER A: New Mexico Public Schools Insurance Authority	N/A
	INSURER B: Safety National	15105
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** ENMU **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR [X] Owners Contractors [ ] Protective Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			MOC NO. L0022	07/01/2019	07/01/2020	EACH OCCURRENCE	$ Tort Limit
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ Tort Limit
							MED EXP (Any one person)	$ Tort Limit
							PERSONAL & ADV INJURY	$ Tort Limit
							GENERAL AGGREGATE	$ Tort Limit
							PRODUCTS - COMP/OP AGG	$ Tort Limit
							Maximum Liability	$ 1,050,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		SP 4060618	07/01/2019	07/01/2020	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Self-Insured Retention for Liability is $750,000. Self-Insured Retention for Workers' Compensation is $1,000,000. See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary.

CERTIFICATE HOLDER

EVIDENCE OF COVERAGE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY	NAMED INSURED
Poms & Associates Insurance Brokers	New Mexico Public Schools Insurance Authority
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

Summary of New Mexico Tort Claims Act Section 41-4-19: Maximum Liability
Governmental entities and agencies, including public schools, public charter schools and community colleges and universities are granted immunity from liability.
Commercial General Liability
Products and Completed Operations
Professional Liability
Contractual Liability
Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]
$400,000 Bodily Injury Per Person
$200,000 Property Damage Per Property Address
$300,000 Medical
$750,000 Per Occurrence
$1,050,000 Combined Limit/Maximum Liability

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Loma Vista at CIMI Toyon Bay
Monday, Apr 13, 2020 to Wednesday, Apr 15, 2020
Invoice: 100-23450

Return signed contract & deposit by 10/4/2019
Guided Discoveries, Inc.
27282 Calle Arroyo
San Juan Capistrano, CA 92675
(909) 625-6194

Group Attending

Loma Vista
300 Lynn Drive
Ventura, CA 93003
Main Phone: 805-641-5443
Fax: 805-641-5334
Attention: Mary Elsenbaumer

Primary Contact: Mary Elsenbaumer
Work Phone: 805-641-5443
Mobile Phone: 805-658-2684
Email: mary.elsenbaumer@venturausd.org

Luggage Color: Gold

Trip Logistics

Arrival Date: 4/13/2020
Departure Date: 4/15/2020
FULL DEPOSIT PAYMENT OF $3,300.00 IS DUE 10/4/2019
Adjustment Date (90 Days Prior): 1/14/2020

Please arrive no later than 8:30 AM for check-in at:
Catalina Classic Cruises
1046 Queens Highway
Long Beach, CA 90802

The boat is scheduled to leave promptly at 9:30 AM. Boats return to the above address in Long Beach between 2:30-3:30 PM on Sundays, between 3:00-4:00 PM on Wednesdays and between 2:30-3:30 PM on Fridays. We do our utmost to adhere to the boat schedule, but it is subject to change due to weather and sea conditions and other factors beyond our control. Please bring a sack lunch for each participant on arrival day. We require that you bring one adult for each group of 16 students. Those adults are charged half tuition. Additional approved adults are charged full tuition.

Tuition Fee Structure

	Amount	Tuition	Total
Total Reserved Students	56	$277.00	$15,512.00
Total Reserved 1/2 Tuition Adults	4	$138.50	$554.00
Total Reserved Full Tuition Adults		$277.00	$.00
	60		$16,066.00

The deposit fee for each participant is $55.00 per person which is non-refundable.

Total deposit due: $3,300.00

Total due at camp: $12,766.00

Acceptance

I have read both pages of this contract and understand and agree to all the terms and conditions set forth herein. I certify that I am authorized to enter into this contract on behalf of the group. Please return the signed contract, along with one check for the full deposit amount, to Guided Discoveries, at the address at the top of this page not later than the date mentioned above. A copy of this contract is as valid as the original.

Signature of Authorized Agent — Date: 9/25/19

Kristi Turner

Guided Discoveries, Inc. — Date: 8/15/2019

Terms and Conditions

1. Guided Discoveries' Executive Director or designee shall have final authority in all matters concerning the safety and well-being of participants, the facility and the programs of Guided Discoveries, Inc.

2. The group agrees to follow directions of Guided Discoveries staff, to maintain a clean facility and to pay for any damage to property or equipment owned or operated by Guided Discoveries, beyond normal wear and tear.

3. Students are prohibited from smoking while on Guided Discoveries property. Smoking by chaperones is permitted only in designated areas. Alcoholic beverages, illegal drugs, firearms, knives, explosives and weapons of any kind are strictly prohibited. Anyone found with any of these items will be dismissed from the program without refund with transportation the responsibility of the offender, the offender's parent or the group. Pets and animals may not be brought to the facility.

4. Transportation between the mainland and Toyon Bay, Fox Landing and Two Harbors is provided by Catalina Classic Cruises, a third party. If the transportation carrier increases rates, the group will be responsible for the increased cost. Special transportation arrangements may result in additional charges.

5. In the event of cancellation due to fire, rain, flood, riot or other condition or act beyond our control, Guided Discoveries will attempt to reschedule the group. If Guided Discoveries is unable to reschedule the group, half the deposit will be refunded.

6. Groups are generally given the opportunity to rebook equivalent dates the following year, but the rebooking option cannot be guaranteed.

7. If the group is co-ed, adults of each gender must accompany the group.

8. Minimum group size is 16 students.

9. A $30 fee will be assessed on all returned checks.

10. This contract may not be assigned or transferred.

Cancellations

More than ninety (90) calendar days in advance of arrival, the group size may be adjusted downward by any amount without penalty. Within ninety (90) calendar days of arrival, the group size may be adjusted downward by up to 5% without penalty. **Downward adjustment in group size of more than 5% within ninety (90) calendar days of arrival will result in the loss of a portion of your deposit.** If cancelling your reservation within ninety (90) calendar days, you will forfeit your entire deposit. We will do our utmost to accommodate increased numbers, but group size may not be adjusted upward without approval from Guided Discoveries. Guided Discoveries cannot guarantee availability beyond your contracted number of participants. All cancellations or requests for adjustments in the number of participants, upward or downward, must be made in writing (fax to 909.625.7305 or email to schools@gdi.org). You may also call 909.625.6194, but please note that changes are not considered valid until confirmed by the Reservations Coordinator or Director of School Services in writing. **Your deposit must be paid in full by the date indicated, or your contract will be subject to cancellation.** Any cancellation fees imposed by transportation carriers contracted directly by the group, such as bus and airline, will be the responsibility of the group.

Lincoln Elementary at CIMI Fox Landing

Wednesday, Mar 18, 2020 to Friday, Mar 20, 2020

Invoice: 200-23250

Return signed contract & deposit by 10/4/2019
Guided Discoveries, Inc.
27282 Calle Arroyo
San Juan Capistrano, CA 92675
(909) 625-6194

Group Attending

Lincoln Elementary
1107 East Santa Clara
Ventura, CA 93001
Main Phone: 805-641-5438
Fax: 805-641-5398
Attention: Martha Etchart

Primary Contact: Martha Etchart
Mobile Phone: 805-794-3307
Email: martha.etchart@venturausd.org

Luggage Color: Light Pink

Trip Logistics

Arrival Date: 3/18/2020
Departure Date: 3/20/2020
FULL DEPOSIT PAYMENT OF $2,200.00 IS DUE 10/4/2019
Adjustment Date (90 Days Prior): 12/19/2019

Please arrive no later than 8:30 AM for check-in at:
Catalina Classic Cruises
1046 Queens Highway
Long Beach, CA 90802

The boat is scheduled to leave promptly at 9:30 AM. Boats return to the above address in Long Beach between 2:30-3:30 PM on Sundays, between 3:00-4:00 PM on Wednesdays and between 2:30-3:30 PM on Fridays. We do our utmost to adhere to the boat schedule, but it is subject to change due to weather and sea conditions and other factors beyond our control. Please bring a sack lunch for each participant on arrival day. We require that you bring one adult for each group of 16 students. Those adults are charged half tuition. Additional approved adults are charged full tuition.

Tuition Fee Structure

	Amount	Tuition	Total
Total Contracted Students	34	$277.00	$9,418.00
Total Contracted 1/2 Tuition Adults	3	$138.50	$415.50
Total Contracted Full Tuition Adults	3	$277.00	$831.00
	40		$10,664.50

The deposit fee for each participant is $55.00 per person which is non-refundable.

Total deposit due: $2,200.00

Total due at camp: $8,464.50

Acceptance

I have read both pages of this contract and understand and agree to all the terms and conditions set forth herein. I certify that I am authorized to enter into this contract on behalf of the group. Please return the signed contract, along with one check for the full deposit amount, at the address and by the date at the top of this page. A copy of this contract is as valid as the original.

Signature of Authorized Agent — Date: 9/11/19

Kristi Turner

Guided Discoveries, Inc. — Date: 8/14/2019

Mound Elementary at CIMI Fox Landing

Monday, Mar 23, 2020 to Wednesday, Mar 25, 2020

Invoice: 200-23282

Return signed contract & deposit by 10/4/2019
Guided Discoveries, Inc.
27282 Calle Arroyo
San Juan Capistrano, CA 92675
(909) 625-6194

Group Attending

Mound Elementary
455 S. Hill Rd.
Ventura, CA 93003
Main Phone: 805-289-1886
Fax: 805-289-1883
Attention: Todd Tyner

Primary Contact: Todd Tyner
Mobile Phone: 805-766-3637
Email: todd.tyner@venturausd.org

Luggage Color: Olive Green

Trip Logistics

Arrival Date: 3/23/2020
Departure Date: 3/25/2020
FULL DEPOSIT PAYMENT OF $5,225.00 IS DUE 10/4/2019
Adjustment Date (90 Days Prior): 12/24/2019

Please arrive no later than 8:30 AM for check-in at:
Catalina Classic Cruises
1046 Queens Highway
Long Beach, CA 90802

The boat is scheduled to leave promptly at 9:30 AM. Boats return to the above address in Long Beach between 2:30-3:30 PM on Sundays, between 3:00-4:00 PM on Wednesdays and between 2:30-3:30 PM on Fridays. We do our utmost to adhere to the boat schedule, but it is subject to change due to weather and sea conditions and other factors beyond our control. Please bring a sack lunch for each participant on arrival day. We require that you bring one adult for each group of 16 students. Those adults are charged half tuition. Additional approved adults are charged full tuition.

Tuition Fee Structure

	Amount	Tuition	Total
Total Reserved Students	89	$277.00	$24,653.00
Total Reserved 1/2 Tuition Adults	6	$138.50	$831.00
Total Reserved Full Tuition Adults		$277.00	$.00
	95		$25,484.00

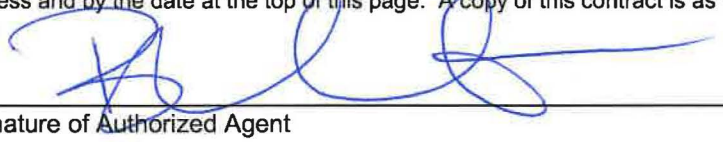
The deposit fee for each participant is $55.00 per person which is non-refundable.

Total deposit due: $5,225.00

Total due at camp: $20,259.00

Acceptance

I have read both pages of this contract and understand and agree to all the terms and conditions set forth herein. I certify that I am authorized to enter into this contract on behalf of the group. Please return the signed contract, along with one check for the full deposit amount, at the address and by the date at the top of this page. A copy of this contract is as valid as the original.



Signature of Authorized Agent — Date: 9/27/19

Guided Discoveries, Inc. — Date: 8/14/2019

Mound Elementary at CIMI Fox Landing
Monday, Mar 23, 2020 to Wednesday, Mar 25, 2020

Terms and Conditions

1. Guided Discoveries' Executive Director or designee shall have final authority in all matters concerning the safety and well-being of participants, the facility and the programs of Guided Discoveries, Inc.

2. The group agrees to follow directions of Guided Discoveries staff, to maintain a clean facility and to pay for any damage to property or equipment owned or operated by Guided Discoveries, beyond normal wear and tear.

3. Students are prohibited from smoking while on Guided Discoveries property. Smoking by chaperones is permitted only in designated areas. Alcoholic beverages, illegal drugs, firearms, knives, explosives and weapons of any kind are strictly prohibited. Anyone found with any of these items will be dismissed from the program without refund with transportation the responsibility of the offender, the offender's parent or the group. Pets and animals may not be brought to the facility.

4. Transportation between the mainland and Toyon Bay, Fox Landing and Two Harbors is provided by Catalina Classic Cruises, a third party. If the transportation carrier increases rates, the group will be responsible for the increased cost. Special transportation arrangements may result in additional charges.

5. In the event of cancellation due to fire, rain, flood, riot or other condition or act beyond our control, Guided Discoveries will attempt to reschedule the group. If Guided Discoveries is unable to reschedule the group, half the deposit will be refunded.

6. Groups are generally given the opportunity to rebook equivalent dates the following year, but the rebooking option cannot be guaranteed.

7. If the group is co-ed, adults of each gender must accompany the group.

8. Minimum group size is 16 students.

9. A $30 fee will be assessed on all returned checks.

10. This contract may not be assigned or transferred.

Cancellations

More than ninety (90) calendar days in advance of arrival, the group size may be adjusted downward by any amount without penalty. Within ninety (90) calendar days of arrival, the group size may be adjusted downward by up to 5% without penalty. **Downward adjustment in group size of more than 5% within ninety (90) calendar days of arrival will result in the loss of a portion of your deposit.** If cancelling your reservation within ninety (90) calendar days, you will forfeit your entire deposit. We will do our utmost to accommodate increased numbers, but group size may not be adjusted upward without approval from Guided Discoveries. Guided Discoveries cannot guarantee availability beyond your contracted number of participants. All cancellations or requests for adjustments in the number of participants, upward or downward, must be made in writing (fax to 909.625.7305 or email to schools@gdi.org). You may also call 909.625.6194, but please note that changes are not considered valid until confirmed by the Reservations Coordinator or Director of School Services in writing. **Your deposit must be paid in full by the date indicated, or your contract will be subject to cancellation.** Any cancellation fees imposed by transportation carriers contracted directly by the group, such as bus and airline, will be the responsibility of the group.

ISLAND PACKERS
Since 1968

Account # 224739

Camper/Overnight Transport Service Agreement

Booking # R119301

TRIP INFORMATION
Review date, time and destination. Please notify us if incorrect.

Harbor of Departure:	**Ventura Harbor- 1691 Spinnaker Drive - Ventura - CA 93001**		
Departure Date:	**Sunday, May 24, 2020**	Vessel:	Island Explorer
Departure Time: **8:00 AM**	Check In Time: **7:00 AM**	Gear & Kayaks must arrive one hour before departure time.	
Departure Island On **05/27/20**	at 3:00 PM	Gear Loads at **2:30PM**	Return to Dock: **6:00 PM**
Island Destination	**Santa Rosa Island CSUCI Field Station**		

Comments:

RESERVED FOR
Please review and correct any wrong information prior to signing and returning.

Last Name Duffy	First Name Darcy	Group Foothill Technology High School	
Street Address 100 Day Road	City Ventura	St. CA	Zip Code 93003-
Phone (805) 289-0023 x1033	Cell (805) 708-5357	Fax	Email darcy.duffy@venturausd.org

FINANCIAL INFORMATION
All Payment Terms must be met. Notify Group Sales if unable to meet terms.

Seats Reserved **42**	Trip Fares: **SR&SB $104.00 Adult - $90.00 Child (3-12 years) - $104.00 Senior (55 & older)**		
Kayaks Transport Space Reserved: 0	Kayak Transport Fare: Single Kayak **$19.00** Double Kayaks **28.00**		
A Deposit of $875.00	Has Been Waived	**10/24/19**	**Final Passenger Count Due 5/10/20**
Final Passenger Count Due: **5/10/2020**	You must reduce your passenger count a minimum of 72 hours in advance of your departure time to receive a refund.		

Comments: School will be providing purchase order number; bill after trip.

No individual check-in/payments are permitted on the day of your trip

CANCELATION POLICY

Cancelations made 30 days or more prior to the trip date will receive a full refund of the deposit paid.
Full payment for all reservations held, is due 2 weeks prior to trip departure date.
Any cancelations less than 2 weeks to 72 hours prior to the trip date must be 15% or less of the number of passenger spaces reserved to receive any refund.
No refunds for cancelations less than 72 hours prior to the trip departure.
You DO NOT have a confirmed agreement until the required deposit is received. In case of unfavorable weather or sea conditions, Island Packers will cancel at 5:30 AM on the day of your departure and your money will be refunded or applied to another trip.

PLEASE READ THIS DOCUMENT CAREFULLY.
Sign and return a copy to Island Packers upon your receipt of this document.

I AGREE TO THE TERMS AND CONDITIONS HEREIN _____ DATE 10/25/19 11/17/20

Mail all correspondence to: **Island Packers - 1691 Spinnaker Drive, Suite 105B - Ventura - CA - 93001**
Phone 805-642-1393 Fax 805-642-6573 groupcharters@islandpackers.com

Operator R11	Date 10/24/2019	Sent By R09	S/A Mailed 10/24/19

ISLAND PACKERS
Since 1968

Account # 272079

Educational Service Agreement

Booking # R118627

TRIP INFORMATION Please review Date, Time & Destination. Notify Group Sales if incorrect.

Harbor of Departure: **Ventura Harbor- 1691 Spinnaker Drive - Ventura - CA 93001**			
Departure Date: **Monday, June 08, 2020**		Vessel: Island Explorer	
Departure Time: **9:30 AM**	Check In Time: **8:45 AM**	Depart Island: 3:30 PM	Return to Dock: **4:30 PM**
Education Destination **Santa Cruz Island - Prisoner's Harbor**			

Special Requests Teacher will have tickets for students to purchase food from galley on way home. We will bill them after for galley tab.

Arriving by bus? Yes Latest date/time for bus cancellation:

RESERVED FOR Please review and correct wrong information prior to signing and returning. Classes 3

Last Name Turrubiartes	First Name Lucia	School Junipero Serra Elementary School	Grade 5th
Street Address 8880 Halifax Street	City Ventura	St. CA	Zip Code 93004-
Phone (805) 672-2717 x	Cell (805) 320-5280	Fax	Email lucygtu@gmail.com

FINANCIAL INFORMATION

Number of Seats Reserved **130** Cost Per Person (Student/Teacher/Chaperone) **$43.00** **Total $5,590.00**

A Deposit of **$1,118.00** Is Due By **07/23/19** **Final Count Due By** **5/25/20**

☐ A purchase order from my school/district, ASB or PTA account will be used. I understand that all cancellation/reduction policies still apply. A cancellation fee of 20% of the value of the trip will be invoiced against the P.O. if cancelled within 30 days of the trip. The purchase order must be received by Island Packers within 21 days of receipt of this document. An invoice with net 30 day terms will be sent following your trip.

Regardless of your method of payment your ***FINAL PASSENGER COUNT*** is due by: **5/25/2020**

Failure to reduce your passenger count will result in paying for unfilled seats regarless of method of payment.

P.O. # or Additional Payment Information

No individual check-in/payments are permitted on the day of your trip

Cancelation Policy

Cancelations made 30 days or more prior to the trip date will receive a full refund of the deposit paid.

Full payment for all reservations held, is due 2 weeks prior to trip departure date.

Any cancelations less than 2 weeks to 72 hours prior to the trip date must be 15% or less of the number of passenger spaces reserved to receive any refund.

No refunds for cancelations less than 72 hours prior to the trip departure.

You **DO NOT** have a confirmed agreement until the required deposit is received. In case of unfavorable weather or sea conditions, Island Packers will cancel at 5:30AM on the day of your departure and your money will be refunded or applied to another trip. **IF YOU** cancel the trip because of weather, your deposit will be forfeited. If weather conditions prevent landing and the boat returns early, your fares will be pro-rated.

PLEASE READ THIS DOCUMENT CAREFULLY.

I AGREE TO THE TERMS AND CONDITIONS HEREIN _____ DATE 9/23/19

Mail all correspondence to: **Island Packers - 1691 Spinnaker Drive, Suite 105B - Ventura - CA - 93001**
Phone 805-642-1393 Ext 307 Fax 805-642-6573 For education questions E-mail: education@islandpackers.com
For reservation information or changes E-mail: **groupcharters@islandpackers.com**

Operator R11	Date 6/11/2019	Sent By	S/A Mailed 6/19/19

ISLAND PACKERS
Since 1968

Account # 100260

Education Service Agreement

Booking # R118992

TRIP INFORMATION Please review Date, Time & Destination. Notify Group Sales if incorrect.

Harbor of Departure: **Ventura Harbor- 1691 Spinnaker Drive - Ventura - CA 93001**			
Departure Date: **Thursday, June 04, 2020**		Vessel: Islander	
Departure Time: **9:30 AM**	Check In Time: **8:45 AM**	Depart Island: 3:30 PM	Return to Dock: **5:00 PM**
Education Destination **Santa Cruz Island - Prisoners Harbor**			
Special Requests			

Arriving by bus? Yes Latest date/time for bus cancellation:

RESERVED FOR Please review and correct wrong information prior to signing and returning. Classes 3

Last Name Martinez	First Name Elizabeth	School E.P. Foster School	Grade 5th
Street Address 20 Pleasant Place Avenue	City Ventura	St. CA	Zip Code 93001-
Phone (805) 641-5424 x	Cell (805) 258-2073	Fax	Email elizabeth.walkermartinez@venturausd.org

FINANCIAL INFORMATION

Number of Seats Reserved **110** · Cost Per Person (Student/Teacher/Chaperone) **$43.00** **Total $4,730.00**

A Deposit of **$946.00** Is Due By **10/10/19** **Balance Due By** **5/21/20**

☐ A purchase order from my school/district, ASB or PTA account will be used. I understand that all cancellation/reduction policies still apply. A cancellation fee of 20% of the value of the trip will be invoiced against the P.O. if cancelled within 30 days of the trip. The purchase order must be received by Island Packers within 21 days of receipt of this document. An invoice with net 30 day terms will be sent following your trip.

Regardless of your method of payment your ***FINAL PASSENGER COUNT*** is due by: **5/21/2020**

Failure to reduce your passenger count will result in paying for unfilled seats regarless of method of payment.

P.O. # or Additional Payment Information

No individual check-in/payments are permitted on the day of your trip

Cancelations made 30 days or more prior to the trip date will receive a full refund of the deposit paid.
Full payment for all reservations held is due 2 weeks prior to trip departure date.
Any cancelations less than 2 weeks to 72 hours prior to the trip date must be 15% or less of the number of passenger spaces reserved to receive any refund.
No refunds for cancellations less than 72 hours prior to the trip departure.

You **DO NOT** have a confirmed agreement until the required deposit is received. In case of unfavorable weather or sea conditions, Island Packers will cancel at 5:30 AM on the day of your trip and your money willbe refunded or applied to another trip. **IF YOU** cancel the trip because of weather, your deposit will be forfeited. If weather conditions prevent landing and the boat returns early, your fares will be pro-rated.

PLEASE READ THIS DOCUMENT CAREFULLY.

I AGREE TO THE TERMS AND CONDITIONS HEREIN _____ DATE 9/11/19 1/13/20

Mail all correspondence to: **Island Packers - 1691 Spinnaker Drive, Suite 105B - Ventura - CA - 93001**
Phone 805-642-1393 Ext 307 Fax 805-642-6573 For education questions E-mail: education@islandpackers.com
For reservation information or changes E-mail: **groupcharters@islandpackers.com**

Operator R09	Date 8/24/2019	Sent By	S/A Mailed 8/28/19

BOYS & GIRLS CLUBS
UNITED BOYS & GIRLS CLUBS
OF SANTA BARBARA COUNTY
CAMP WHITTIER

Camp Whittier
2400 Hwy. 154, Santa Barbara, CA 93105
(805) 962-6776
phernandez@unitedbg.org www.unitedbg.org

Camp Whittier Contract

Group Name: Poinsettia Elementary School
Contact Name: Elisabeth Harris
Email: pointsettiaoutdooreducation@gmail.com
Address: 350 N. Victoria Ave.
Ventura, CA 93003

Phone: (808) 428-1983
Alt. Phone:

Minimum Guaranteed # of Participants: 64
Min. Guaranteed # of Meals per Person: 10

Early Staff Arrival Date: n/a
Early Arrival Time:
Early Arrival Count:

Group Arrival Date: 2/18/2020 **Time: 10 am**
Departure Date: 2/21/2020 **Time: 1 pm**

Mode of Transportation:

[x] Bus [ ] Vans [ ] Multiple Personal Vehicles Other: _____

Meal Schedule:

Standard Meals	Standard Time	Alternative Meals	Alternative Time
Breakfast	8:00 am		
Lunch	12:00 pm		
Dinner	6:00 pm		

Week 1	Breakfast	Lunch	Dinner	Week 2	Breakfast	Lunch	Dinner
Monday				**Monday**			
Tuesday		64	64	**Tuesday**			
Wednesday	64	64	64	**Wednesday**			
Thursday	64	64	64	**Thursday**			
Friday	64	64		**Friday**			
Saturday				**Saturday**			
Sunday				**Sunday**			

Facilities Use:

	Rotary Cabins	
	Creek Lodge	
X	Canyon Cabins	
X	Canyon Lodge/Dorms	
x	Wilderness Cabins	For School Teachers (#1,#2 & #3)
	Pool	
	Archery Range	
	Challenge Course	
	Kitchen Rental	
	Other:	

Special Requests and Notes: final invoice will account for additional persons

Camp Whittier Contract and Invoice

Use Fees: Payable by check, cash, or credit card (3.5% processing fee applies to all credit card transactions.)

Item	Quantity	Cost/Unit ($)	Total Cost ($)
Students: 3 nights & 10 meals	64	$300	$19,200
School Teachers Note: Original $100 cost for teachers will be waived due to arraignment from previous camp leadership.	10	$	$
High School leaders	7	$1000	$700
Cleaning fee 3 cabins	3	$25	$75
		Total:	**$19,775**

Due Date for Use Fees: Feburary 7th, 2020

Security Deposit: Payable by Money Order. In addition to Use Fees. Assuming all terms of the contract and attached Use Agreement have been met, the money order will be returned to you upon departure.

Item	Quantity	Cost/Unit ($)	Total Cost ($)
Security Deposit	1	0	$1,000
		Total:	**$20,775**

Security Deposit: January 27th, 2020

Camp Whittier Use Agreement

Cancelation Fees:

In the event of cancellation by user group, the following charges will apply:

A) 91 or more days prior to camp use – return of deposit less $350.00 administrative fee.
B) 61 to 90 days prior to camp use – loss of deposit plus 20% of minimum guaranteed fee.
C) 31 to 60 days prior to camp use – loss of deposit plus 40% of minimum guaranteed fee.
D) 15 to 30 days prior to camp use – loss of deposit plus 60% of minimum guaranteed fee.
E) 0 to 14 days prior to camp use – loss of deposit plus 100% of minimum guaranteed fee.

User group Insurance

1) User group agrees to provide proof of the following form of insurance before arrival at camp.
   a. COMPREHENSIVE GENERAL LIABILITY INSURANCE with minimum limits of $1,000,000 personal injury, sickness, or death per any one occurrence and $1,000,000 for loss of damage of property per any one occurrence.

2) User group shall have the UNITED BOYS & GIRLS CLUBS OF GREATER SANTA BARBARA COUNTY named as additional insured on user's Comprehensive General Liability Insurance policies for the period user group is using camp facilities.

3) It is hereby understood and agreed that any insurance provided by user group in accordance with agreement shall be deemed primary insurance and shall not look to any insurance of the UNITED BOYS & GIRLS CLUBS OF GREATER SANTA BARBARA COUNTY for contribution.

User Group Agrees

1) To observe all rules of the County of Santa Barbara and the U.S. Forest Service, including those that provide that no wood be cut, and no fires or smoking is allowed except in areas so designated. The user group is responsible for all supervision of attendees for the duration of the contract. Camp Guidelines will be sent with the contract and other Camp procedures will be discussed at your first meal.

2) To abide by all rules and regulations of Camp Whittier. To provide a certified lifeguard for all aquatic activities. To provide adult supervision in each cabin. ~~To provide an adult certified in first aid and CPR on duty for emergency medical needs.~~ To have emergency transportation available if necessary. It is the user groups responsibility to provide all necessary equipment, staff, supervision, and transportation during an emergency except when it is deemed appropriate that this be provided by community emergency response personnel. User groups are also responsible to notify camp director in all emergency situations. Camp Whittier recommends that the user groups compile an emergency packet for all participants that include emergency names and contact numbers, medications, restrictions and permission to treat.

3) To pay any damage to camp property during occupancy of camp facilities other than normal wear and tear, which are discovered during the departure inspection by the director of Camp Whittier. Camp Whittier shall have no obligation to identify the member or members of the user group responsible for the damage. The user group is responsible for the supervision and the behavior for attendees. The camp facilities will be inspected by the camp director prior to the arrival of the user group and will be re-inspected prior to or immediately after user group's departure. The initial inspection will be considered correct unless variances are noted in writing by the user group leader and presented to the camp director within two hours of arrival. The user group agrees to leave the camp, cabins, and bath/shower rooms in the condition that it was found, clean and swept upon departure.

4) It is understood and agreed that no firearms, **alcoholic beverages or illegal drugs of any kind** are permitted on the premises.

5) To pay deposits, security deposits, and camp rental fees upon agreed upon payment schedule. User group agrees to pay all invoices on time, pay 1-1/2 % per month for an annual rate of 18% service charge on past due amounts and pay court costs, and/or reasonable attorney's fees, or both, if collection is necessary through process of suit.

6) User group is not permitted the use of any ropes course equipment, low or high, unless contracted with Teamwork's and under the supervision of a Teamwork's certified ropes facilitator.

7) User group is responsible to provide their own wood for campfires, cooking, & using in the dining hall fireplace.

Hold-Harmless Agreement:

User group shall indemnify, hold free and harmless, assume liability for and defend Camp Whittier, its chartered affiliates, agents, servants, employees, officers, and directors from any and all costs, and all other sums, which the camp,

its chartered affiliates are obligated to pay on account of any, all and every demand for, user group's use of real or personal property belonging to Camp Whittier, its chartered affiliates, agents, servants, employees, officers, and directors, or omission by user group, its members, agents, servants, employees, officers or directors.

Camp Whittier Agrees:

1) To provide administrative assistance and maintenance for the period contracted.

2) To provide food service for the period contracted, unless otherwise indicated in addendum.

3) To reserve the right to cancel this agreement for other than breach of these terms upon reasonable notice.

Requests for any changes to the foregoing must be submitted for approval to Camp Whittier administrative office in writing at least 90 days prior to rental day.

Addendum:

Please sign and return original to:

Camp Whittier
2400 Highway 154
Santa Barbara, CA 93105

Operations Director: Priscilla Hernandez
phernandez@unitedbg.org

Checks and Money Orders can be made out to *"UBGC of SB" OR "Camp Whittier"*.

I hereby certify that I am authorized to sign for the user group listed below:

VENTURA USD - Poinsettia Elementary School
User Group

Authorized Signature Betsy George, Asst. Supt., Business Services	Elisabeth Harris Principal/User Group Leader Print Name & Title	1/8/20 Date
Authorized Signature – Camp Whittier	Print Name & Title	Date

Rules and Regulations for Events at Camp Whittier

Prior to Arrival You Need to Know:

1. There is no phone available at camp. If you need a phone please be sure someone in your group has a cell phone available. There is a phone for medical emergencies only.
2. All groups must provide their own bedding and toiletries.
3. You must designate a contact prior to your event to check in and check out your group with the Camp Ground Host.
4. We provide a vegetarian option in our menu when requested. Final count must be provided to us 2 weeks prior to event. We do not provide a vegan option.
5. We do not allow any members of groups to utilize our kitchen facilities due to insurance restrictions unless approved by the director.
6. Groups larger than 40 bringing individual cars must designate a parking coordinator to arrive early to meet with our Camp Ground Host.
7. Clean up must be in a timely manner per the pre-arranged contractual agreement.
8. Any additional work, cleaning or restoration which must be completed by Camp Whittier Staff, that is necessary due to user group's negligence will be billed at $150/hour plus cost of any materials needed.
9. All vehicles which arrive at or need to leave your event after 10:00pm should be parked in outer parking lot (Oak Grove Parking).
10. Firearms, illegal drugs and minors smoking or using alcohol are strictly forbidden on camp grounds.
11. We require adult supervision in each cabin.
12. The user group agrees to leave the camp, cabins, and bath/shower rooms in the condition that it was found, clean, and swept upon departure.
13. User group is not permitted the use of any rope course equipment, low or high, unless contracted with Camp Whittier and under the supervision of a Camp Whittier certified ropes course facilitator.
14. User group is responsible to provide their own wood for campfires, cooking & using in the dining hall fireplace.

Upon Arrival:

1. **Camp Speed Limit is 4 mph.**
2. PLEASE DRIVE SLOWLY: immediately when you see your first building upon entry to camp grounds. We have many children frequently hiking our roads.
3. All vehicles must be parked in the parking lot.
4. No pets allowed in the camp.
5. Check in with Camp Ground Host. If problems arise during your stay, please see Camp Ground Host.
6. Do not carry people in the back of trucks while on camp property.
7. No candles allowed in any buildings in the camp.
8. No tacks, nails, staple gun or duct tape on or in buildings or trees on or into camp. Do not attach anything to the fans at camp.
9. Smoking Areas: There are three smoking areas at the camp only.
    a. In front of the Dining Hall by the fire pit.
    b. At the Campfire Circle by the fire pit.
    c. In front of the Lodge by the water fountain.
10. All cigarette butts must be put in the pits or cigarette can. It is considered trash, and your group will be held accountable if left on the grounds.
11. No gum allowed in the camp. It can kill the wildlife.
12. Please keep off all high and low ropes course events and the rock-climbing wall. These are for use only with supervision only with certified Camp Whittier staff.
13. Please no rock throwing in camp. Please communicate this to children especially.
14. Please put all trash into trash cans and recyclables (cans and bottles) in recycle containers.
15. No vehicles allowed on the field. No stakes into the field due to sprinkler system.
16. For your safety we have a bell alarm at the camp that is sounded in the event of an emergency. If you

hear the bell, your group should report to the field below the pool.

17. Balloons are not allowed at camp; they can be harmful to our wildlife.
18. Only use buildings assigned to you as per your contractual agreement.
19. Quiet hours are 9:00pm-7:00am. Please avoid staff housing, dining hall, and parking lot areas during these hours.
20. If you have food in your cabin, you may attract ants or small animals.
21. If you are hiking please be aware of the following:
    a. Poison Oak: No leaves in winter only straight sticks. Green or red leaves other times.
    b. Ticks: They hang out on the end of brush and wait for hikers to feed on.
    c. Snakes: We have many snakes including Rattle Snakes. If you see a snake just leave it alone. If it is in the Camp area please let us know and our staff will take care of it.
    d. Mountain Lions: (Rarely seen) They are seen mostly at night. If you come across one, make yourself as big as possible and **back away slowly. Do not turn and run** or it will chase you
    e. Other Wildlife: Deer, Wild Turkeys, Quail, Squirrels, Hawks, Eagles, Bear, Racoons, Skunks, Coyotes. **Please do not feed or destroy the wildlife.** Just enjoy the view and allow them to do their thing without our interruption. Many animals will let you get within a few feet if you are careful.
    f. Please do not take or pick plant life. If you take it, it won't be there for others to enjoy.

I have read and agree to the above rules for our group's use of Camp Whittier. I further agree to communicate these rules to all members of my party.

Responsible Party Signature

1/8/20

Date

Please return a copy to our office with your contract. Thank you for your cooperation!

REVISED AGREEMENT
1/9/20

WOLF

WILDERNESS OUTDOOR LEADERSHIP FOUNDATION

OUTDOOR EDUCATION AGREEMENT

This agreement, made and entered into this day by the Chief executive officer, Wilderness Outdoor Leadership Foundation, W.O.L.F., and, Juanamaria School (hereinafter referred to as CLIENT), under which W.O.L.F., for the purpose of providing the CLIENT with programs and classes in experiential education and adventure recreation, mutually agree with respect to the following:

1. **Guaranteed minimum attendance.** CLIENT will enroll a guaranteed minimum number of participants in the WOLF program as follows:

Name of Client	Minimum Number Participants	Scheduled Attendance	Location
Juanamaria	60	May 12-15, 2020	Brandeis Bardin

2. **Guaranteed attendance.** Guarantees payment for the larger of the following number of participants:
   2.1 The number participants actually attending the WOLF program, or
   2.2 The guaranteed minimum number of participants attending each session as written in item 1.

3. **Overbooking.** Attendance above the minimum number must have WOLF approval 14 days before program start date.

4. **Cancellation.** WOLF reserves the right to cancel scheduled session under conditions that would make operation of the program unsafe. Under such condition, WOLF will reschedule session that meets CLIENTS approval.

5. Withdrawal. After both parties have signed this contract, CLIENT may withdrawal under the following terms:

Withdrawal 90 or more days before program start date-	30% of deposit not refunded
Withdrawal 30 - 89 days before program start date-	None of deposit refunded
Withdrawal 5 - 29 days before program start date-	60% of total estimated cost refunded
Withdrawal 0 – 14 days before program start date-	None of total estimated cost refunded

CLIENT IS RESPONSIBLE FOR ALL UNPAID BALANCES TO FULFILL THIS RESPONSIBILITY!

6. **Costs - Participants**. For each scheduled session of attendance, CLIENT will pay WOLF **$325.00** **per participant.** The payment includes rental of the camp, food, services of naturalists and instructors, and program supplies and equipment. **Total Estimated Cost: $19,500.00**

7. **Costs – Client Staff**. CLIENT will be charged **$162.50 per person** for CLIENT STAFF and supervisory personnel utilized by the CLIENT in any capacity including, but not limited to high school students serving as overnight supervisors.

8. **Costs- Overnight Supervision Assistance** (Optional). A WOLF Staff member will stay overnight in each cabin for which the CLIENT will pay WOLF **$50.00** per cabin, per night.

9. **Booking fee/Deposit.** Both parties understand that a deposit of 20% of the estimated total based on the guaranteed minimum number of participants (item 1). **This amount shall be $3,900.00** Refund of deposit/booking fee shall be given as stated in item 4 and item 5.

10. **Payment** of the remainder of the total estimated cost accrued under this agreement (total estimated cost less deposit paid) shall be made to **WOLF, 301 Science Drive. Ste. 142, Moorpark, CA 93021** 14 days prior to arrival at the WOLF program site **This amount shall be $15,600.00** CLIENT will receive a final invoice for additional costs including extra participants and all CLIENT personnel upon departure, net due in 10 days.

11. **Late charges** of 5% per month on the unpaid invoice balance will be charged to the CLIENT **beginning on the first day after the payment deadline.**

12. **Insurance** The participating district and WOLF shall each obtain and maintain in force, at their own expense, the following insurance coverage:
   A. Commercial General Liability policy including Bodily Injury, property damage, personal injury, contractual liability, and products/completed operations liability coverage with a minimum one million dollars ($1,000,000) per occurrence limit.

B. Commercial auto Liability policy covering use of all owned, non-owned, and hired automobiles with a minimum combined single limit of one million dollars ($1,000,000) per occurrence for bodily injury and property damage limit.

C. Workers compensation policy covering the respective employees of the participating district and WOLF, with minimum limits as prescribed by law and one million ($1,000,000) employers liability for bodily injury or disease.

12.1 **Proof of Insurance** The participating district and WOLF shall each provide a certificate of insurance confirming all policies in force and subject to this agreement. The certificate of the participating district shall include an additionally insured endorsement naming W.O.L.F., 301 Science Drive suite 142, Moorpark, CA, 93021, Moorpark, CA. 93021 its directors, officers, employees and agents as named additionally insured under the commercial general liability policy. The certificate of WOLF shall include an additional insured endorsement naming the participating district, its directors, officers, employees and agents as named additionally insured under the commercial general liability policy. It is expressly understood that the directors, officers, employees, and agents of each of the parties hereto are not the directors, officers, employees, and agents of any other parties hereto.

12.2 The participating district and WOLF shall each indemnify and hold the other, its directors, officers, employees, and agents harmless from any and all claims, demands, damages, or other liability, including costs and attorney fees, for bodily injury or property damage arising from this agreement or performance hereunder; or the wrongful acts or omissions of the indemnifying party and its directors, officers, employees and agents in connection herewith: or the ownership, design, dominion or control; or the supervision, control, or transportation of students by directors, officers, employees and agents of the indemnifying party; or any related matter thereto or arising therefrom.

12 **Client** will provide certificated personnel who will assist in the instruction and supervision at the WOLF program, minimum ratio 1:15.

12.1 At least one certificated person shall remain on the WOLF program at all times during the period of attendance.

12.2 DISTRICT shall retain responsibility for its participants from time of departure from the home location until time of return to home location.

13 **Supervision.** CLIENT will provide cabin leaders/chaperones in a ratio of at least 1:15 for participants under the age of 18. CLIENT is responsible for the recruitment, supervision, and discipline of cabin leaders/chaperones. Cabin leaders/chaperones will be considered as CLIENT personnel for the purpose of this contract.

14 **Damages.** CLIENT will be responsible for any and all damages to WOLF property and property of the hosting camp, which may be reasonably attributed to the action of the attending CLIENT.

This contract is invalid if not signed and returned with the appropriate deposit within 30 days. Terms of this agreement may only be modified at any time, in writing, by mutual agreement of both parties.

Return the original document along with the required paperwork and deposit to:
W.O.L.F.
301 Science Drive. Ste. 142
Moorpark, CA. 93021

APPROVED FOR Ventura USD

BY: _____

TITLE Asst. Supt., Business

DATE 1/13/20

Please send deposit with signed contract to WOLF.

APPROVED FOR WOLF

Michael J. Woodruff

MICHAEL J. WOODRUFF
DIRECTOR
WOLF
DATE 01/09/2020

W.O.L.F.
WILDERNESS OUTDOOR LEADERSHIP FOUNDATION
301 Science Drive. Ste.142 Moorpark, CA 93021
(818) 991-6707

WOLF

WILDERNESS OUTDOOR LEADERSHIP FOUNDATION

OUTDOOR EDUCATION AGREEMENT

This agreement, made and entered into this day by the Chief executive officer, Wilderness Outdoor Leadership Foundation, W.O.L.F., and, Sunset School (hereinafter referred to as CLIENT), under which W.O.L.F., for the purpose of providing the CLIENT with programs and classes in experiential education and adventure recreation, mutually agree with respect to the following:

1. **Guaranteed minimum attendance.** CLIENT will enroll a guaranteed minimum number of participants in the WOLF program as follows:

Name of Client	Minimum Number Participants	Scheduled Attendance	Location
Sunset School	30	May 12-15, 2020	Brandeis Bardin

2. **Guaranteed attendance.** Guarantees payment for the larger of the following number of participants:
   2.1 The number participants actually attending the WOLF program, or
   2.2 The guaranteed minimum number of participants attending each session as written in item 1.

3. **Overbooking.** Attendance above the minimum number must have WOLF approval 14 days before program start date.

4. **Cancellation.** WOLF reserves the right to cancel scheduled session under conditions that would make operation of the program unsafe. Under such condition, WOLF will reschedule session that meets CLIENTS approval.

5. Withdrawal. After both parties have signed this contract, CLIENT may withdrawal under the following terms:

Withdrawal 90 or more days before program start date-	30% of deposit not refunded
Withdrawal 30 - 89 days before program start date-	None of deposit refunded
Withdrawal 5 - 29 days before program start date-	60% of total estimated cost refunded
Withdrawal 0 – 14 days before program start date-	None of total estimated cost refunded

CLIENT IS RESPONSIBLE FOR ALL UNPAID BALANCES TO FULFILL THIS RESPONSIBILITY!

6. **Costs - Participants**. For each scheduled session of attendance, CLIENT will pay WOLF **$335.00** **per participant.** The payment includes rental of the camp, food, services of naturalists and instructors, and program supplies and equipment. **Total Estimated Cost: $10,050.00**

7. **Costs – Client Staff**. CLIENT will be charged **$167.50 per person** for CLIENT STAFF and supervisory personnel utilized by the CLIENT in any capacity including, but not limited to high school students serving as overnight supervisors.

8. **Costs- Overnight Supervision Assistance** (Optional). A WOLF Staff member will stay overnight in each cabin for which the CLIENT will pay WOLF **$50.00** per cabin, per night.

9. **Booking fee/Deposit.** Both parties understand that a deposit of 20% of the estimated total based on the guaranteed minimum number of participants (item 1). **This amount shall be $2,010.00** Refund of deposit/booking fee shall be given as stated in item 4 and item 5.

10. **Payment** of the remainder of the total estimated cost accrued under this agreement (total estimated cost less deposit paid) shall be made to **WOLF, 301 Science Drive. Ste. 142, Moorpark, CA 93021** 14 days prior to arrival at the WOLF program site **This amount shall be $8,040.00** CLIENT will receive a final invoice for additional costs including extra participants and all CLIENT personnel upon departure, net due in 10 days.

11. **Late charges** of 5% per month on the unpaid invoice balance will be charged to the CLIENT **beginning on the first day after the payment deadline.**

12. **Insurance** The participating district and WOLF shall each obtain and maintain in force, at their own expense, the following insurance coverage:
   A. Commercial General Liability policy including Bodily Injury, property damage, personal injury, contractual liability, and products/completed operations liability coverage with a minimum one million dollars ($1,000,000) per occurrence limit.

B. Commercial auto Liability policy covering use of all owned, non-owned, and hired automobiles with a minimum combined single limit of one million dollars ($1,000,000) per occurrence for bodily injury and property damage limit.

C. Workers compensation policy covering the respective employees of the participating district and WOLF, with minimum limits as prescribed by law and one million ($1,000,000) employers liability for bodily injury or disease.

12.1 **Proof of Insurance** The participating district and WOLF shall each provide a certificate of insurance confirming all policies in force and subject to this agreement. The certificate of the participating district shall include an additionally insured endorsement naming W.O.L.F., 301 Science Drive suite 142, Moorpark, CA, 93021, Moorpark, CA. 93021 its directors, officers, employees and agents as named additionally insured under the commercial general liability policy. The certificate of WOLF shall include an additional insured endorsement naming the participating district, its directors, officers, employees and agents as named additionally insured under the commercial general liability policy. It is expressly understood that the directors, officers, employees, and agents of each of the parties hereto are not the directors, officers, employees, and agents of any other parties hereto.

12.2 The participating district and WOLF shall each indemnify and hold the other, its directors, officers, employees, and agents harmless from any and all claims, demands, damages, or other liability, including costs and attorney fees, for bodily injury or property damage arising from this agreement or performance hereunder; or the wrongful acts or omissions of the indemnifying party and its directors, officers, employees and agents in connection herewith: or the ownership, design, dominion or control; or the supervision, control, or transportation of students by directors, officers, employees and agents of the indemnifying party; or any related matter thereto or arising therefrom.

12 **Client** will provide certificated personnel who will assist in the instruction and supervision at the WOLF program, minimum ratio 1:15.

12.1 At least one certificated person shall remain on the WOLF program at all times during the period of attendance.

12.2 DISTRICT shall retain responsibility for its participants from time of departure from the home location until time of return to home location.

13 **Supervision.** CLIENT will provide cabin leaders/chaperones in a ratio of at least 1:15 for participants under the age of 18. CLIENT is responsible for the recruitment, supervision, and discipline of cabin leaders/chaperones. Cabin leaders/chaperones will be considered as CLIENT personnel for the purpose of this contract.

14 **Damages.** CLIENT will be responsible for any and all damages to WOLF property and property of the hosting camp, which may be reasonably attributed to the action of the attending CLIENT.

This contract is invalid if not signed and returned with the appropriate deposit within 30 days. Terms of this agreement may only be modified at any time, in writing, by mutual agreement of both parties.

Return the original document along with the required paperwork and deposit to:
W.O.L.F.
301 Science Drive. Ste. 142
Moorpark, CA. 93021

APPROVED FOR Ventura USD

BY: _____

TITLE Asst. Supt., Business Sevices

DATE 8/8/2019

Please send deposit with signed contract to WOLF.

APPROVED FOR WOLF

Michael J. Woodruff

MICHAEL J. WOODRUFF
DIRECTOR
WOLF
DATE 06/04/2019

W.O.L.F.
WILDERNESS OUTDOOR LEADERSHIP FOUNDATION
301 Science Drive. Ste.142 Moorpark, CA 93021
(818) 991-6707

MEMORANDUM OF UNDERSTANDING
Ventura County Indian Education Consortium

This Memorandum of Understanding (MOU) explains and confirms the agreements between the Ventura Unified School District as the Local Education Agency for the Ventura County Indian Education Consortium (Provider) and the Simi Valley Unified School District (Partner School)

Memorandum of Understanding Purpose:
The purpose of this MOU is to create and confirm an effective working relationship between the Partner District, Simi Valley Unified School District, and the Ventura Unified School District (VUSD). This MOU also provides the means by which VUSD and the Partner District will maintain a collaborative relationship to ensure inter-agency services to Partner District students and families.

Memorandum of Understanding Timeline:
This MOU is effective July 1, 2019 and will extend through June 30, 2020.

Memorandum of Understanding and Description of Services:

Partner District agrees to the following:
1. Serve as a consortium partner to raise awareness regarding Indian Education.
2. Assist in the recruitment of eligible Indian Education students through existing district means of communication.
3. Confirm student enrollment for annual Title VI grant submission of student count.
4. Identify district and site contact personnel to facilitate communication with the VC Indian Education Consortium as required.
5. Provide classroom space or other school facilities to accommodate Indian Education lessons.
6. Be responsible for safeguarding participant information in compliance with Title 42 Code of Federal Regulations, Part 2.
7. Inform VUSD of changes in schedule and student participation.
8. Work with the VUSD staff as needed.

VUSD (Provider) agrees to the following:
1. Serve as Local Education Agency for VC Indian Education Consortium.
2. Hire all employees to provide Indian Education services.
3. Provide basic services to eligible Indian Education students including:
   a) Indian Education Parent Advisory Committee
   b) Indian Education enrollment and verification support
   c) Indian Education Annual Honoring Ceremony
   d) Indian Education teaching resources/lending library
   e) Indian Education teacher workshops to introduce teaching resources and annual curriculum theme. The theme for 2018 – 19 is "Native American Indian Music and Celebrations".

4. Ensure that VUSD employees have received adequate training in the services being provided, and appropriate licenses/certificates are in current standing.

5. Ensure that VUSD employees have completed an appropriate background check, including fingerprinting/live scan as described below.

Both the Partner District and VUSD representatives of the VC Indian Education Consortium will agree on all elements of any program prior to implementation. Any potential funding issues that are not cost neutral are required to be approved by the VUSD District Office Administration prior to program implementation.

Indemnification:
The Partner District shall save, defend, hold harmless and indemnify VUSD (its employees, volunteers, officers, directors and agents), from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of the Partner District or its board members, officers, employees, volunteers or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of VUSD.

VUSD shall save, defend, hold harmless and indemnify the Partner District (District, board members, employees, volunteers and agents), from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of Provider or its employees, volunteers, officers, directors or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of the Partner District.

Cancellation: This MOU may be cancelled by either party upon 30 days written notice.

Signatures:

Partner District: SIMI VALLEY UNIFIED

Authorized District Representative: RON TODD

Signature: _____

Title: ASSOCIATE SUPT., BUS. & FAC.

Date: 1/14/2020

PROVIDER: Ventura Unified School District

Authorized Representative: Betsy George

Signature: _____

Title: Assistant Superintendent, Business Services

Date: 1/17/20

Includes Purchase Orders dated 12/20/2019 - 01/14/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
BP20-00539	United States Postal Service S tamps By Mail	304	Open P.O.	010-5900	500.00
BP20-00540	Lowe's Home Improvement Wareho use Store 1734	085	Open PO	010-4300	500.00
BP20-00541	Lowe's Home Improvement Wareho use Store 1734	449	Open P.O.	010-4300	146.00
BP20-00542	D-TECH	156	Open PO for D-tech	010-4300	10,000.00
BP20-00543	Lakeshore Learning Materials	082	Open PO supplies	010-4300	250.00
VC20-00056	Fred Pryor Seminars/Career Tra ck	447	Seminar	010-5202	198.00
VC20-00057	Green Technology "Green Califo rnia Schools	447	Seminar	010-5202	382.50
VC20-00058	Ventura Trophy Co	447	Material	010-4300	32.33
VCN20-00104	Jordanos Foodservice, Inc.	449	Supplies/Food	130-9320	7,766.29
VCN20-00105	Sysco Food Services of Ventura , Inc.	449	Supplies/Food	130-9320	4,036.45
VCN20-00106	Gold Star Foods	449	Supplies, Food	130-9320	834.60
VCN20-00107	P&R PAPER SUPPLY COMPANY INC	449	Supplies	130-9320	2,784.14
VCN20-00108	Sysco Food Services of Ventura , Inc.	449	Supplies/Food	130-9320	9,069.32
VCN20-00109	Jordanos Foodservice, Inc.	449	Supplies/Food	130-9320	11,557.87
VP20-01529	KI	156	furniture	010-4400	1,302.14
VP20-01534	TPRS Publishing Fluencymatters	422	Frida Kahlo Teachers Guide Download	010-4200	383.59
VP20-01570	GOVCONNECTION	156	supplies	010-4300	599.15
VP20-01582	Gale Supply Co	454	Bid QQ #Custodial II - MISC.	010-9320	7,114.09
VP20-01586	Dave Bang Associates, Inc.	082	Equipment-Picnic Table	010-4400	1,234.71
VP20-01629	Magnum Fence & Security	447	Service	210-6270	5,831.00
VP20-01630	Tabbara Corporation	447	Service	010-5800	1,595.00
VP20-01631	Jesse Cedillos c/o VACE	200	RUSH-Refund-10 Day	110-8671	131.12
VP20-01632	SPCA/NC	307	CSPCA Conference	010-5202	1,150.00
VP20-01633	AMAZON.COM	403	VEP Grant, Supplies	010-4300	160.28
VP20-01634	AMAZON.COM	055	Supplies-Garnett	010-4300	194.04
VP20-01635	AMAZON.COM	057	Supplies	010-4300	36.45
VP20-01636	AMAZON.COM	101	Classroom	010-4300	64.63
VP20-01637	AMAZON.COM	063	Ball pumps for playground	010-4300	25.84
VP20-01638	AMAZON.COM	310	supplies	120-4300	25.84
VP20-01639	MASON WESTERN LLC WESTERN PSYC HOLOGICAL SERVICES	400	Supplies	010-4300	2,385.62
VP20-01640	AMAZON.COM	067	External dvd players for classrooms	010-4300	156.18
VP20-01641	AMAZON.COM	306	RUSH-Microfiber Cleaning Cloth	010-4300	12.92
VP20-01642	Textbook Warehouse	152L	Class novels:	010-4100	231.45
VP20-01643	AMAZON.COM	101	Science classroom	010-4300	68.96
VP20-01644	The Library Store 365186	152L	The Library Store	010-4300	376.92
VP20-01645	LEAF CUTTER STUDIO	201	Supplies	010-4300	150.00

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Includes Purchase Orders dated 12/20/2019 - 01/14/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
VP20-01646	Focus on the Masters	079	VEP Grant/Steinhoff	010-5800	1,000.00
VP20-01647	NEW ENGLAND BIOLABS INC	156	supplies-	010-4300	110.98
VP20-01648	California Coucil for the Soci al Studies	102	RUSH! Conference registration	010-5202	250.00
VP20-01649	Harbor Freight Tools	152	Supplies	010-4300	1,317.54
VP20-01650	Carter Fire DBA Integrated Fir e & Safety	447	Service	010-5600	1,075.62
VP20-01651	STAPLES DIRECT CUST#12986097	101	Classroom, whiteboard	010-4300	378.98
VP20-01652	J. W. Pepper & Son, Inc.	159	Sheet Music-already received!	010-4300	3,335.49
VP20-01653	The Bach Company	152	Supplies	010-4300	141.80
VP20-01654	VCASP	400	12/11-conf pend; Conference	010-5202	100.00
VP20-01655	NASCO FORT ATKINSON	101	CTE DVD	010-4400	443.25
VP20-01656	Pearson Education Customer Ser vice	400	supplies	010-4300	5,557.80
VP20-01657	Really Good Stuff	091	SPED Privacy Shields	010-4300	94.80
VP20-01658	VHS #2037 The Hungry Cougar	159	Lunch-WASC	010-4300	60.00
VP20-01659	Carolina Biological Suppy acct #114247	103	Supplies	010-4300	198.90
VP20-01660	CORVUS INDUSTRIES INC dba FAC ILI-SERV LTD	447	Service Call	010-5800	300.00
VP20-01661	PAR Psychological Assessment Resources, Inc.	400	supplies	010-4300	676.59
VP20-01662	Academic Therapy Publications	400	Supplies	010-4300	1,059.75
VP20-01663	VCOE Hearing Cons. & Audi. Svc	400	Hearing Cons. 1st Qtr.	010-5800	3,910.00
VP20-01664	Ventura County Office of Ed.	400	Service, SELPA Occupational Therapy	010-5800	5,100.00
VP20-01665	Northstar AV	304	12/18 rfq pend; Projector Lamp	010-4300	170.05
VP20-01666	OFFICE DEPOT ATTN School Desk	304	RUSH ORDER, Toner/Duster	010-4300	187.22
VP20-01667	Learning Without Tears	403	12/17-rfq pend; Supplies	010-4300	697.16
VP20-01668	Commission On Teacher Credenti aling	303	RUSH - CTC Credential Fee	010-5809	100.00
VP20-01669	OFFICE DEPOT ATTN School Desk	075	Print Cartridges for Phaser 6510	010-4300	884.14
VP20-01670	Yvonne Miranda c/o VACE	200	RUSH -10 day	110-5800	1,000.00
VP20-01671	The Hanen Centre	403	VEP Grant, Supplies	010-4300	282.36
VP20-01672	New West Symphony	410	Music Van at various elementary school sites	010-5800	5,250.00
VP20-01673	AMAZON.COM	152	Supplies	010-4300	344.43
VP20-01674	AMAZON.COM	091	Supplies	010-4300	76.49
VP20-01675	GREAT AMERICAN OPPORTUNITIES dba EZFUND.COM	101	101 supplies	010-4300	193.95
VP20-01676	VARIDESK	200	Varidesk	110-4300	425.61
VP20-01677	Darvik Productions	156	Stage Rental	010-5800	2,999.60
VP20-01678	AMAZON.COM	159	Supplies	010-4300	188.99
VP20-01679	ARMEN TARPINIANS dba ARMENS PI ANO SERVICE	159	Repair	010-5600	135.00

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Includes Purchase Orders dated 12/20/2019 - 01/14/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
VP20-01680	AMAZON.COM	091	Supplies	010-4300	76.10
VP20-01681	Wards Science	101	Classroom-Science	010-4300	133.83
VP20-01682	Southwest Plastic Binding Co ATTN: Rosemary Brummage	081	Supplies	010-4300	69.52
VP20-01683	AMAZON.COM	159	Equipment for Environmental Resources	010-4400	14,643.01
VP20-01684	The Rock Shed, Inc.	065	RUSH: Geology Supplies	010-4300	67.68
VP20-01685	Labyrinth Publications	200	CTE Books-NOT K12; ELAB LICENSE	110-4300	2,237.25
VP20-01686	Super Duper Publications	403	supplies	010-4300	16.54
VP20-01687	AMAZON.COM	455	office supplies	010-4300	95.25
VP20-01688	B & H Photo - Video, Inc. acct 7789542	156	supplies	010-4300	2,708.93
				010-4400	2,269.21
VP20-01689	Santa Barbara Zoo	310	Group Reservation	120-5800	606.00
VP20-01690	B & H Photo - Video, Inc. acct 7789542	156	Equipment for Digital Photography	010-4400	2,208.88
VP20-01691	SignWarehouse, Inc. acct 18394 4	201	Supplies for Graphic Production Technologies	010-4300	1,397.81
VP20-01692	Family, Carreer & Community FC CLA Store/E.Group Inc.	152	Membership	010-5800	324.00
VP20-01693	AALRR Attn: MARKETING	305	Legal services rendered	010-5803	2,557.50
VP20-01694	Family, Carreer & Community Le aders of America	159	RUSH!!	010-5800	306.00
VP20-01695	Woo Houska LLP	305	Legal Services Rendered Re Title IX	010-5803	1,443.90
VP20-01696	Joey Rodriguez c/o VACE	200	RUSH- 10 Day timeline	110-5800	1,297.96
VP20-01697	Ventura Trophy Co	152	Supplies	010-4300	32.30
VP20-01698	E J Harrison & Sons Inc	447	Monthly Trash Expenses - December 2019	010-5507	28,168.46
VP20-01699	Venco Western, Inc	447	Service	010-5800	30,121.85
VP20-01700	SERVICEMASTER BY C2C RESTOR	455	on site cleaning of ATLAS, see invoice for vendor	010-4300	3,699.30
VP20-01701	SERVICEMASTER BY C2C RESTOR	447	Service	010-5600	2,972.50
VP20-01702	Hilford Moving & Storage, Inc.	447	Service	210-6270	641.00
VP20-01703	Carter Fire DBA Integrated Fir e & Safety	447	Service	010-5800	5,382.13
VP20-01704	HUGHES GENERAL ENGINEERING INC	447	Service	010-5600	4,000.00
VP20-01705	CBDA	102	RUSH Student Reg.	010-5800	1,900.00
VP20-01706	AMAZON.COM	448	Card readers/supplies	010-4300	92.46
VP20-01707	AMAZON.COM	065	Special Ed Supplies - Burns	010-4300	268.10
VP20-01708	AMAZON.COM	089	Supplies	010-4300	119.04
VP20-01709	AMAZON.COM	055	Supplies - 2 for Flynn	010-4300	88.29
VP20-01710	AMAZON.COM	152	Supplies	010-4300	321.86
VP20-01711	AMAZON.COM	081	supplies - instructional	010-4300	23.14

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Includes Purchase Orders dated 12/20/2019 - 01/14/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
VP20-01712	AMAZON.COM	081	supplies - instructional	010-4300	26.93
VP20-01713	Textbook Warehouse	302	Book	010-4300	105.06
VP20-01714	Scholastic Book Clubs, Inc.(us e 007776)	091	Books	010-4200	139.50
VP20-01715	AMAZON.COM	152	Supplies	010-4300	130.63
VP20-01716	AMAZON.COM	081	art grant, K-2	010-4300	79.26
VP20-01717	AMAZON.COM	089	Supplies	010-4300	363.53
VP20-01718	AMAZON.COM	403	Supplies	010-4300	77.40
VP20-01719	AMAZON.COM	152	Supplies	010-4300	159.78
VP20-01720	AMAZON.COM	103	SpEd Supplies	010-4300	146.43
VP20-01721	AMAZON.COM	156	RUSH Supplies	010-4300	24.22
VP20-01722	AMAZON.COM	410	For after school program- P. Bakody	010-4300	65.15
VP20-01723	AMAZON.COM	400	Supplies	010-4300	64.19
VP20-01724	AMAZON.COM	156	Soc Sci Dept.	010-4300	384.51
VP20-01725	AMAZON.COM	081	supplies - instructional	010-4300	177.83
VP20-01726	AMAZON.COM	075	laminator sheets	010-4300	34.46
VP20-01727	AMAZON.COM	403	Supplies	010-4300	22.33
VP20-01728	AMAZON.COM	081	supplies - ink, paper	010-4300	62.10
VP20-01729	AMAZON.COM	089	Supplies	010-4300	134.04
VP20-01730	AMAZON.COM	075	CLASSROOM SUPPLIES- See Attach	010-4300	310.82
VP20-01731	Scholastic Magazines ATTRoss T arlow	055	After School Enrichment	010-4300	52.99
VP20-01732	Scholastic Magazines ATTRoss T arlow	087	After School Enrichment	010-4300	120.11
VP20-01733	Scholastic Magazines ATTRoss T arlow	410	After School Enrichment	010-4300	264.23
VP20-01734	Scholastic Magazines ATTRoss T arlow	410	After School Enrichment	010-4300	201.35
VP20-01735	Scholastic Magazines ATTRoss T arlow	073	After School Enrichment	010-4300	162.50
VP20-01736	Scholastic Magazines ATTRoss T arlow	061	After School Enrichment	010-4300	162.50
VP20-01737	Scholastic Magazines ATTRoss T arlow	059	After School Enrichment	010-4300	162.50
VP20-01738	Scholastic Magazines ATTRoss T arlow	082	After School Enrichment	010-4300	162.50
VP20-01739	Scholastic Magazines ATTRoss T arlow	067	After School Enrichment	010-4300	162.50
VP20-01740	Scholastic Magazines ATTRoss T arlow	410	After School Enrichment	010-4300	240.21
VP20-01741	COMPUWAVE	455	ergonomic supplies	010-4300	193.95
VP20-01742	AMAZON.COM	455	ergonomic supplies	010-4300	236.08
VP20-01743	Tri County Office Furniture	455	ergonomic supplies	010-4300	2,526.89
VP20-01744	Riverside County Office of Edu cation ATTN Susan Smith	410	Conference	010-5202	500.00
VP20-01745	AP By The Sea	215	RUSH Registation-Pmt.	010-5202	795.00

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Includes Purchase Orders dated 12/20/2019 - 01/14/2020

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
VP20-01746	Perma-Bound	159	RUSH - need for 2nd Semester	010-4300	1,561.30
VP20-01747	BusWest	448	New Buses	010-6400	247,893.74
VP20-01748	KELLY HIGGINS	410	Professional Development Services	010-5800	1,100.00
VP20-01749	COMPUWAVE	310	Supplies	120-4300	120.68
VP20-01750	OFFICE DEPOT ATTN School Desk	406	Supplies	010-4300	191.17
VP20-01751	VARIDESK, LLC	065	12/16-rfq pend; Standing Desk	010-4300	210.11
VP20-01752	STAPLES DIRECT CUST#12986097	200	Supplies	110-4300	216.23
VP20-01753	Office Depot Contract Accounts	200	supplies	110-4300	58.57
VP20-01754	STAPLES DIRECT CUST#12986097	200	Supplies	110-4300	139.83
VP20-01755	City National Bank	200	Staples.com Order; supplies	110-4300	61.61
VP20-01756	Batteries Plus #321	454	Whse Stock - batteries	010-9320	637.71
VP20-01757	Waxie Sanitary Supply	454	Whse Stock - Tork Towels	010-9320	19,596.71
VP20-01758	MCP of CA dba Document Systems	454	Print Cartridges	010-9320	2,144.01
VP20-01759	West-Lite Supply Company, Inc. Acct.#C28612	454	Whse Stock-Lamps	010-9322	98.05
VP20-01760	Flinn Scientific Co	159	Equipment	010-6400	8,838.36
VP20-01761	Allen Instruments & Supplies	200	supplies	110-4300	117.70
VP20-01762	Not Just Printing	410	Info Table Set-up	010-4300	237.05
VP20-01763	Kunin Felt	425	MC Supplies	010-4300	452.66
VP20-01764	Sun Country Systems	091	Playground equip	010-4400	1,067.16
VP20-01765	Sun Country Systems	091	Playground equip	010-4400	1,011.13
VP20-01766	Sun Country Systems	081	equipment - triple tos	010-4400	1,318.67
VT20-00213	Follett School Solutions, Inc.	302	Destiny Licenses Renewal	010-5806	23,068.24
VT20-00215	GOVERNMENTJOBS.COM dba: NEOGOV	307	License Renewal, CSDPA not needed	010-5806	15,685.81
VT20-00216	Compuwave	101	Printer, Classroom	010-4300	288.77
VT20-00217	NEWSELA INC	159	Newsela PRO School licensing	010-5806	1,500.00
VT20-00218	COMPUWAVE	061	Chg. Ord to add: $10.00 Supplies-surge protectors	010-4300	103.44
VT20-00219	MJP TECHNOLOGIES INC	306	Chromebook & Charging Carts	010-4300	19,270.40
				010-4400	2,823.05
VT20-00220	Edgenuity Inc.	410	RUSH Edgenuity Licenses	010-5806	3,967.10
VT20-00221	Apple Inc. Attn K12 Sales	400	RUSH, iPad (VEP)	010-4300	493.92
VT20-00222	City National Bank	156	Artist.io subscription	010-5806	199.00
			Total Number of POs **166**	**Total**	**582,547.39**

Fund Recap

Fund	Description	PO Count	Amount

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Includes Purchase Orders dated 12/20/2019 - 01/14/2020

Fund Recap

Fund	Description	PO Count	Amount
010	General Fund	145	533,588.32
110	Adult Education Fund	10	5,685.88
120	Child Development Fund	3	752.52
130	Cafeteria Fund	6	36,048.67
210	Building Fund	2	6,472.00
		Total	**582,547.39**

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Includes Purchase Orders dated 12/20/2019 - 01/14/2020

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
BP20-00395	1,085.00	010-4300	General Fund/Materials and Supplies	85.00
BP20-00415	2,000.00	010-4300	General Fund/Materials and Supplies	1,500.00
BP20-00416	1,000.00	010-4300	General Fund/Materials and Supplies	500.00
BP20-00421	1,661.10	010-4300	General Fund/Materials and Supplies	161.10
BP20-00425	1,000.00	010-4300	General Fund/Materials and Supplies	500.00
BP20-00428	6,000.00	010-4300	General Fund/Materials and Supplies	1,889.74
BP20-00430	364,931.19	010-5100	General Fund/Subagreements for Services	28,144.64
		010-5800	General Fund/Professnl/Consult Serv & Opera	30,357.35
			Total PO BP20-00430	58,501.99
BP20-00431	575,582.51	010-5100	General Fund/Subagreements for Services	23,984.78
		010-5800	General Fund/Professnl/Consult Serv & Opera	25,000.00
			Total PO BP20-00431	48,984.78
BP20-00440	768,860.50	010-5100	General Fund/Subagreements for Services	4,395.00
		010-5800	General Fund/Professnl/Consult Serv & Opera	75,000.00
			Total PO BP20-00440	79,395.00
BP20-00525	1,920.00	010-5800	General Fund/Professnl/Consult Serv & Opera	1,620.00
VP20-00967	240.08	010-4300	General Fund/Materials and Supplies	7.54
VP20-01174	589.17	010-4300	General Fund/Materials and Supplies	238.55-
VP20-01516	203.84	010-4300	General Fund/Materials and Supplies	28.55
VP20-01603	4,497.08	010-4300	General Fund/Materials and Supplies	782.26
VP20-01606	61.32	010-4300	General Fund/Materials and Supplies	8.08-
			Total PO Changes	**193,709.33**

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

Anacapa Middle School

Language. Culture. Community.

- 891 Student Population
- 18.8% English Language Learners
- 10.8% Students with Disabilities
- 68.1% Socioeconomically Disadvantaged
- 7.6% Homeless
- Title I School

Two-Way Immersion Program

- AMS has a well established system of multicultural celebrations that engage and celebrate diversity in our familias.
  - Pachanga
  - Posadas
  - Ballet Folklórico
  - 6th grade Bilingual Interviews
  - Multicultural Student Assembly/Performance
  - 8th Grade TWI promotion to celebrate pathway
- 2019-20 AMS established 3 cohorts in each grade level.
- 2016 CABE Seal of Excellence Recipients
- Families are applying to AMS that have not been part of TWI with the hopes of testing into the program.

Science Technology Engineering, Art and Science (STEAM)
&
Anacapa Coding Warriors

- Meaningful use of Technology 1:1 in core classes
- STEM Electives
- Computer Coding and Programing
- Code Week
- Project Lead the Way (PLTW)

Leadership @ AMS

- Leadership Class
- 8th Grade WEB Leaders
- Lunch Clubs
- AMS Campus Beautification Program
- Read Across America
- Peer Math Tutoring

Where Everybody Belongs

ARTS @ AMS

- Art is embedded in content courses
- Music: Band and Strings
- Coming soon…Graphic Arts & Art 2
- Coming soon…Photography and Video Production
- Ballet Folklórico

AMS Community Partnerships

Anacapa values community

Current Challenges & Actions

1. Declining Enrollment

- Strengthening Programs
- Communication & Strategic Outreach
- Master Schedule Analysis

2. Math & Language Arts Intervention

- What's working…What's Not
- Academic Performance Review
- Quarterly Math Intervention Placement Meetings

3. Chronic Absenteeism

- Renaissance Program
- Attendance Team Reviews & Students Meetings
- Saturday Schools
- PSTA Partnership to Recognize Positive Attendance

Business Services

255 W. Stanley Avenue, Suite 100
Ventura, CA 93001
T 805.641.5000 x1202
www.venturausd.org

Date: January 24, 2020

To: Board of Education

From: Dr. Roger Rice, Superintendent

Resource: Betsy George, Assistant Superintendent, Business Services

Subject: Parcel Tax Oversight Committee Report 2018-19

The Parcel Tax Oversight Committee will be presenting the 2018-19 PTOC Report to the Board during the January 28, 2020 meeting.

In keeping the Board updated--two members (Elke Fedde and Lisa Hildebrand) termed out as of December 31, 2019. We will once again need to send out an announcement to open up the applications process for replacement of these two members.

Ventura Unified School District

Parcel Tax Oversight Committee

Annual Report 2018 - 2019

January 28, 2020

Board of Education

Sabrena Rodriguez, President
Jackie Moran, Vice President
Velma Lomax
Matthew Almaraz
Dr. Jerry Dannenberg

Parcel Tax Oversight Committee

Don Wood, Chair
Elke Fedde, Vice Chair
Steven Offerman, Member
Charles Caulkins, Member
Dannielle Brook, Member
Michael Richards, Member
Lisa Hildebrand, Member

Ventura Unified School District Staff

Dr. Roger Rice, Superintendent
Betsy George, Assistant Superintendent of Business Services
Anna Campbell, Director of Budget & Finance
Dr. Jerry Dannenberg, Board of Education Liaison
Rosi Cortéz, Executive Assistant

Overview

The Parcel Tax Oversight Committee's fifth annual report to the Ventura Unified School District's Board of Education (Board) analyzes the expenditure of funds generated through the parcel tax assessment approved by voters as Measure R in 2016. This report is the second annual report of Measure R funding.

The purpose of this report is to provide the Board and community stakeholders information on how the $2,425,862 assessment revenue and carry-over was spent and determine whether Ventura Unified School District's (VUSD) use of the parcel tax revenue is consistent with the intended use of such monies.

This report was prepared by the Parcel Tax Oversight Committee (PTOC) in conformance with the voter-approved initiative requirements.

Role of Committee

Pursuant to the terms of Measure R, the role of the PTOC is to provide oversight of and accountability for the expenditures funded by Measure R to ensure that the funds collected are spent for the purposes approved by the voters.

The Committee relies solely on information provided by VUSD staff and has no audit authority.

Background

Voters within the Ventura Unified School District approved Measure R. In addition to the reporting requirements established by California law, the ballot initiative included a requirement for a citizens' oversight committee.

This committee, referred to as the Parcel Tax Oversight Committee (PTOC), currently consists of seven members representing various parts of the community. Interested citizens applied through an open process. Members are generally appointed for two years, although some may serve a one-year initial term to balance the term expirations. The bylaws limit each member to two full terms.

The PTOC is required to meet at least semiannually to monitor the expenditures of the parcel tax funds by VUSD, and to report to the Board and the community, on an annual basis on how these funds have been spent. An annual audit will be a part of the PTOC's report to the Board.

The PTOC began meeting under the rules of the Brown Act on October 1, 2013.

Meeting agendas and minutes are attached in Appendix "B".

Revenue

Measure R assesses a tax of $59.00 per parcel within the Ventura Unified School District's boundaries. The assessments for 2018-19 generated a total of $2,175,938. This was a decrease of $6,945 compared to the previous year. A carryover of funds not expended in 2017-18 of $102,364 was added to the budget.

Figure 1: Total Revenue $2,278,302

Expenditures

Figure 2: Total Expenditures $2,028,379

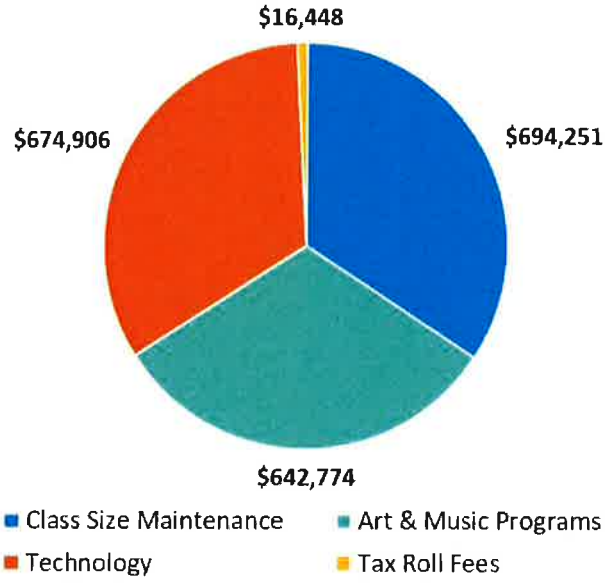


Table 1 - Summary of Expenditures 2018-19

Item	Amount
MS Teachers (34:1 Ratio)	$258,257
HS Teachers (34:1 Ratio)	$435,994
Class Size Maintenance Total	**$694,251**
Art Teacher (1.0 FTE)	$119,083
Music Teachers (2.5 FTE)	$282,345
Elem and District Music Programs	$47,636
Musical Instruments & Repairs	$124,902
Drama/Performing Arts	$13,971
Art Supplies	$54,836
Art & Music Program Total	**$642,774**
New Student Devices	$271,986
Device Refresh/Refurbish	$233,962
Projectors/Smart Boards	$14,622
Wireless Access	$154,336
Technology Total	**$674,906**
Tax Roll Fee	$16,448
Total Expenditures	**$2,028,379**

Maintain Class-Size

One of the top priorities of Measure R is to sustain current class sizes in the face of potential state funding cutbacks.

The 2018-19 budget assumed salaries and benefits for 7.83 full-time equivalent (FTE) teachers for a total of approximately 31.86% ($694,734) of the total expenditure budget. The actual cost to maintain class sizes was $694,251. The amount of staffing needed to meet class-size requirements varies from year to year.

In total, Measure R funded a total of 7.83 FTE; 3.00 middle school positions and 4.83 high school positions.

Art & Music

The Art & Music fiscal year budget totaled $730,496 or about 33.50% of the Measure R budget. A total of $642,774 was actually spent. The largest line item, $384,041 funded 3.5 FTE elementary music and art specialist positions.

The art and music teacher specialists provide staff development workshops for classroom teachers, curriculum support and visit each of the 17 elementary schools to provide each student with one instructional class per school year.

The District purchased 35 new musical instruments, provided stipends for the district-wide orchestra and elementary choir. The art and music programs also purchased a variety of musical instruments and art supplies for student use.

Table 1 – Musical Instruments Purchased

Instrument Purchases	(Qty)
Mellophone	2
Tenor Saxophone	2
Bass Clarinet	1
Flute	4
3/4 Cello	6
Upright Bass	2
Violin	6
Tuba	1

Table 2 – Visual and Performing Arts

Visual and Performing Arts Supplies	(Qty)
Various Paints, Pastels, etc.	2,650
Digital Cameras and Lenses	10
Ballet Barre Bars	12

Instructional Technology

The budget for technology was $739,000 or 33.89% of the original Measure R 2018-19 budget. A total of $674,906 was actually spent. The funds were primarily spent on student-use devices, refreshing or refurbishing existing devices, replacement projectors/smart boards, and Wireless Access Points (WAPS) to increase internet coverage at school sites.

Table 3 – Technology Purchased

Technology Purchases	(Qty)
Student–use Devices	1,472
Charging Carts for Devices	35
Wireless Access Points	612
Projectors/Smart Boards	13
Headsets with Boom Mics	30
Refreshed/Refurbished Devices	105

Tax Roll Fee

An outside firm is hired to maintain the parcel data and levy calculation the District is required to submit to the County that facilitates the $59.00 tax being placed on each parcels' annual tax bill. A total of $16,448 in fees was expended.

Findings

After reviewing the financial information provided by the Ventura Unified School District (VUSD) staff, the PTOC has determined that during the 2018-19 fiscal year, VUSD's use of funds expended meets the requirements approved by voters through Measure R.

Carry-Over

In 2018-19, VUSD began with a carry-over balance of $102,364 and collected a total of $2,175,938, bringing the total funds available to $2,279,110. Total funds expended were $2,028,379, leaving a carry-over balance of $249,924.

All carry-over expenditures shall be consistent with requirements of Measure R.

Values

In addition to conforming to the letter of the law, the PTOC and VUSD jointly believe that the use of Measure R funds should be:

- Fair
- Transparent
- Sustainable

The goals for each of these key areas include:

Fair

Continue to distribute the funds as defined in the ballot initiative.

Expend funds in the year they are collected.

Transparent

Continue to communicate Measure R budgets, in advance, to all stakeholders.

Continue to allow public input on the budget.

Sustainable

Continue to clearly assess the value of major expenditures.

Continue strategic planning for the use of the funds that emphasizes maximizing impact.

Appendix "A"

PTOC Governing Documents

Measure "R" Ballot Language
PTOC Bylaws

VENTURA UNIFIED SCHOOL DISTRICT

PARCEL TAX OVERSIGHT COMMITTEE

BYLAWS

Section 1. Committee Established.

On November 6, 2012, the Ventura Unified School District ("District") received approval from voters to implement an annual $59 per parcel tax levy to support educational programs for a period of four years. Pursuant to its desire to assure the greater school community that these parcel tax dollars will be expended in a manner consistent with the ballot language, the District voluntarily establishes a Parcel Tax Oversight Committee (PTOC). The Board of Trustees of the Ventura Unified School District ("Board") hereby adopts the Parcel Tax Oversight Committee Bylaws setting forth the duties and rights of this Committee.

Section 2. Purposes.

The purpose of the PTOC is to provide oversight and accountability on the expenditures funded by the parcel tax to ensure that the said funds are spent for the purposes approved by the voters. The PTOC will meet at least semi-annually to monitor the expenditures of these funds by the District and will report to the Board of Education and the community, on an annual basis, on how these funds have been spent. An annual audit will be a part of the PTOC's report to the Board.

The PTOC will hold at least two regular meetings a year (one in the fall and one in the spring) at mutually convenient dates and times. **All meetings of the PTOC shall be open to the public. As a standing committee of the Board of Education, meetings of the PTOC are subject to the requirements of the Brown Act.**

The District shall provide necessary administrative support to the PTOC as shall be consistent with the PTOC's purposes.

Section 3. Duties.

To carry out its stated purposes, the PTOC shall perform the following duties:

3.1 Review Expenditures. The PTOC shall review expenditure reports produced by the District to ensure that parcel tax proceeds are expended only for the purposes set forth in the ballot measure.

3.2 Present an Annual Report. The PTOC shall present to the Board, in public session, an annual written report which shall include the following: (a) A statement indicating whether District use of parcel tax revenue is consistent with the intended use of such monies and (b) a summary of the PTOC's proceedings and activities for the preceding year.

Section 4. Authorized Activities.

In order to perform the duties set forth in Section 3, the Committee may receive and review copies of the District's annual independent financial audit and/or make requests for copies or inspection of District records in writing to the District's Chief Business Official. The Committee may also request to meet and confer with members of the District's Management Team and/or conduct site visits to verify that the parcel tax revenues are being used in an appropriate manner.

Section 5. Membership.

5.1 Number. The PTOC appointed by the Board of Education shall consist of not less than five (5) nor more than 11 members, and shall be representative of each of the following:

A. Business
B. Senior Organization
C. (3) Parent/Guardian of currently enrolled District Students
D. Real Estate/Land Owners Organization
E. (3) Community at Large

Each member will serve for a term of two years without compensation, and for no more than two consecutive terms.

No employee or official of the district shall be appointed to the committee. Additionally, no vendor, contractor, or consultant of the District shall be appointed to the committee.

5.2 Qualification Standards. To be a qualified person, he or she must be at least 18 years of age and reside within the Ventura Unified School District boundaries.

5.3 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning July 1, 2013. No member may serve more than two (2) consecutive terms. At the PTOC's first meeting, members will draw lots to select a minimum majority for an initial three (3) year term and the remaining members for an initial two (2) year term. A PTOC member who ceases to belong to one of the designated groups he/she was appointed to represent shall be permitted to complete his/her term so long as he/she continues to reside within the District boundaries.

A) Effective June 30, 2016, the term of PTOC members shall be on a calendar year basis. The term of PTOC members shall begin January 1 and end December 31.

5.4 Removal: Vacancy. The Board may remove any PTOC member for cause, including failure to attend three consecutive PTOC meetings or for failure to comply with the Parcel Tax Oversight Committee Ethics Policy Statement. Upon a member's removal, his or her seat shall be declared vacant. The Board shall fill by appointment any vacancies on the PTOC or any additional membership on the PTOC.

5.5 Compensation. The PTOC members shall not be compensated for their services.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The PTOC shall establish a schedule for the date and time of regular meetings to be held at least semi-annually to include an annual organizational meeting to be held no later than March 15th.

6.2 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the PTOC may adopt. A two-thirds majority of the number of PTOC members shall constitute a quorum for the transaction of any business except adjournment.

Section 7. District Support.

7.1 The District shall provide to the PTOC necessary technical and administrative assistance as follows:

A. preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board,

B. provision of a meeting room, including any necessary audio/visual equipment,

C. preparation and copies of any documentary meeting materials, such as agendas and reports, and

D. retention of all PTOC records, and providing public access to such records on an internet website maintained by the District Board.

7.2 District staff shall attend PTOC proceedings whenever invited in order to report on the status of projects and the expenditures of parcel tax proceeds.

Staff to the PTOC shall include:

- Board Liaison
- Superintendent
- Deputy Superintendent, Business Services
- Assistant Superintendent, Educational Services
- Director of Budget and Finance
- Executive Assistant, Business Services

7.3 In the event of a vacancy on the PTOC for any reason—resignation, removal, or end of term— District staff shall post said vacancy and application process in a timely manner at all District offices, on the District website. Staff shall also publicize the vacancy via news releases prepared and delivered to local news media outlets.

Section 8. Reports.

In addition to the Annual Report required in Section 3.2, the PTOC may choose to report to the Board following any meeting in order to advise the Board on the activities of the PTOC. Such report shall be in writing and shall summarize the proceedings and activities conducted by the PTOC.

Section 9. Officers.

The PTOC shall elect a Chair and a Vice-Chair who shall act as Chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive terms.

Section 10. Amendment of Bylaws.

Any amendment to these Bylaws shall be approved by a majority vote of the Ventura Unified School District Board.

Section 11. Termination.

The Committee shall automatically terminate and disband at the earlier of the date when, (a) all parcel tax proceeds are spent, or (b) one year after the parcel tax expires.

ATTACHMENT A

PARCEL TAX OVERSIGHT COMMITTEE

ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for PTOC members to follow while carrying out their roles. Not all ethical issues that PTOC members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for PTOC members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. PTOC members are expected to strictly adhere to the provisions of this Ethics Policy.

CONFLICT OF INTEREST. A PTOC member shall not make or influence a District decision regarding the expenditure of any parcel tax monies in a manner which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

COMMITMENT TO UPHOLD LAW. A PTOC member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Ventura Unified School District.

COMMITMENT TO DISTRICT. A PTOC member shall place the interests of the District above any personal or business interest of the member.

I have read the above Ethics Policy Statement and agree to abide by all of the conditions contained therein.

_____ _____

Signature of Committee Member Date

Printed Name of Committee Member: _____

(revised: 5/14/19 – BOE approved)

Appendix "B"

PTOC
Summary of
Proceedings & Activities

Meeting Agendas & Minutes
VUSD Budget Documents

VENTURA UNIFIED SCHOOL DISTRICT
255 West Stanley Avenue, Suite 100 ■ Ventura, CA 93001

Parcel Tax Oversight Committee
Tuesday, June 4, 2019
5:30 PM - Albert Einstein Room

PUBLIC COMMENTS: Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

AGENDA

A. Call to Order
B. Roll Call
C. Adoption of Agenda
D. Public Comments
E. Approval of Meeting Minutes – November 27, 2018

F. Agenda Items

1. Election of Parcel Tax Oversight Committee Officers
   Moved by _____ Seconded by _____
   Aye _____ Nay _____ Abstain _____ Absent _____

2. Implementation of Bylaw 5.3 Requiring New Committee Members Draw Lots to Select a Minimum Majority for Initial Two-Year or Three-Year Terms & Acceptance of the Results of the Drawing for a Minimum Majority for Initial Two-Year or Three-Year Terms

   Moved by _____ Seconded by _____
   Aye _____ Nay _____ Abstain _____ Absent _____

3. Review of PTOC Bylaws

4. Parcel Tax Budget Overview - 2018/19 Budget vs Estimated Actual Expenditures & 2019/20 Preliminary Budget

5. Selection and Approval of the 2019/20 PTOC Meeting Dates
   Moved by _____ Seconded by _____
   Aye _____ Nay _____ Abstain _____ Absent _____

G. Adjournment

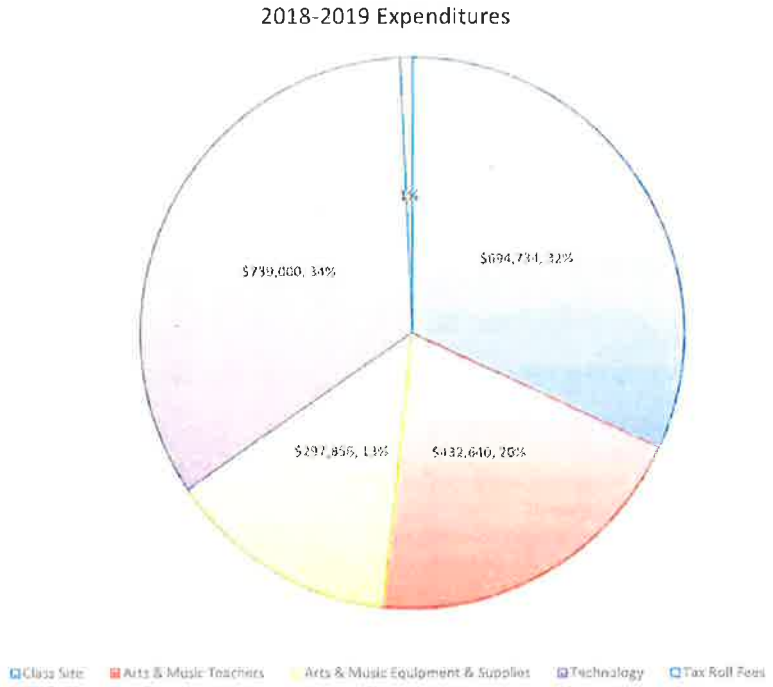
The agenda for regularly scheduled Parcel Tax Oversight Committee meetings will be posted 72 hours prior to the meeting. The special Parcel Tax Oversight Committee meeting agendas will be posted 24 hours in advance. All Parcel Tax Oversight Committee meetings will be held at the VUSD Education Service Center.

Ventura Unified School District
Measure R - Parcel Tax 3-Year Plan

	2018/19 Year 1 Estimated Actuals	2019/20 Year 2 Projected Budget	2020/21 Year 3 Projected Budget
Beginning Fund Balance	$102,364	$98,430	$50,220
Projected Revenue - per Ventura County Tax Assessor	$2,176,746	$2,176,982	$2,180,000
Total Funds Available:	**$2,279,110**	**$2,275,412**	**$2,230,220**
Expenditures:			
Additional Staffing Cost for Reduced Class Size:			
2018/19 Grades 6 through 12 (8.5 FTE)	$694,734	$709,766	$723,961
Art & Music Programs			
Art & Music Staffing Cost			
2.5 FTE Music & 1.0 FTE Art Teachers	$383,853	$395,369	$407,230
Staff mileage, travel, etc	$1,400	$1,400	$1,400
Ventura Youth Symphony	$12,591	$12,842	$13,228
Notables Choir	$4,796	$4,940	$5,089
Harmony Project (New West Symphony)	$30,000	$30,000	$30,000
Art & Music Equipment/Supplies - from the Arts Master Plan			
ELEM - Art in the Classroom (TK-1)	$6,000	$6,000	$6,000
ELEM - Teacher Art Supplies (3rd grade) - ($250 for 1/3 of ES teachers)	$27,056	$23,625	$23,625
ELEM - Music Van (5th grade)	$8,500	$8,500	$8,500
ELEM - Music TOSA - Materials, Supplies & Instruments	$7,500	$7,500	$7,500
ELEM - Art TOSA - Materials & Supplies	$1,500	$1,500	$1,500
MS/HS - Theater/Dance/Drama - Production, Materials & Supplies	$10,500	$10,500	$10,500
MS/HS - Visual and Performing Arts Support	$39,500	$39,500	$39,500
MS/HS - Art Support - ($1,000 for MS/ELCHS/FHS/PHS & $2,000 BHS/VHS)	$11,000	$11,000	$11,000
MS/HS - Art Support - (Fine Arts ($500 per class), Graphic Art ($700 per teacher))	$35,300	$35,300	$35,300
MS/HS - Music - Instruments & Repair	$60,000	$60,000	$60,000
MS/HS - Music - New Instrument Investment	$79,500	$79,500	$79,500
VUSD Notables Choir - Sheet Music	$2,000	$2,000	$2,000
VUSD Company and Crescendo Show Choir - Uniforms/Costumes	$9,500	$9,500	$9,500
Technology			
Device Replacement for outdated school site/student computers	$176,000	$425,000	$400,000
Wireless Access Points (WAPS) to support ELA Chromebooks	$228,000		
ELA Chromebooks	$35,000	$35,000	$35,000
Interactive Whiteboards	$50,000	$50,000	$50,000
Site Chromebook Carts - Allocated "Grant Style"	$250,000	$250,000	$250,000
Tax Roll Billing Services -	$16,450	$16,450	$16,450
Total Expenditures:	**$2,180,680**	**$2,225,192**	**$2,226,782**
Projected Ending Balance:	**$98,430**	**$50,220**	**$3,437**

Prepared by: Anna Campbell
Parcel Tax Committee Meeting - June 4, 2019

Expenditures by Type:	
Class Size	$694,734
Arts & Music Teachers	$432,640
Arts & Music Equipment & Supplies	$297,856
Technology	$739,000
Tax Roll Fees	$16,450
	$2,180,680



VENURA UNIFIED SCHOOL DISTRICT
Parcel Tax Oversight Committee
June 4, 2019
Minutes

Call to Order
The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on June 4, 2019. Betsy George, called the meeting to order at 5:35 p.m.

Roll Call/Introductions

Committee Members Present:	Dannielle Brook, Charles Caulkins, Elke Fedde, Steve Offerman and Don Wood
Absent:	Lisa Hildebrand, Michael Richards
Staff Members Present:	Anna Campbell, Rosi Cortéz, Betsy George and Kurt Sowa
Absent:	Jerry Dannenberg

Adoption of Agenda
Don Wood motioned to approve the agenda, and Charles Caulkins seconded the motion. Agenda approved as presented. Absent: Lisa Hildebrand, Michael Richards

Public Comments – none

Approval of Minutes – Charles Caulkins motioned to approve the minutes for the June 4, 2019 meeting, Elke Fedde seconded the motion. Minutes approved as presented. Absent: Lisa Hildebrand, Michael Richards; Abstain: Dannielle Brook

Election of Parcel Tax Oversight Committee Officers
Elke Fedde motioned Don Wood nomination for the Chair position, and Charles Caulkins seconded the motion. Motion carried for Don Wood to serve as the PTOC Chair. Steve Offerman motioned Elke Fedde nomination for the Vice Chair position, and Don Wood seconded the motion. Motion carried for Elke Fedde to serve as the PTOC Vice Chair. Absent: Lisa Hildebrand, Michael Richards

Implementation of Bylaw 5.3 Requiring New Committee Members Draw Lots to Select a Minimum Majority for Initial Two-Year or Three-Year Terms & Acceptance of the Results of the Drawing for a Minimum Majority for Initial Two-Year or Three-Year Terms
The parcel tax expires in June 2021. The Board needs to decide if they are in favor of a renewal sometime in the 2020 election. The annual Parcel Tax Report would need to be submitted to the Board in December 2021 or January 2022.

In order to stagger terms so that a majority of committee members do not term out at the same time, lots were drawn for one (1) initial two-year term and two (2) initial three-year terms of service for three new members of committee. Steve Offerman drew a two-year term. Dannielle Brook drew a three-year term. A three-year term was left over for Michael Richards who is not in attendance. Steve Offerman motioned terms be accepted as drawn—Steve Offerman to serve two-year term, and Dannielle Brook and Michael Richards to serve three-year terms. Charles Caulkins seconded the motion. Motion carried for term as drawn. Absent: Lisa Hildebrand, Michael Richards

Review of PTOC Bylaws
A copy of the bylaws was provided to all committee members. The purpose of the committee is to provide oversight and accountability for the expenditures that the District collects from the parcel tax measure. The PTOC is responsible for reviewing expenditures and annually reporting to the Board findings on whether the expenditures were made consistent with the ballot measure presented to the voters. Service terms were discussed. The maximum term is two consecutive terms. Those with three-year terms can serve a maximum of six years and two-year terms serve a maximum of four years if member accepts reappointment. Number and timing of meetings during the year was discussed—more meetings held during the fall. Betsy George thanked members for volunteering their time.

Parcel Tax Budget Overview - 2018/19 Budget vs Estimated Actual Expenditures and 2019/20 Preliminary Budget
A three-year budget plan handout was provided to the committee for discussion. The first section discussed was beginning fund balances. The committee requested a four-year plan so they could see a full picture of every year the parcel tax is in effect. "Additional staffing Cost for Reduced Class Size" and district staff agreed that it would be more appropriate to change the word "reduced" to "maintaining" class size. Art & music expenditures for staffing: the FTEs for teachers are for the elementary level. There are full music programs at the middle and high schools. The FTEs in the elementary level are for Teachers on Special Assignments (TOSAs) that rove between the 17 elementary schools. Two and ½ music and one art teacher rove between the 17 elementary schools. The high school program (Ventura Youth Symphony) and elementary choir (Notables) teacher receive a stipend for their special assignments. The Harmony Project afterschool, weekend and summertime program is also funded. Approximately 125 students from EP Foster, Sheridan Way and Will Rogers are in the program. Art & Music Equipment - the City of Ventura provides the Art in the Classroom program to TK-1 students. The 5th grade music van line item was combined with another line item in the past. This music van expenditure is a van that visits the elementary schools and provides instruments for students to play in hope that it encourages students to continue or enter the high school music programs. The District has three all district choirs—The Notables (elementary), Crescendo (middle school) and Company (high school show choir). The Harmony Project is the program that targets a specific group—the higher needs areas, whereas most other funds are spread across the entire district. The MS/HS new instruments allocation was made after the schools shared the $60,000 (instruments & repair) on a yearly basis. A meeting was held with the music teachers to determine their needs. Discussion reverted back to class-size reduction. . Steve Offerman asked if the District has ever considered hourly staff versus tenured staff to replace teachers when they leave. Betsy George explained that the newer teachers are the first to be displaced because they earn less since they are not tenured. Technology expenditures for interactive whiteboards is for replacement and repairs. Kurt Sowa explained that the life of a Chromebook is generally five years. The expenditure line for carts includes the Chromebook. The 2019/20 will be the fourth year of replacement of Chromebooks.

Selection and Approval of 2019/20 PTOC Meeting Dates
The committee decided to schedule meeting dates as needed. Elke Fedde motioned the next meeting be held Wednesday, October 16, 2019, 5:30 – 7:00 pm, Charles Caulkins seconded the motion. The next meeting day was approved. Absent: Lisa Hildebrand, Michael Richards

Adjournment
The meeting was adjourned at 6:30 p.m.

VENTURA UNIFIED SCHOOL DISTRICT
255 West Stanley Avenue, Suite 100 ■ Ventura, CA 93001

Parcel Tax Oversight Committee
Wednesday, October 16, 2019
5:30 PM - Albert Einstein Room

PUBLIC COMMENTS: Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

AGENDA

A. Call to Order

B. Roll Call

C. Adoption of Agenda

D. Public Comments

E. Approval of Meeting Minutes – June 4, 2019

F. Agenda Items
   1. 2018-19 Actual Receipts and Expenditures
   2. 2019-20 Budget with 2-year Projections
   3. 2018-19 PTOC Annual Report Planning
   4. Next Meeting Date

G. Adjournment

The agenda for regularly scheduled Parcel Tax Oversight Committee meetings will be posted 72 hours prior to the meeting. The special Parcel Tax Oversight Committee meeting agendas will be posted 24 hours in advance. All Parcel Tax Oversight Committee meetings will be held at the VUSD Education Service Center.

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District Webpage: http://www.venturausd.org/business/BusinessServices/ParcelTax.aspx

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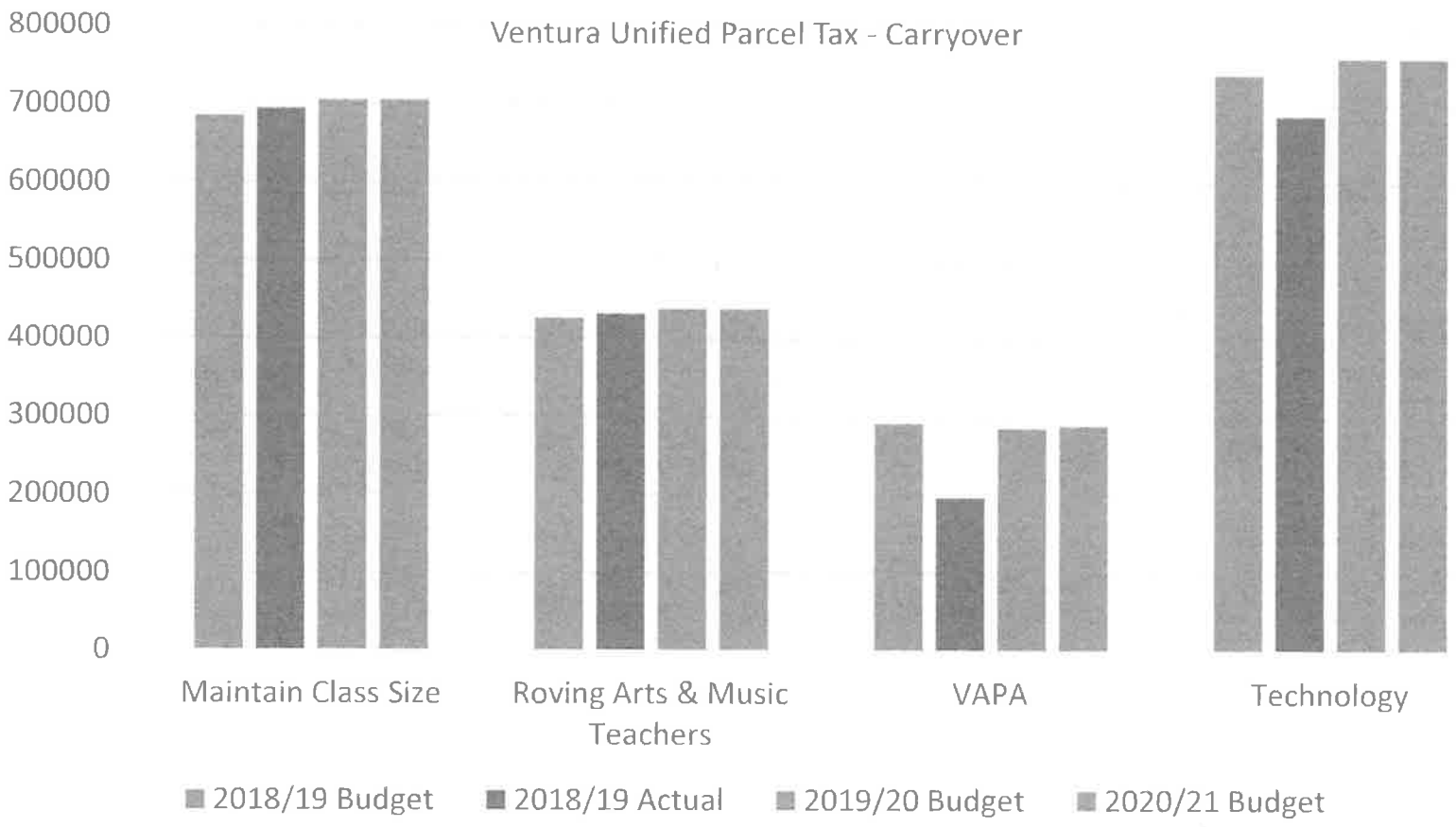
Ventura Unified School District
Parcel Tax 3-Year Plan

	2017-18 Prior Year Actual	2018-19 Year 1 Actual	2019/20 Year 2 Projected	2020/21 Year 3 Projected
Beginning Fund Balance	$90,015	$102,364	$249,924	$0
Projected Revenue - Rev per County Tax Assessor	$2,182,883	$2,175,938	$2,180,000	$2,185,000
Total Funds Available:	**$2,272,898**	**$2,278,302**	**$2,429,924**	**$2,185,000**
Expenditures:				
Additional Staffing Cost to Maintain Class Sizes:				
2018-19 Grades 6 through 12 (8.5 FTE)	$659,990	$694,251	$708,136	$722,299
Art & Music Programs				
Art & Music Roving Elementary Staffing Costs				
2.5 FTE Music & 1.0 FTE Art Teachers	$362,099	$384,041	$388,574	$400,231
Staff mileage, travel, etc	$402	$225	$1,400	$1,400
Ventura Youth Symphony/Notables Choir	$12,413	$11,092	$12,968	$13,357
Notables	$4,729	$6,295	$4,940	$5,088
Harmony Project (new West Symphony)	$25,533	$34,200	$30,000	$30,000
Art & Music Site Directed Programs: Equipment, Supplies, and Services				
Elementary Teacher Art Supply Budget	$0	$16,728	$27,056	$27,056
Art in the Classroom (TK-1)	$1,955	$4,590	$6,000	$6,000
Elementary Art/Music Enrichment and Supplies	$2,098	$7,728	$11,500	$11,500
Music Instruments and Repairs for MS & HS	$39,628	$124,946	$132,000	$130,000
Secondary VAPA Support (Theater/Dance/Drama)	$8,578	$45,320	$90,000	$66,300
District-Wide Choirs (Notables, Company, and Crescendo)	$1,340	$7,608	$4,200	$4,200
Technology				
Outdated school site/student devices Replacement/Refresh Cycle	$372,609	$324,440	$631,702	$391,121
Chromebooks, Cards, Earbuds, WAP Connection Support	$658,757	$122,667	$65,000	$60,000
Interactive Whiteboards	$4,395	$14,622	$50,000	$50,000
Site Technology (Chromebooks - Grant Style)	$0	$213,178	$250,000	$250,000
Tax Roll Billing Services -	$16,009	$16,448	$16,448	$16,448
Total Expenditures:	**$2,170,534**	**$2,028,379**	**$2,429,924**	**$2,185,000**
Projected Ending Balance:	**$102,364**	**$249,924**	**$0**	**$0**

Ventura Unified School District
Parcel Tax 3-Year Plan

	2017-18 Prior Year Actual	2018-19 Year 1 Actual	2019-20 Year 2 Projected	2020-21 Year 3 Projected
Beginning Fund Balance	$90,015	$102,364	$249,924	$0
Projected Revenue - Rev per County Tax Assessor	$2,182,883	$2,175,938	$2,180,000	$2,185,000
Total Funds Available:	**$2,272,898**	**$2,278,302**	**$2,429,924**	**$2,185,000**
Expenditures:				
Additional Staffing Cost to Maintain Class Sizes	$659,990	$694,251	$708,136	$722,299
Art & Music Roving Elementary Staffing Costs	$405,176	$435,853	$437,882	$450,076
Art & Music Site Directed Programs: Equipment, Supplies, and Services	$53,599	$206,919	$270,756	$245,056
Technology	$1,035,761	$674,907	$996,702	$751,121
Tax Roll Billing Services	$16,009	$16,448	$16,448	$16,448
Total Expenditures:	**$2,170,534**	**$2,028,378**	**$2,429,924**	**$2,185,000**
Projected Ending Balance:	**$102,364**	**$249,924**	**$0**	**$0**

Presented by: Betsy George
October 16, 2019


Ventura Unified Parcel Tax - Carryover
800000
700000
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500000
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300000
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100000
0
Maintain Class Size
Roving Arts & Music Teachers
VAPA
Technology
2018/19 Budget
2018/19 Actual
2019/20 Budget
2020/21 Budget

UNADOPTED

VENURA UNIFIED SCHOOL DISTRICT
Parcel Tax Oversight Committee
October 16, 2019
Minutes

Call to Order
The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on November 14, 2019. Betsy George, called the meeting to order at 5:37 p.m.

Roll Call/Introductions

Committee Members Present:	Charles Caulkins, Elke Fedde, Steve Offerman, Michael Richards and Don Wood
Absent:	Dannielle Brook and Lisa Hildebrand
Staff Members Present:	Anna Campbell, Rosi Cortéz, Dr. Jerry Dannenberg and Betsy George
Absent:	Kurt Sowa

Adoption of Agenda
A motion was made by Elke Fedde to approve the agenda, Don Wood seconded the motion. The agenda was approved as presented. Absent: Dannielle Brook and Lisa Hildebrand

Public Comments – none

Approval of Minutes
The approval of minutes deferred to a later time due to lack of quorum from previous meeting. Mr. Offerman arrived later in meeting. A motion was made by Steve Offerman to approve the minutes for the June 4, 2019 meeting, Charles Caulkins seconded the motion. Minutes were approved as presented. Abstain: Michael Richards; Absent: Dannielle Brook and Lisa Hildebrand

2018-19 Actual Receipts and Expenditures
The committee received a two-page Parcel Tax 3-Year Plan handout of 2017/18 prior year actuals, 2018/19 actuals, 2019/20 projected, and 2020/21 projected. One side has a more general plan, and the other side provides broken out information within each category.

Staffing, Maintain Class sizes - full-time equivalents (FTEs) fluctuate slightly due to maintaining class size 34:1 instead of 35:1. Committee requested a breakdown of FTEs per year since figures fluctuate.

Art & Music Programs - Mr. Offerman asked what the New West Symphony (NWS) is. Ms. George explained they are the Harmony Project, a partnership the District has with the NWS. They serve approximately 120 students. They primarily meet at Sheridan Way and DATA, but students from EP Foster and Will Rogers participate as well. The FTEs for the music/art teachers are fixed. The same teachers have been sustaining the program past several years—Paul Browne, Heidi House and Betsy Manninem teach in the music program, and Nancy Kellogg teaches the art program. Ms. Fedde asked if the contribution for Harmony Project is a match. Ms. George explained NWS spends between $150,000-$200,000 on the program, and VUSD contributes a small amount.

Parcel tax revenue for all the new building was discussed. Although there are several new developments. Ms. George ensured committee that new developments are monitored very closely—not necessarily due to parcel tax income, but for student enrollment purposes. Most new developments are not single-family homes (Solano Heights and The Farm), rather apartment or condo units. Apartment units are usually built on one parcel.

Technology – teachers applied for use/deployment of Chromebooks K-12 (grant style) instead of automatically deploying new Chromebooks to school sites. This practice will be continued. The District has new curriculum in the past five years for math, English, social science and science due to state standards change. Teachers voluntarily pilot for one year and then choose what they want to use and it is voted on. Secondary teachers chose a predominantly online curriculum—needing not only a textbook, but Chromebooks as well. 2019/20 projected $631, 000 for devices is due to the replacement of original Chromebooks purchased in 2016/17—these will start to fail in fourth year of use. Some of the budget also includes teacher computers. Mr. Offerman requested more detailed breakdown in Technology section.

Ms. Fedde asked if there is a rule on using funds for instrument repair versus an experience—could there be flexibility? Ms. George confirmed that durable goods had been the practice by previous predecessor versus experience (music festivals). Ms. George also confirmed that sites have a fairly robust site budget with funds that could be used for fieldtrips, and there is a specific music festivals budget since participating in festivals is part of a student's grade. A change in direction would need to be discussed with Dr. Rice and the Executive Cabinet.

2018-19 PTOC Report Planning
Books were closed September 2019. Staff will assist with drafting the report and providing to the PTOC by email by November 8, 2019. The report will most likely be presented to the Board of Education during the meeting of January 14, 2020 (tentative date as Board has not adopted 2020 board meeting dates).

Next Meeting Date – Thursday, November 14, 5:30 pm.

Adjournment
The meeting was adjourned at 6:37 p.m.

VENTURA UNIFIED SCHOOL DISTRICT
255 West Stanley Avenue, Suite 100 ■ Ventura, CA 93001

Parcel Tax Oversight Committee
Thursday, November 14, 2019
5:30 PM - Albert Einstein Room

PUBLIC COMMENTS: Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

AGENDA

A. Call to Order

B. Roll Call

C. Adoption of Agenda

D. Public Comments

E. Approval of Meeting Minutes – none

F. Agenda Items

1) Budget Follow-up on Technology Purchases

2) PTOC Report DRAFT

3) Next Meeting Date

G. Adjournment

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UNADOPTED

VENURA UNIFIED SCHOOL DISTRICT
Parcel Tax Oversight Committee
November 14, 2019
Minutes

Call to Order
The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on November 14, 2019. Betsy George, called the meeting to order at 5:31 p.m.

Roll Call/Introductions

Committee Members Present:	Steve Offerman, Michael Richards and Don Wood
Absent:	Dannielle Brook, Charles Caulkins, Elke Fedde and Lisa Hildebrand
Staff Members Present:	Anna Campbell, Rosi Cortéz, Dr. Jerry Dannenberg and Betsy George
Absent:	Kurt Sowa

Adoption of Agenda – not adopted due to lack of a quorum.

Public Comments – none

Approval of Minutes – none

Budget Follow-up on Technology Purchases – information not presented.

PTOC Report DRAFT
A suggestion to remove references to Measure Q was made. Ms. George clarified that this will be the second report of Measure R. She also confirmed the parcel tax is separately audited on an annual basis by the same firm that audits the District. They prepare a report and provide a letter to the PTOC for 2018-19 school year which should be available early to late December, before the committee presents the report to the Board. The addition of a Technology table on page 4 was suggested, as well as increasing the font size on the graph on the same page. The $250,000 carryover amount was brought to District's attention. District staff shared that they are working to better communicate with the music and art teachers regarding balances. The carryover amount is largely due to music, arts individual allocations not spent. Google sheets are provided to music teachers so that they always have an updated budget for timely spending (within the year funds are received). This eliminates teachers needing to ask office managers or bookkeepers for updates on their budget. Committee would like to emphasize the importance of spending funds during the year received. Language on report was revised to reflect carryover information. Other requests—adding %s to Figure 2 big pie graph, on page 3, adding information on adopted 18-19 budget versus actual expenditures after Carryover section on page 5. After proofreading and review of the report draft was completed, and revisions made, District staff agreed to send a second draft to committee before the next meeting to give time to review again since some of the changes needed to be completed in Excel software before adding to the report.

Next Meeting Date – Thursday, December 12, 2019, 5:30 pm.

Adjournment
The meeting was adjourned at 6:19 p.m.

VENTURA UNIFIED SCHOOL DISTRICT
255 West Stanley Avenue, Suite 100 ■ Ventura, CA 93001

Parcel Tax Oversight Committee
Thursday, December 12, 2019
5:30 PM - Albert Einstein Room

PUBLIC COMMENTS: Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

AGENDA

A. Call to Order

B. Roll Call

C. Adoption of Agenda

D. Public Comments

E. Approval of Meeting Minutes – October 16, 2019 and November 14, 2019

F. Agenda Items

1. Discussion and Review of the 2018-19 PTOC Report and Presentation to the Board of Education

2. Approval of the PTOC Report to the Board of Education

   Moved by _____ Seconded by _____
   Aye_____ Nay _____ Abstain _____ Absent _____

3. Next Meeting Date

4. Adjournment

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UNADOPTED

VENURA UNIFIED SCHOOL DISTRICT
Parcel Tax Oversight Committee
December 12, 2019
Minutes

Call to Order
The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on December 12, 2019. Don Wood, called the meeting to order at 5:40 p.m.

Roll Call

Committee Members Present:	Elke Fedde Steve Offerman and Don Wood
Absent:	Dannielle Brook, Charles Caulkins, Michael Richards and Lisa Hildebrand
Staff Members Present:	Anna Campbell, Rosi Cortéz, Dr. Jerry Dannenberg and Betsy George
Absent:	Kurt Sowa

Adoption of Agenda – not adopted due to lack of a quorum. An informal meeting took place.

Public Comments – none

Approval of Minutes – not adopted due to lack of a quorum.

Informal Discussion
Elke Fedde and Lisa Hildebrand are ending their terms on December 31, 2019. They will need to be replaced by two new members. The District will need to request applicants before the next meeting. Ms. George acknowledged Ms. Fedde's service and thanked her for her time.

Discussion and Review of the 2018-19 PTOC Report and Presentation to the Board of Education
The report was discussed during the meeting of November 14, 2019. A few formatting revisions were made. Ms. George informed PTOC that parcel tax audit was completed and a letter would be received early next week that could be included in the report. Due to lack of a quorum, present committee members decided a vote by email needed to take place in order to approve the report. The report will be presented to the Board during the January 28, 2020 meeting.

Next Meeting Date – to be determined

Adjournment
The meeting ended at 6:25 p.m.

Appendix "C"

Independent Auditor's Report

VENTURA UNIFIED SCHOOL DISTRICT

MEASURE R PARCEL TAX
PERFORMANCE AUDIT

Fiscal Year Ended June 30, 2019

CLAconnect.com

WEALTH ADVISORY

OUTSOURCING

AUDIT, TAX, AND
CONSULTING

VENTURA UNIFIED SCHOOL DISTRICT

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June 30, 2019

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INDEPENDENT AUDITORS' REPORT

Board of Education: The Community Oversight Committee
Ventura Unified School District
Ventura, California 93001

We have conducted a performance audit of the Ventura Unified School District (the District), Measure R parcel tax expenditures for the fiscal year ended June 30, 2019.

We conducted our performance audit in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page two of this report which includes determining the District's compliance with the provisions of Sections 50075.1 (b) and (c) of the *California Government Code* as they apply to the parcel tax and the net proceeds thereof. Management is responsible for the District's compliance with those requirements

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Sections 50075.1 (b) and (c) of the *California Government Code*. Accordingly, we do not express any assurance on internal control.

The results of our tests indicated that, in all significant respects, the District expended Measure R parcel tax proceeds for the fiscal year ended June 30, 2019 only for the specific uses identified by the District's Board of Education and approved by the voters, in accordance with the requirements as specified by Sections 50075.1(b) and (c) of the *California Government Code*.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP
Ventura, California
December 12, 2019

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VENTURA UNIFIED SCHOOL DISTRICT

PERFORMANCE AUDIT OF MEASURE R
June 30, 2019

BACKGROUND INFORMATION

In November 2016, a parcel tax measure (Measure R) of the District was approved by the voters of the District. Measure R authorized the District to raise approximately $2.2 million annually through a $59 parcel tax for four years to raise funds that cannot be taken by the State of California and to aid in preserving and improving academic programs in the schools. Funds are to be used on the following:

- Fund core academic programs such as reading, writing, science, math, and technology.
- Minimize class size increases in all grades and layoffs for dozens of qualified teachers and school employees.
- Continue teacher professional development by providing training programs and activities that support quality teaching.
- Help preserve arts and music instruction, course offerings and electives that are necessary to prepare students for the competitive process of college and university admissions and the workforce, and provide instructional support for those students struggling with the basics.
- Reduce the impact of deep State budget cuts by providing a stable local funding source that cannot be taken away by the State or other school districts.
- Protect the taxpayers' investment in education and ensure District accountability by providing for oversight and independent financial audits of revenues and expenditures.

Pursuant to the requirements of Measure R, the Board of Education of the District established a Citizens' Oversight Committee and appointed its members. The principal purpose of the Citizens' Oversight Committee is to advise the Board on the expenditures funded by the measure in order to ensure that said funds are spent for the purposes approved by the voters. The Citizens' Oversight Committee will monitor the expenditures of these funds by the District and will report on an annual basis to the Board and community on how these funds have been spent.

OBJECTIVES

The objectives of our performance audit were to:

- Determine the expenditures charged against the Measure R parcel tax were deposited into a separate account.

- Determine whether expenditures charged against Measure R funds have been made in accordance with the purposes identified on the ballot developed by the District's Board of Education, and approved by the voters, through the approval of Measure R.

VENTURA UNIFIED SCHOOL DISTRICT

PERFORMANCE AUDIT OF MEASURE R
June 30, 2019

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal period from July 1, 2018 to June 30, 2019. The propriety of expenditures funded through other state or local funding sources, other than the proceeds of Measure R, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2019, were not reviewed or included within the scope of our audit or in this report.

PROCEDURES PERFORMED

- We identified the expenditures charged to Measure R by obtaining the general ledger and identified the allowable purposes by obtaining the Measure R election documents.

- We selected a judgmental sample of expenditures made from Measure R funds for the year ended June 30, 2019. Our sample included 25 transactions totaling $1,404,321. This represents 69% of total Measure R expenditures of $2,042,081.

  We reviewed the actual invoices and supporting documentation to determine that expenditures charged to Measure R were:
  - Supported by invoices with evidence of proper approval and documentation of receipt of goods or services;
  - Properly expended on the allowable purposes as listed on the voter-approved ballot language.
  - Supported by documentation that the amounts of salaries expended were only to the extent employees were assigned to perform work associated with the purposes as listed on the voter-approved ballot language.

CONCLUSION

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures made from Measure R funds and that such expenditures were made for allowable purposes as listed on the voter approved ballot language.

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC,
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Administrative Recommendation to Waive Board Policy 6146.1

Purpose - to provide the board with background and context for physical education PE) exemption requests coming from the high school sites

Three distinct PE exemptions in CA Education Code 51241:

Temporary
Two-Year
Permanent

Temporary Exemption

"The governing board of a school district… may grant a temporary exemption to a pupil from courses in physical education, if the pupil is one of the following:

- **Ill or injured** and a modified program to meet the needs of the pupil cannot be provided
- Enrolled for on-half, or less, of the work normally required of full-time pupils" (EC Section 51242[a] [1] [2]

Two-Year Exemption

“The governing board of a school district... , with the consent of a pupil, may grant a pupil an exemption from courses in physical education for two years **anytime during grades 10-12**, inclusive, if the pupil has met satisfactorily **at least five of the six standards** of the physical education test administered in grade 9 pursuant to Section 60800” EC Section 51241 [b] [1]

Permanent Exemption

"The governing board of a school district… may grant permanent exemption from courses in physical education if the pupil complied with one of the following:

- Is **16 years of age** or older and has been **enrolled in grade 10** for one academic year or longer
- Is enrolled as a postgraduate pupil
- Is enrolled in a juvenile home, ranch, camp, or forestry camp school where pupils are scheduled for recreation and exercise pursuant to the requirements of Article 24 (commencing with Section 880) of Chapter 2 of Part 1 of Division 2 of the Welfare and Institutions Code" EC Section 51242 [c] [1] [2] [3]

Thank You

New Flexible High School Options

Buena High School ***Intersession***

- For second semester 2019-2020 school year
- One online/digital independent study (IS) course
  - Apex and UC Scout (Canvas)
- From a list of 10 courses not offered on-campus
- UC/CSU approved a-g courses
  - Some semester (5 credit), some two semester (10 credit)*
- Offered to all students as an option for a 7th period
- Students supported by a BHS mentor (IS) teacher
- Students meet once weekly with their student(s)

Buena High School ***Intersession***

- 117 students currently enrolled
- Courses:
  - Drivers Education
  - AP Human Geography
  - AP Music Theory
  - Music Appreciation
  - Art Appreciation
  - Medical Technician
  - Introduction to Java
  - Latin American Studies
  - Introduction to Robotics
  - Introduction to IT
  - Creative Writing
  - Emergency
- 16 participating, trained BHS teachers

Buena High School ***Intersession***

- Intersession Student Orientation on 12/19/19, prior to Winter Break, allowed students the option to begin their course over the break
- The possibility of students enrolling/completing 2 courses
- Spring Break camps planned as well

All VUSD High School ***Flex/Independent Study (IS)***

- Pilot program to retain students leaving for IS charter schools
- Does not apply to PHS students; continuation high schools are legally limited on the number of students that can be in IS

All VUSD High School *Flex/Independent Study (IS)*

Stay. Flex. *Focus*.

Program Components:

- **Stay**; Students may remain enrolled in one+ on-campus courses
- **Flex**; Students may enroll in IS for their other courses
- **Focus**; Students work through one IS course at a time
- Students are assigned to one on-campus IS Mentor Teacher
- Weekly on-campus, in-person meetings
- Credit recovery IS is an option
- Edgenuity online courses

All VUSD High School ***Flex/Independent Study (IS)***

- 15 Teachers, from FTHS, VHS and BHS were trained on Edgenuity and to be IS Mentor Teachers on January 27th.
- Current Student Enrollment:
- Projected 2019-20 Second Semester Enrollment:
- Possibility of reaching out to former VUSD students who are currently enrolled in IS charter schools to invite them back

Thank You

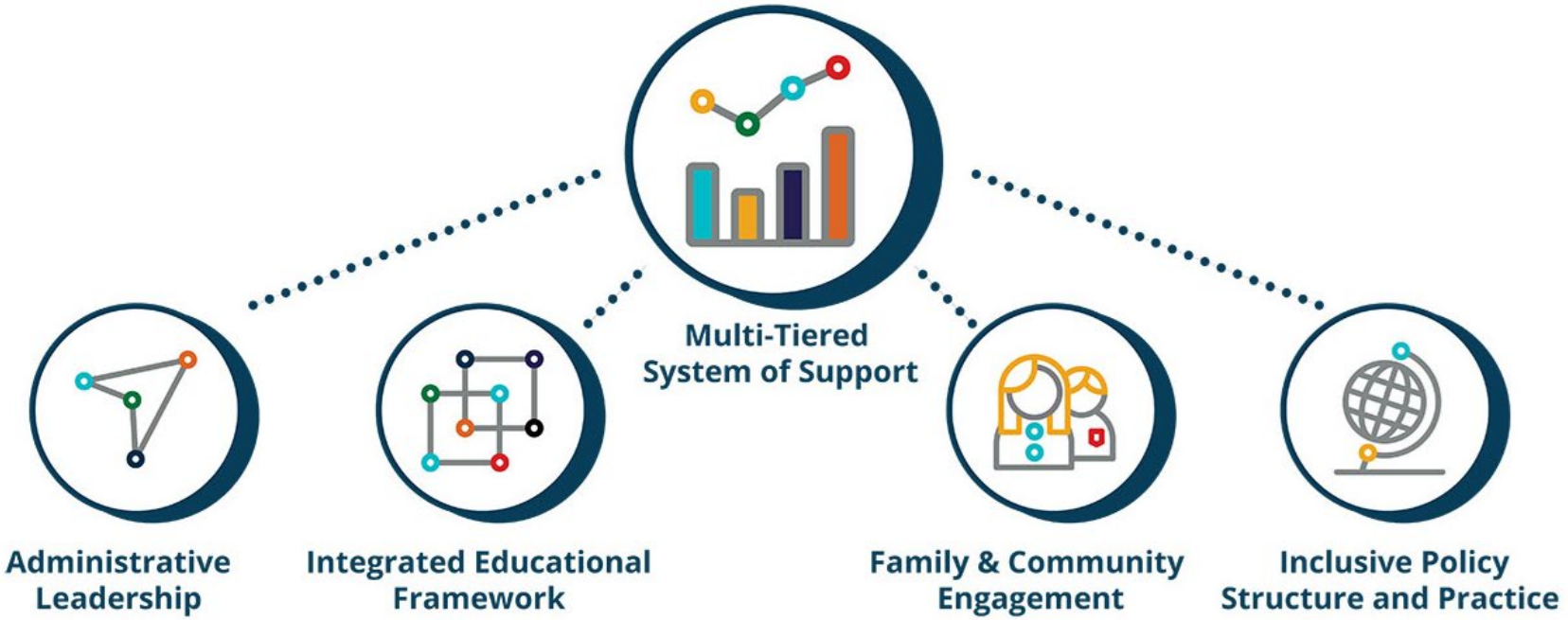
Ventura Unified School District
Local Control Accountability Plan (LCAP)
Trimester 1 Elementary Data: Attendance, Behavior, Assessments

January 28, 2020

VUSD

For the future of every student

Vision for Multi-Tiered System of Support



All Means All

LCAP Goal #1, 2 and 3

Draft Timeline for LCAP Board Presentations 2019-2020

☑ August 1, 2019			Pre-LCAP Study Session
☑ September 2019	LCAP#1	Goal # 1	Preliminary State Testing Data 2018-2019
	LCAP #2	Goals #2	Internal Attendance and Behavior 2018-2019
☑ November 2019	LCAP #3	Goal #1	Quarter 1 6-12th Attendance, Behavior, Assessments
		Goal #2	Williams Report:Credentialed Teachers & Facilities
☑ December 2019	LCAP #4	Goals #1 and #2	California Dashboard Final Results
☑ January 2020	LCAP #5	Goal #1	Trimester 1 Elementary Data
		Goal #2	Attendance, Behavior, Assessments
February 2020	LCAP #6	Goals #1 and #2	Quarter 2 Secondary Data Review
March 2020	LCAP #7	Goals #1-3	Preliminary Stakeholder Survey Review
April/May 2020	LCAP#8	Goals #1 and #2	T2 Elementary Data and Q3 Secondary Data
May 2020:	LCAP #9		Proposed Actions and Services for All Goals
June 2020	LCAP #10		Public Hearing and First Reading Request for Board Approval

Steps in LCAP Process

- Create *awareness* and initiate *needs assessment including review of progress monitoring data*

- *Share* status of plan and *gather feedback including survey*
- *Update* the plan including actions and service
- *Share* updated plan and *gather feedback*
- Superintendent or designee *responds* to feedback in writing
- *Public hearing* at board meeting
- *Board adoption* of the plan and submission toVCOE

VUSD LCAP Goals

1. Increase Student Achievement
2. Student Connections to School
3. Family Involvement

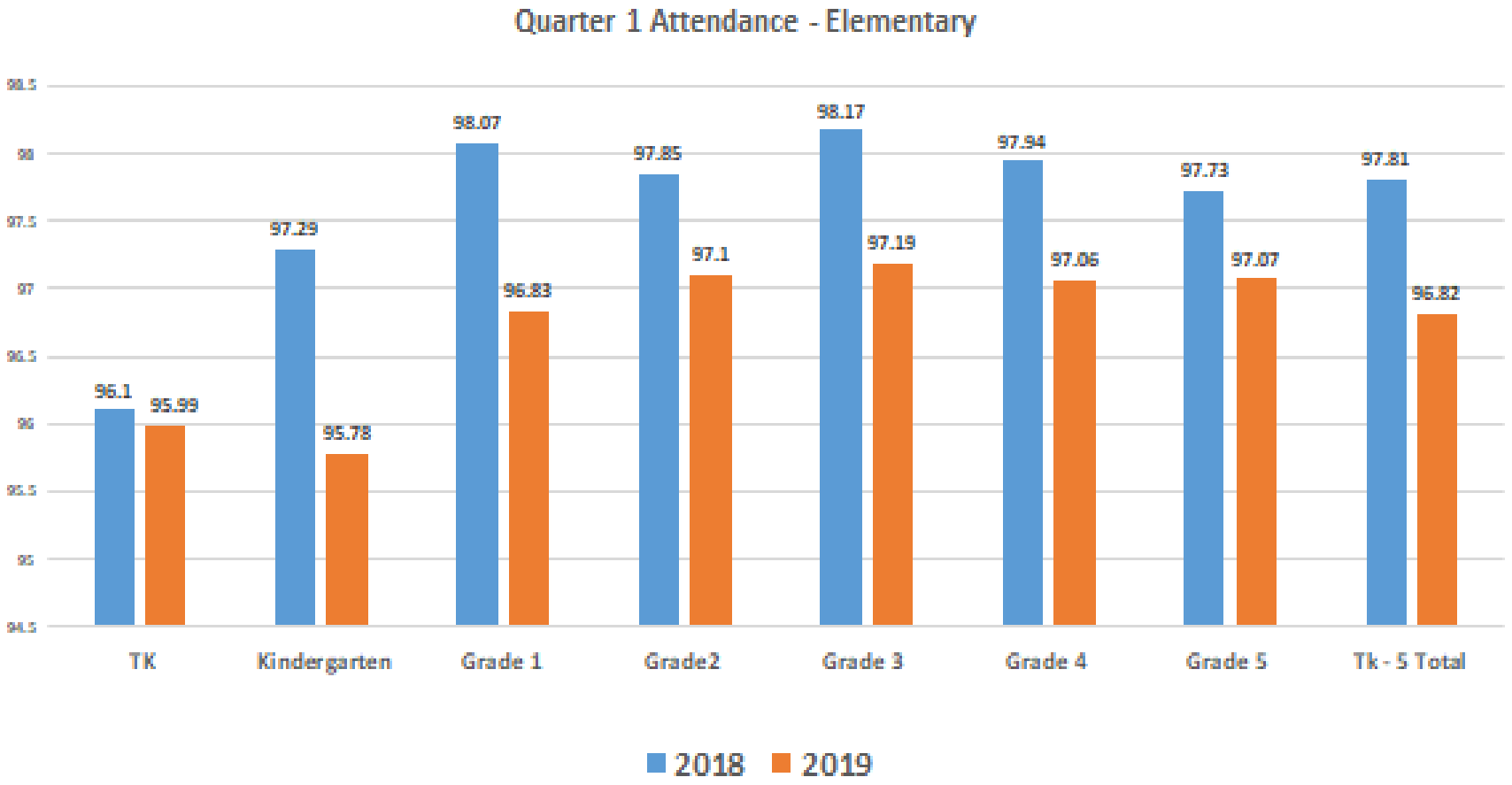
Priority 5: Student Engagement

LCAP Goal #2

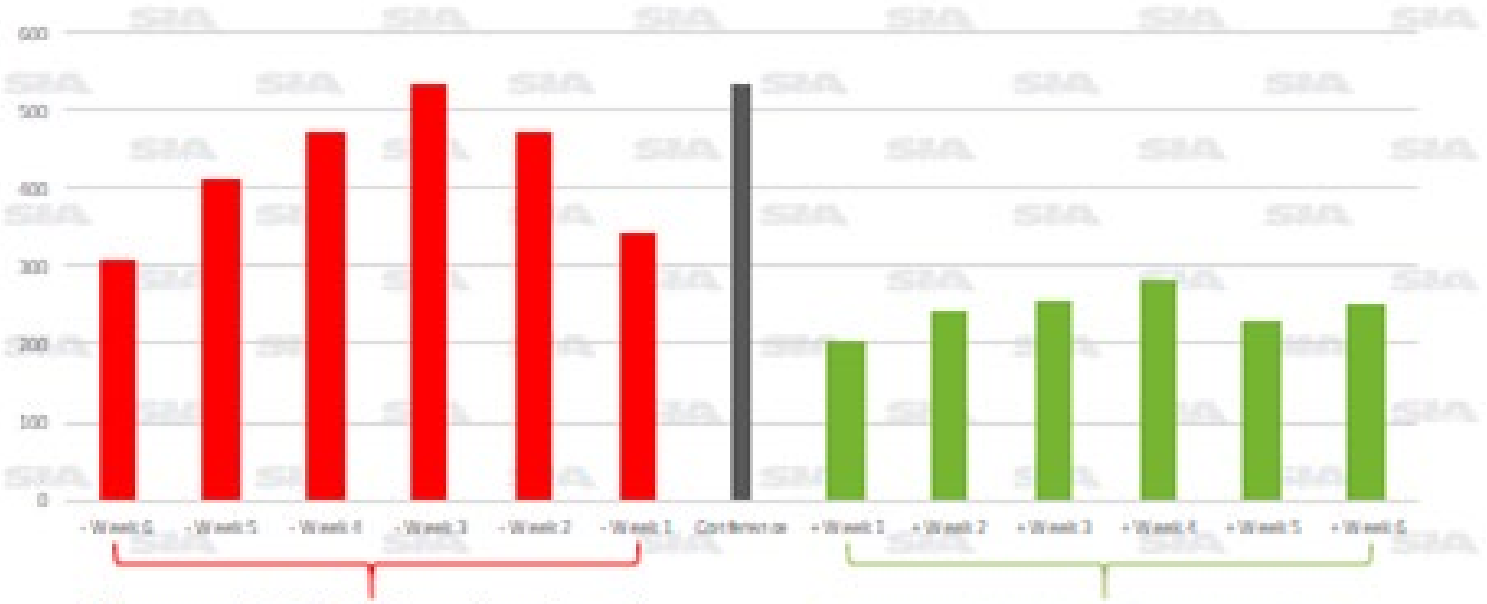
Attendance/Chronic Absenteeism
Suspensions/Expulsions

Elementary School
Attendance and Suspension Data

Cynthia Frutos, Director
Cheryl Burns, Assistant Director
Student Support Services


Quarter 1 Attendance - Elementary
98.5
98
97.5
97
96.5
96
95.5
95
94.5
96.1
95.99
97.29
95.78
98.07
96.83
97.85
97.1
98.17
97.19
97.94
97.06
97.73
97.07
97.81
96.82
TK
Kindergarten
Grade 1
Grade2
Grade 3
Grade 4
Grade 5
Tk - 5 Total
2018
2019

Conference Effectiveness: L2 Conferences



	Before	After	Improvement Rate	Total Conferences (Closed & Confucted)
Days Missed	2,537	1,470	42.1%	1,142
Avg. Days Missed per Student	2.22	1.29		

Attendance Through: 6/13/2019

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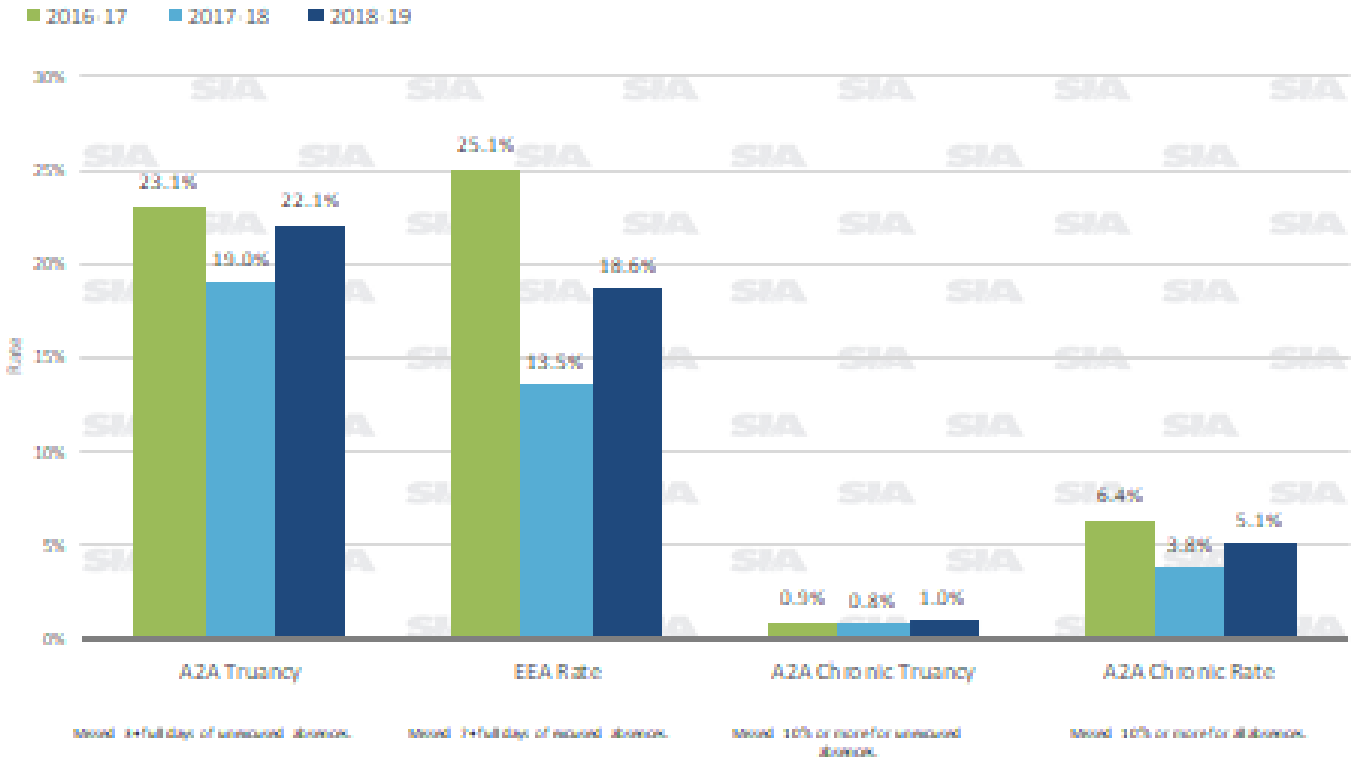
Conference Effectiveness By Site: L2 Conferences

		Days Missed			
Site Type	Site Name	Before	After	Improvement Rate	Total Conferences (Closed & Conducted)
Elementary	Blanche Reynolds	20	7	65.0%	9
Elementary	Blanche Reynolds Open	6	0	100.0%	1
Elementary	Citrus Glen	34	26	23.5%	11
Elementary	E. P. Foster	73	34	53.4%	25
Elementary	Elmhurst	23	7	69.6%	8
Elementary	Juanamaria	47	9	80.9%	15
Elementary	Junipero Serra	30	10	66.7%	8
Elementary	Lincoln	21	4	81.0%	9
Elementary	Loma Vista	17	4	76.5%	4
Elementary	Montalvo	69	15	78.3%	19
Elementary	Poinsettia	35	2	94.3%	11
Elementary	Sheridan Way	91	42	53.8%	32
Elementary	Sunset	76	33	56.6%	20

Total Absence Rates, Year-over-Year

The lower, the better.



Data as of 6/13/2019

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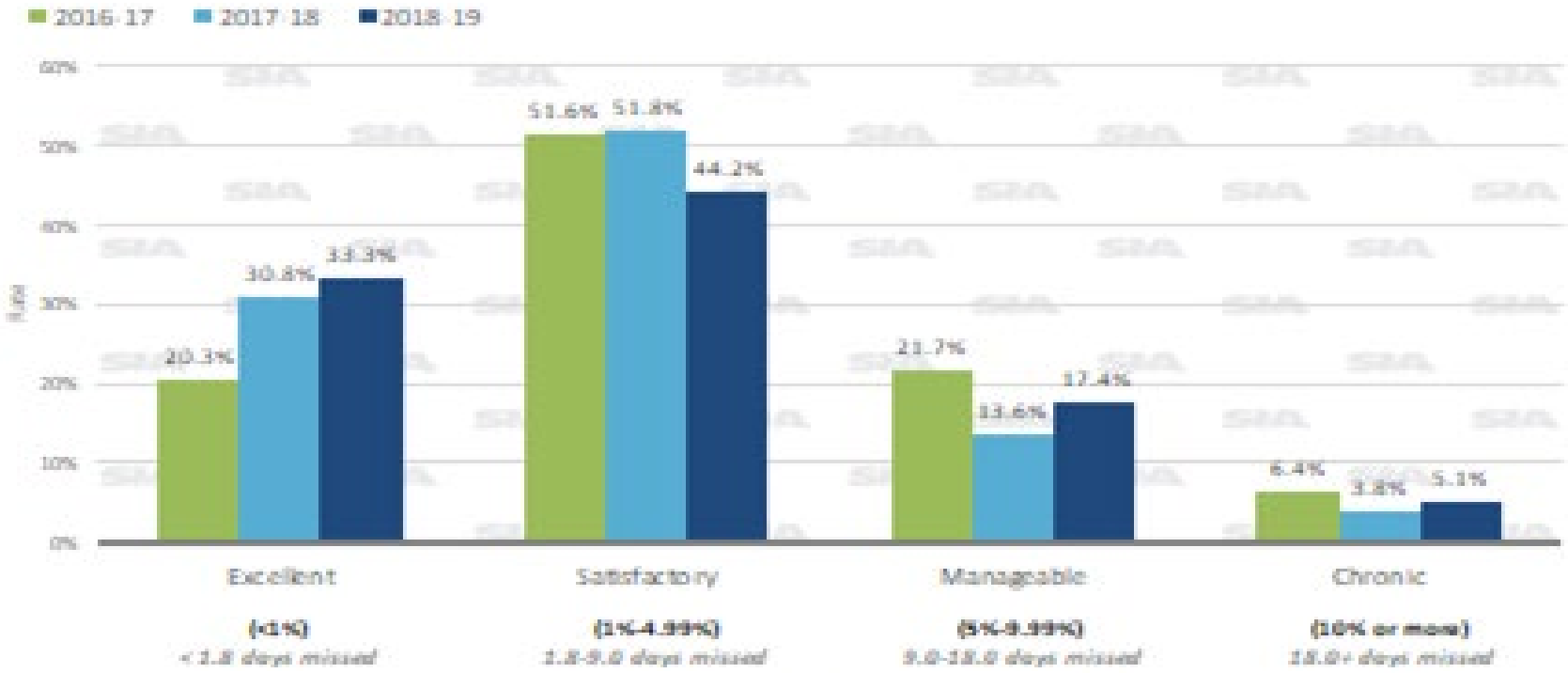
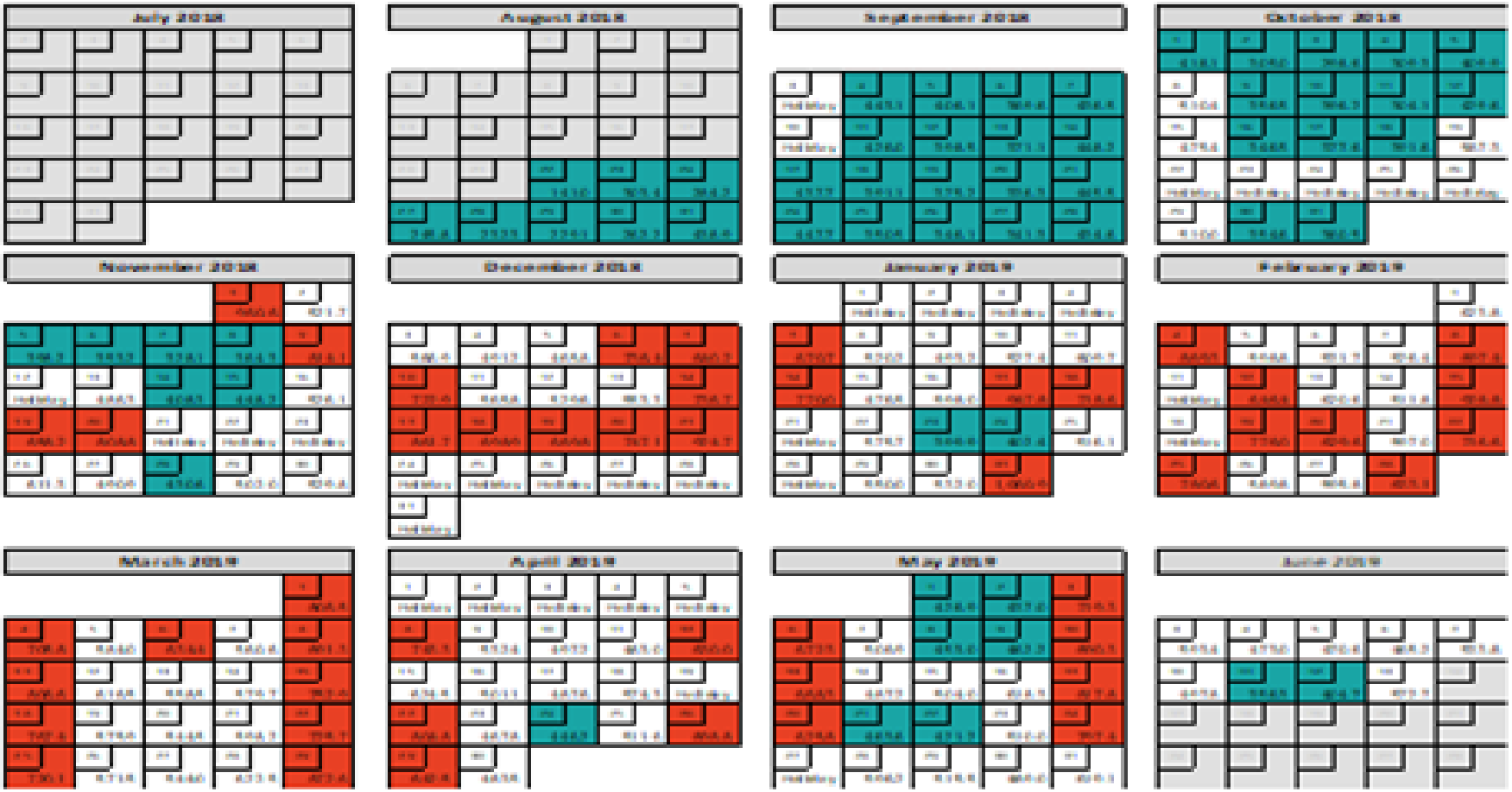
Total Absence Summary, Year-over-Year



- The goal is to **increase** the number of students in the **Excellent** and **Satisfactory** categories and **decrease** the number of students in the **Manageable** and **Chronic** categories. There are **things we can do to continue** improving these results so we don't plateau.

Total Absence Calendar

District Total – Average Daily Absence: 545 Well Below Avg. <465 Well Above Avg. > 625



Attendance Codes Used: 0, 4, 7, 8, A, B, C, D, J, K, M, P, Q, R, S, V, W, X, Y

Attendance Through: 6/13/2019

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Next Steps and Reminders

- January Attendance Campaign

- Monitor Your Data
- Don’t Suppress (unless medical or bereavement)
- Complete Letter Two Conferences
- Independent Study

Attendance Analysis and Next Steps

- Attendance letters are being suppressed
- Extended family vacations.
- Principals, under direction of Student Support Services will closely monitor attendance.
- Provide families appropriate referrals (SART, SARB, SAP)
- Piloting short term independent studies.

Questions

Trimester-1 Suspension Data

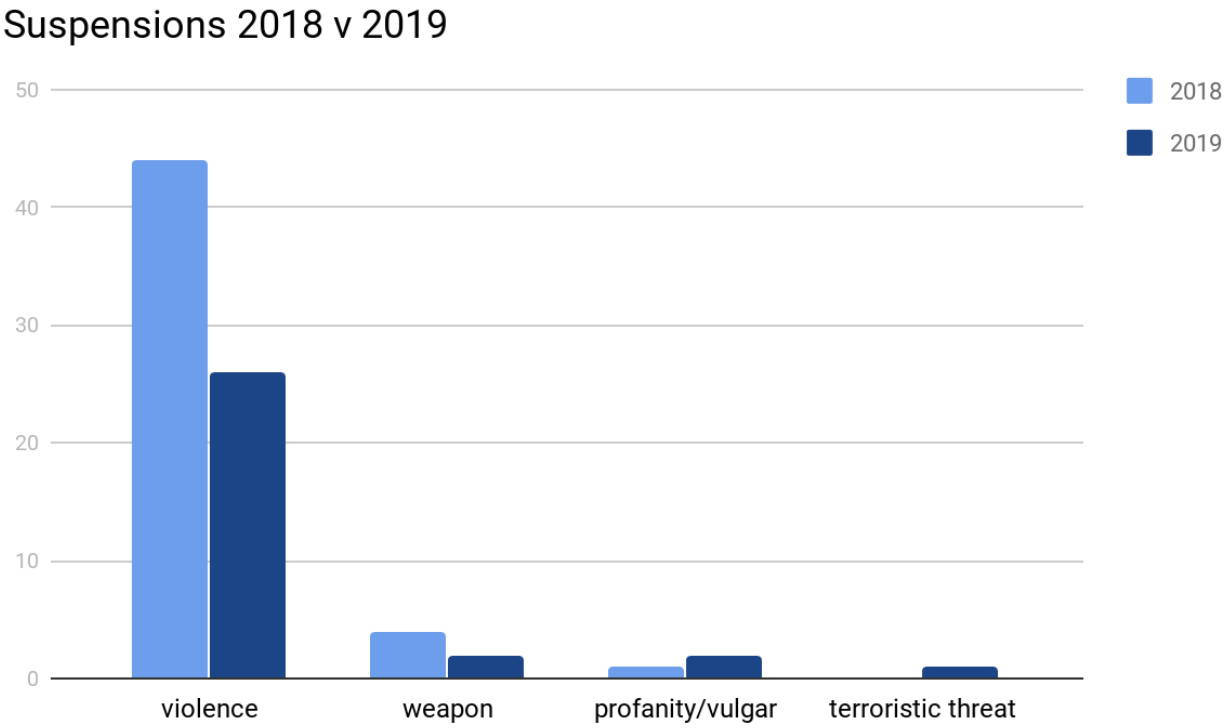
2018

49 Total Suspensions
Grades K-5

2019

31 Total Suspensions
Grades K-5

Students Suspended For the Following Ed Code Violations

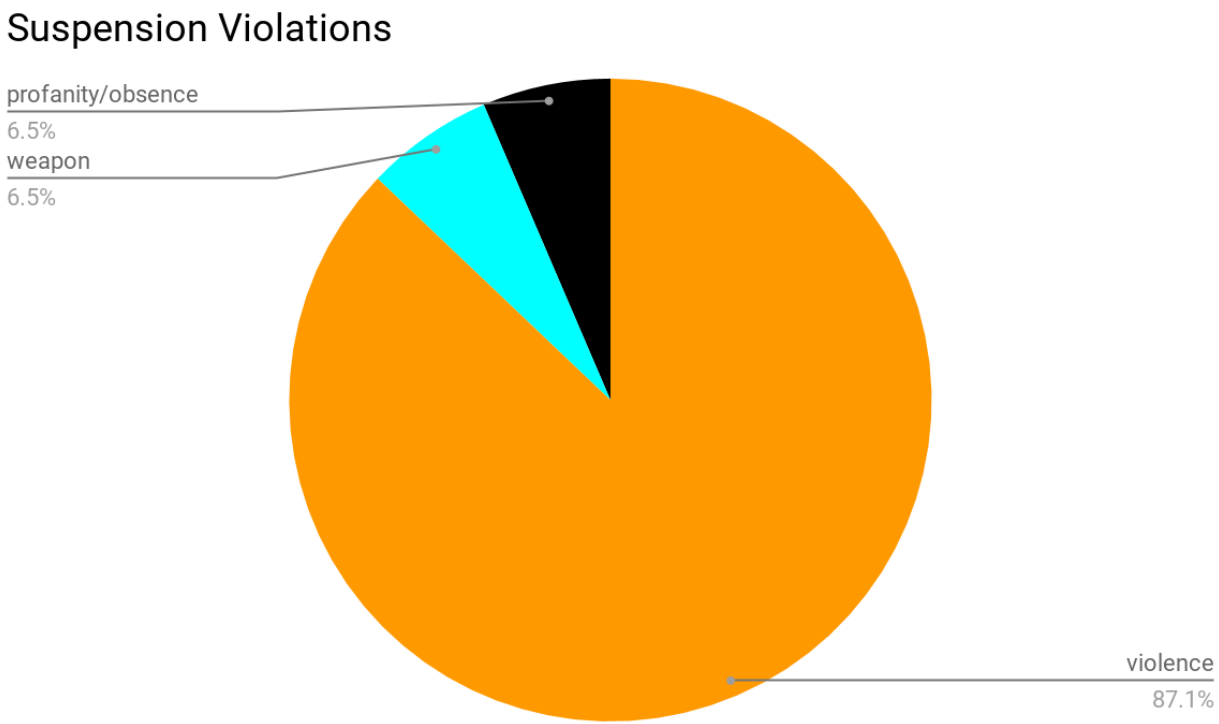


Most Suspendable Offenses

Violence ***Ca Ed Code 48900 (a)***

(Fights, violent outbreaks, attacking others, threating others, etc.)

SUSPENSIONS FOR K-5 2019



Analysis of 2019 Suspension Data

Decrease

- Suspensions
- Defiance violations

Increase

-Threats to schools

-Referrals to site based interventions (RJ, Bully Prevention, SEL)

Expulsions

2017

Total Expulsions: 26

2018

Total Expulsions: 14

1st Quarter: 2

Next Steps and Strategies

- New Board Policy 5137 Positive School Climate (SAP)
- Continued development of Student Assistance Program
- Brief Risk Reduction Interview Intervention Model (BRRIIM) training
- Alternatives to Suspension Training
- Administration/Staff professional development on policy and referral process
- Data analysis for School Safety Plans (Actions/Goals)
- Professional Development with Assistant Principals at AP Monthly meetings
- Restorative Practices Training (November 2019) offered to all administrators and counselors
- Bully Prevention activities at all sites

Questions

VUSD LCAP Goals

1. Increase Student Achievement
2. Student Connections to School
3. Family Involvement

Priority 4: Student Achievement

LCAP Goal#1

Elementary Assessment T1

Gina Wolowicz, Director
Curriculum and Instruction TK-5

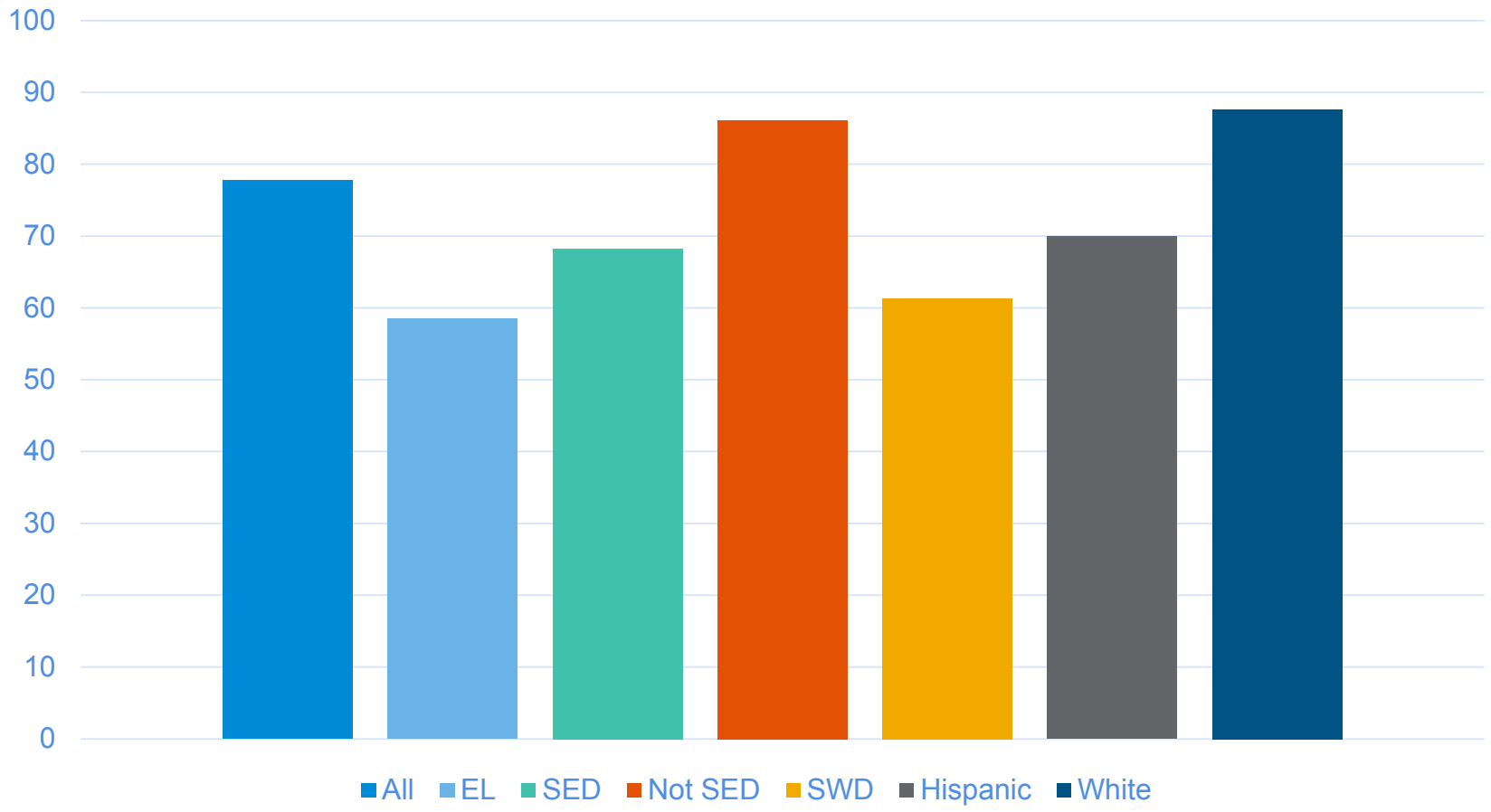
Language Arts Trimester 1

- Testing end of year standards
- Strength: Reading Foundational Skills
- Opportunity for growth: Reading Literature
- 3rd grade students begin taking assessments online
- Currently piloting ELA curriculum for SDC classes
- Currently piloting Reading intervention curriculum
- UDL training for all elementary teachers

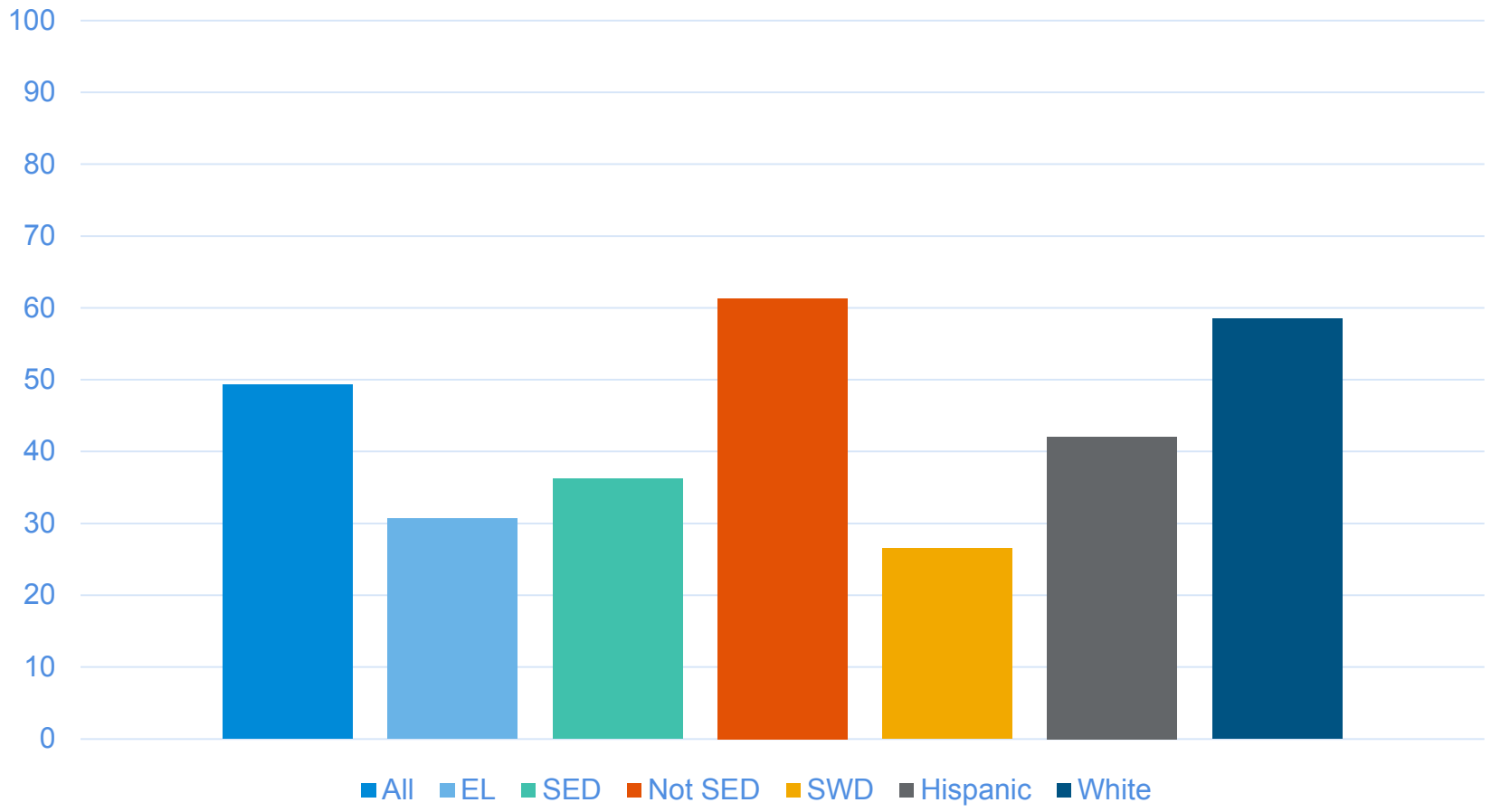
Mathematics Trimester 1

- Strength: Counting, Operations and Algebraic Thinking
- Opportunity for growth: applying mathematical thinking and multi-step problems
- 3rd grade students begin taking assessments online
- 1st year of implementing districtwide math intervention
- PD planned for math intervention classes
- District collaborative for 5th grade math
- Piloting CAASPP interim assessment

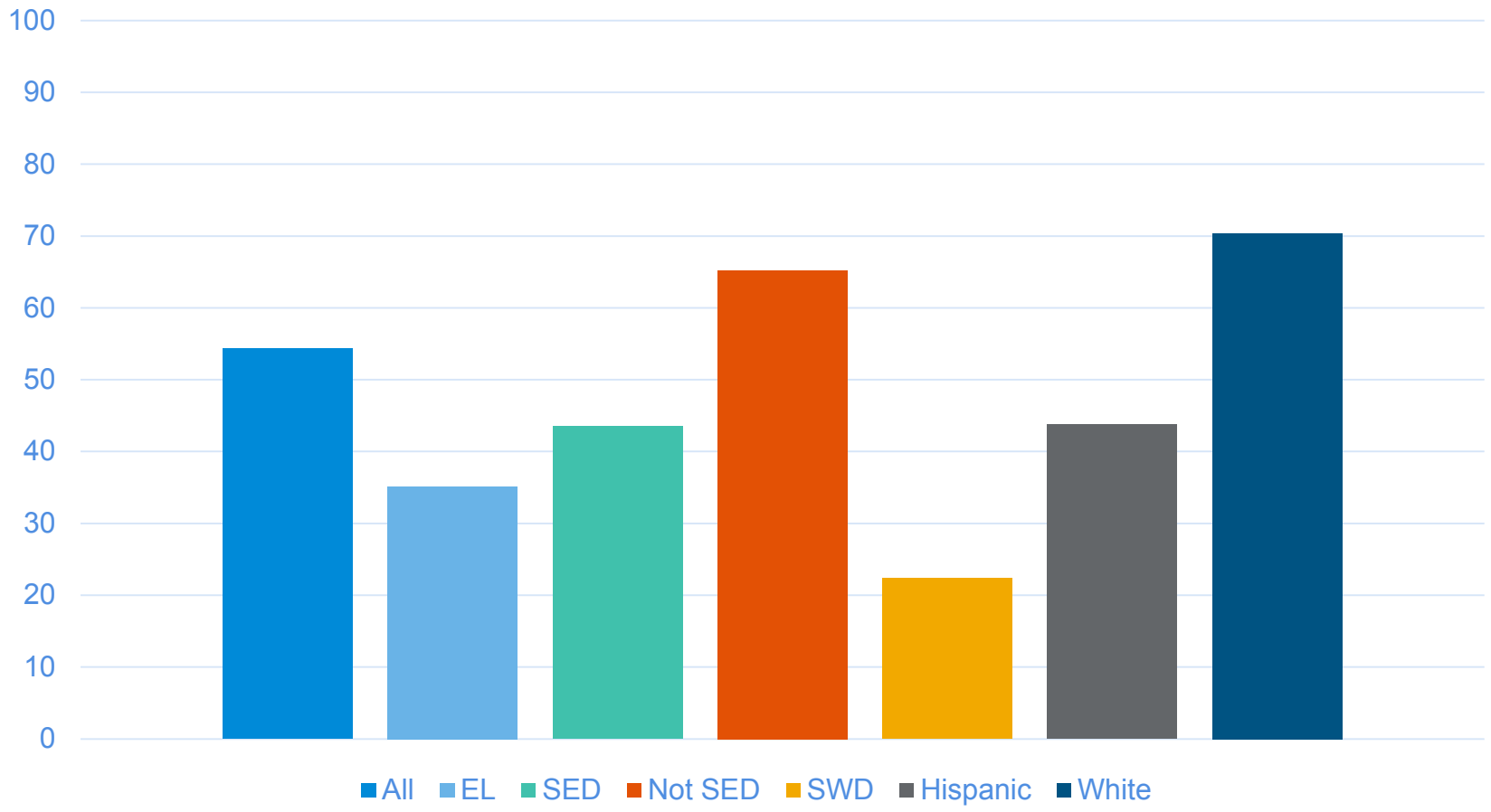
Language Arts T1 Assessment
Grade K



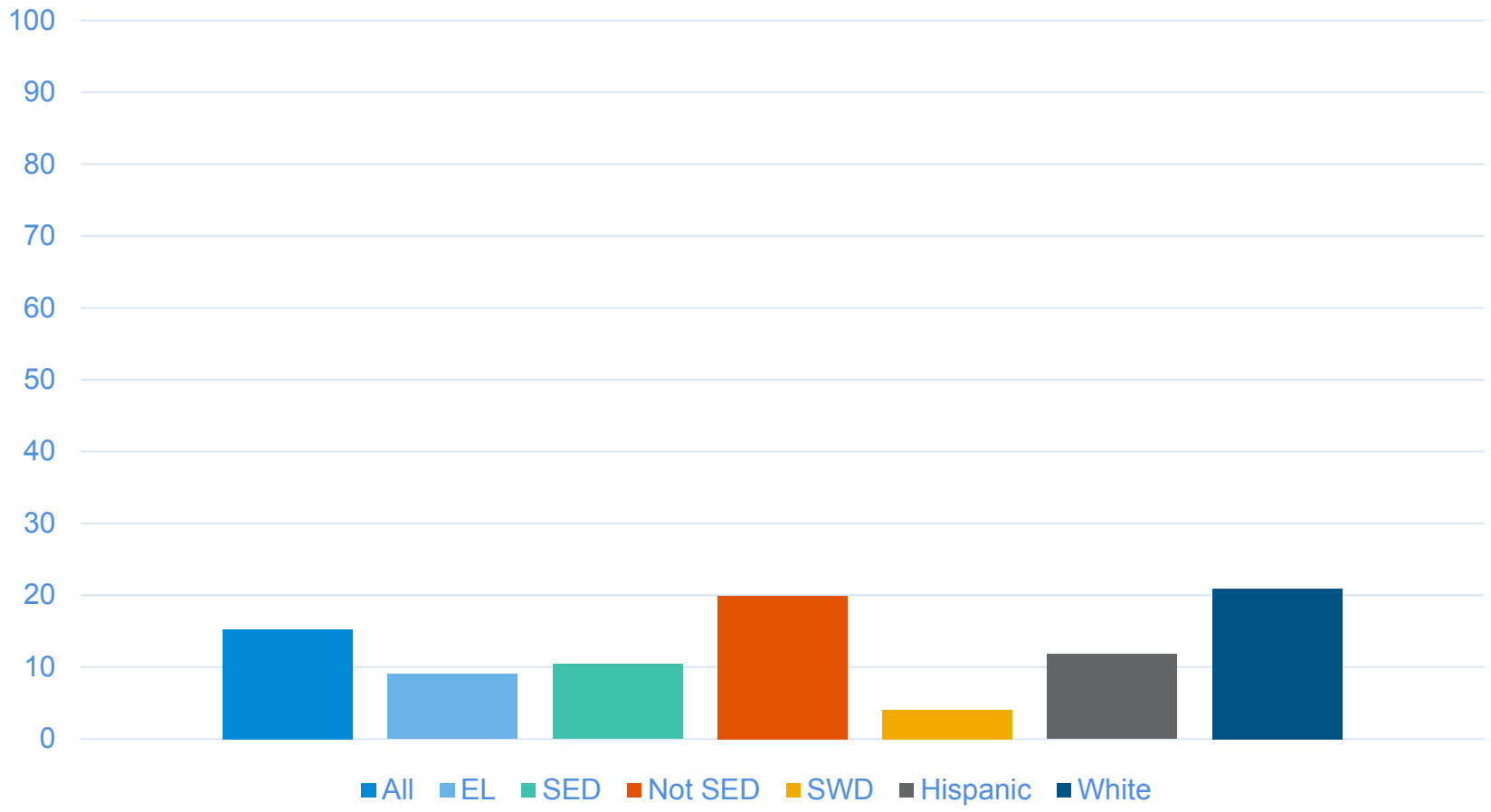
Language Arts T1 Assessment
Grade 1



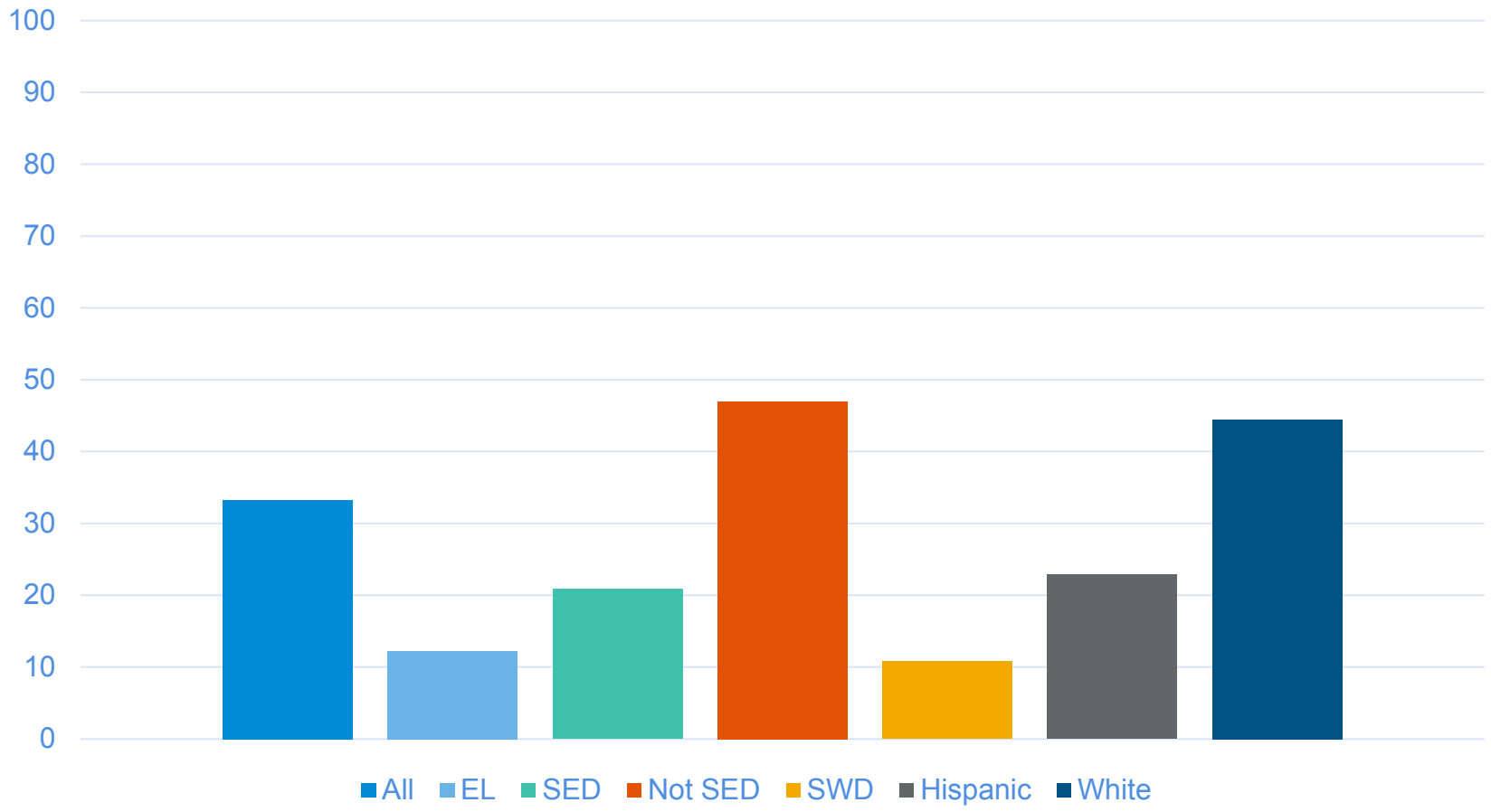
Language Arts T1 Assessment
Grade 2



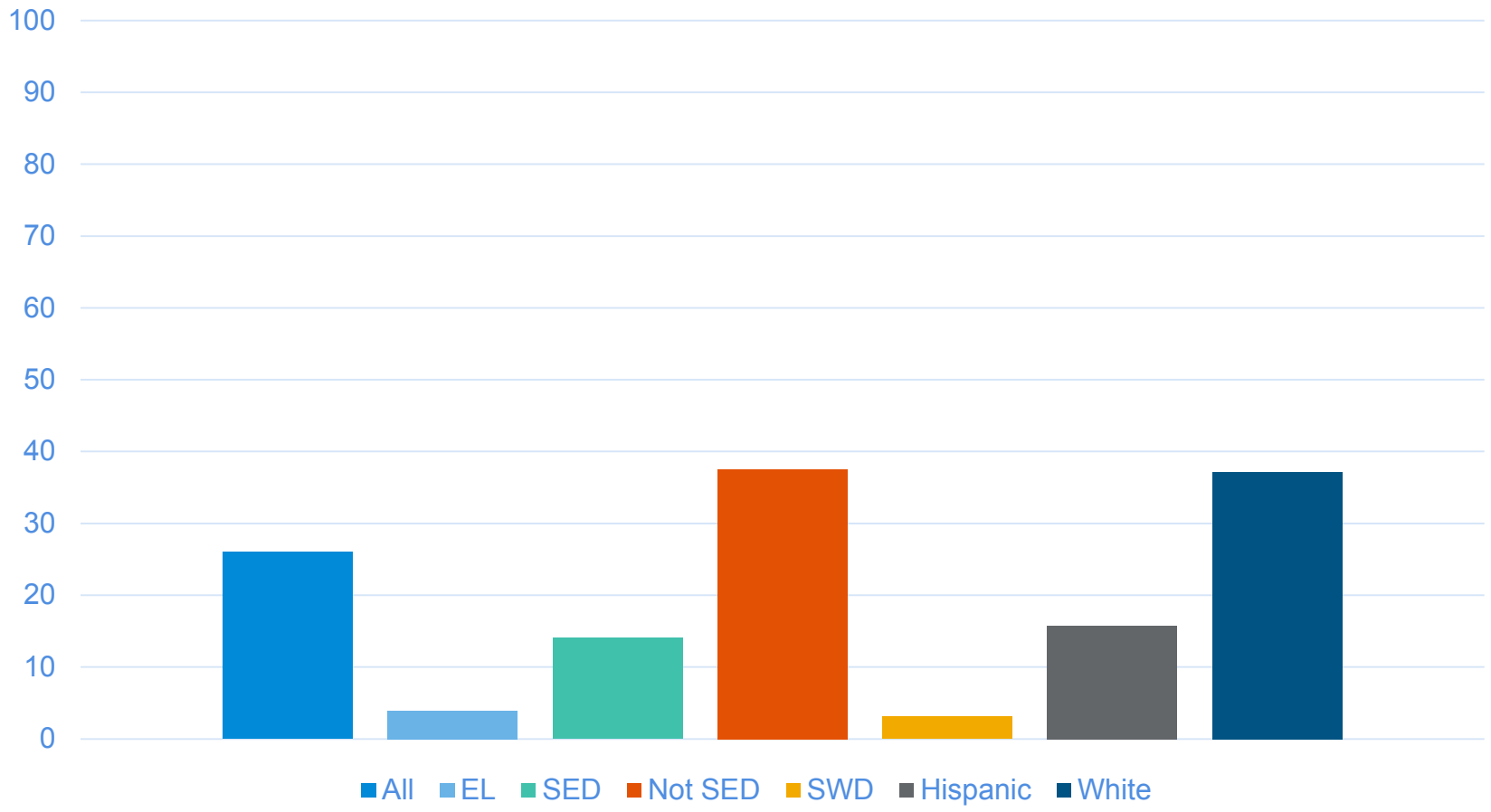
Language Arts T1 Assessment
Grade 3



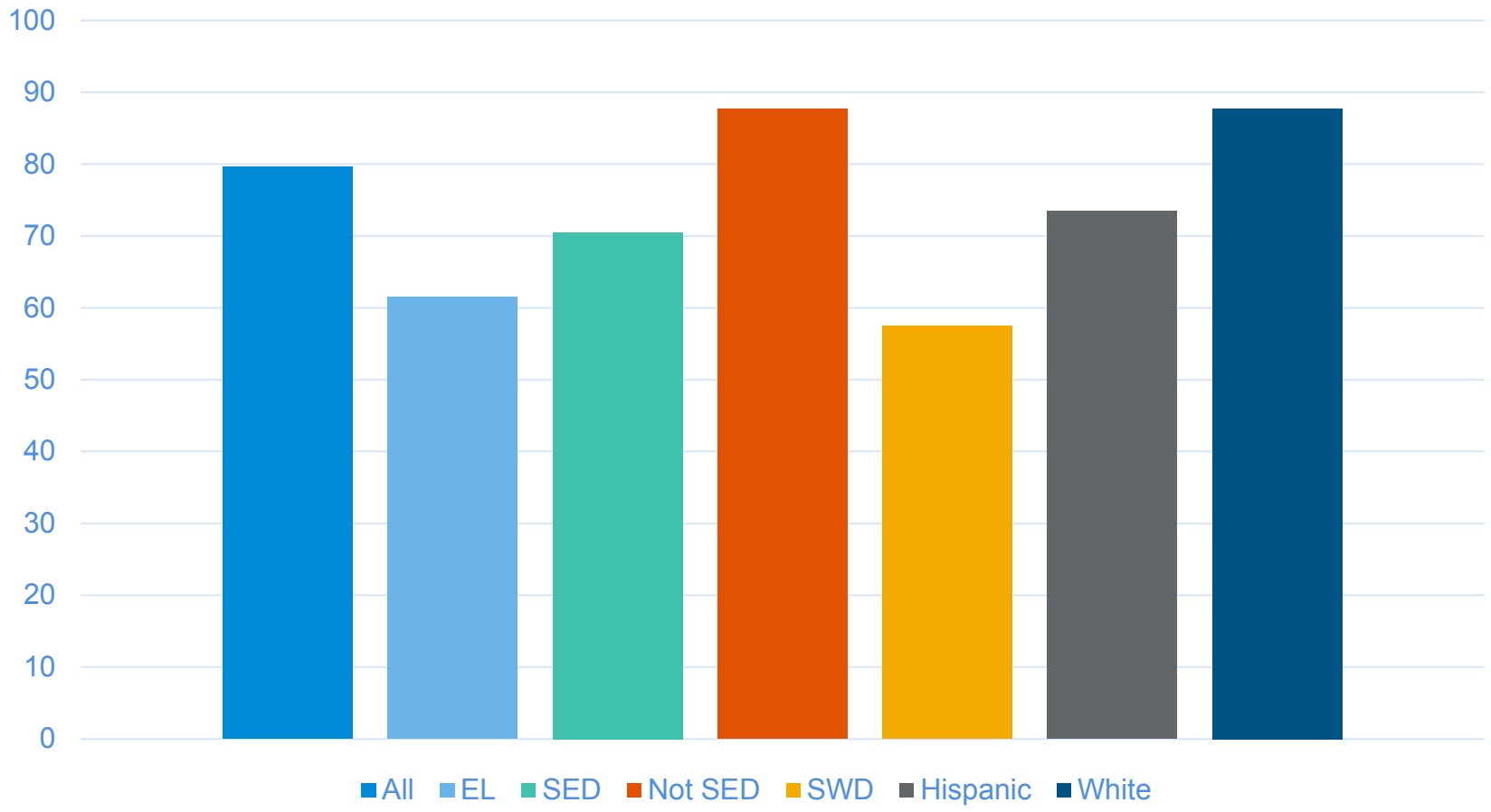
Language Arts T1 Assessment
Grade 4



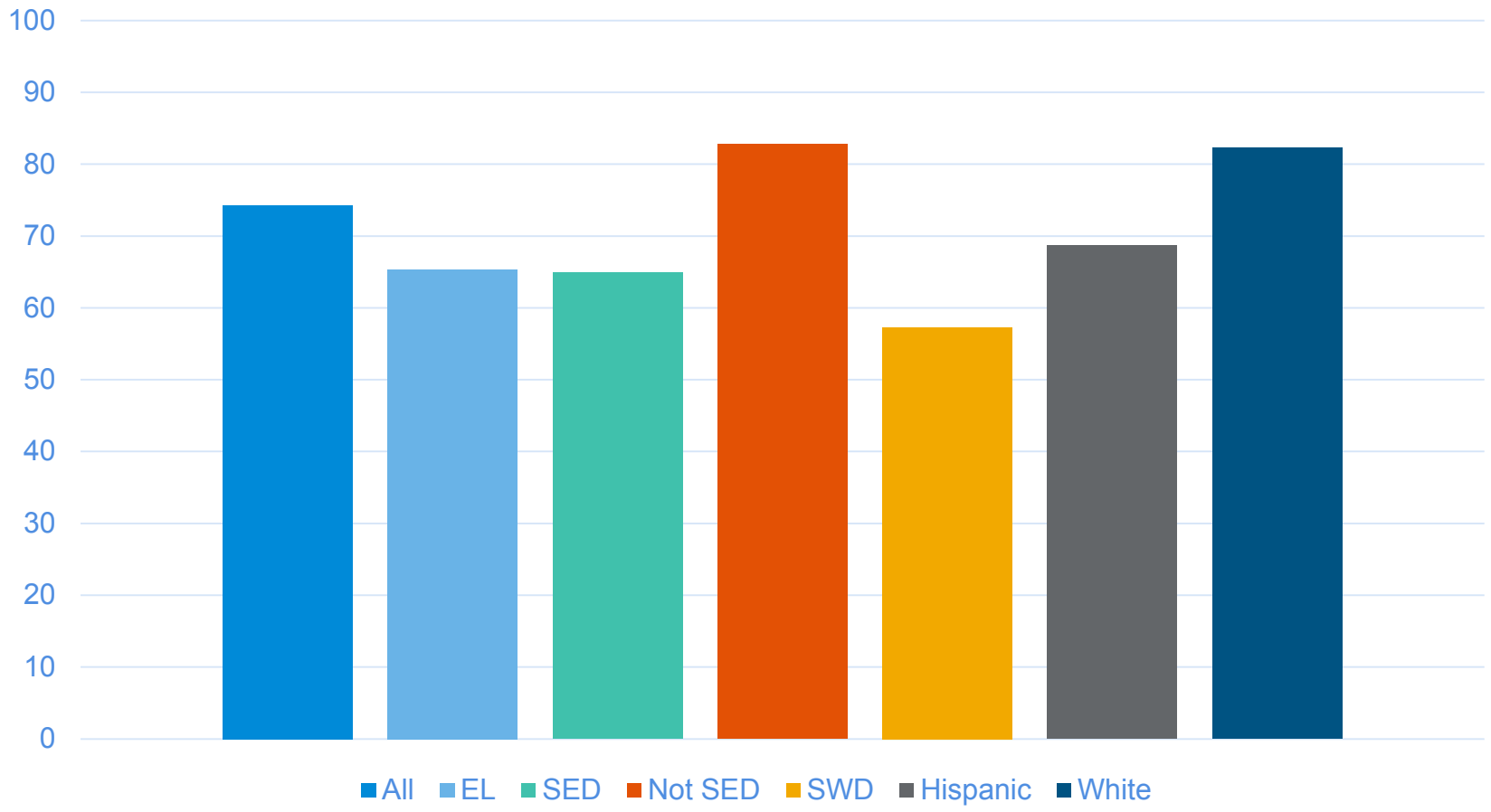
Language Arts T1 Assessment
Grade 5



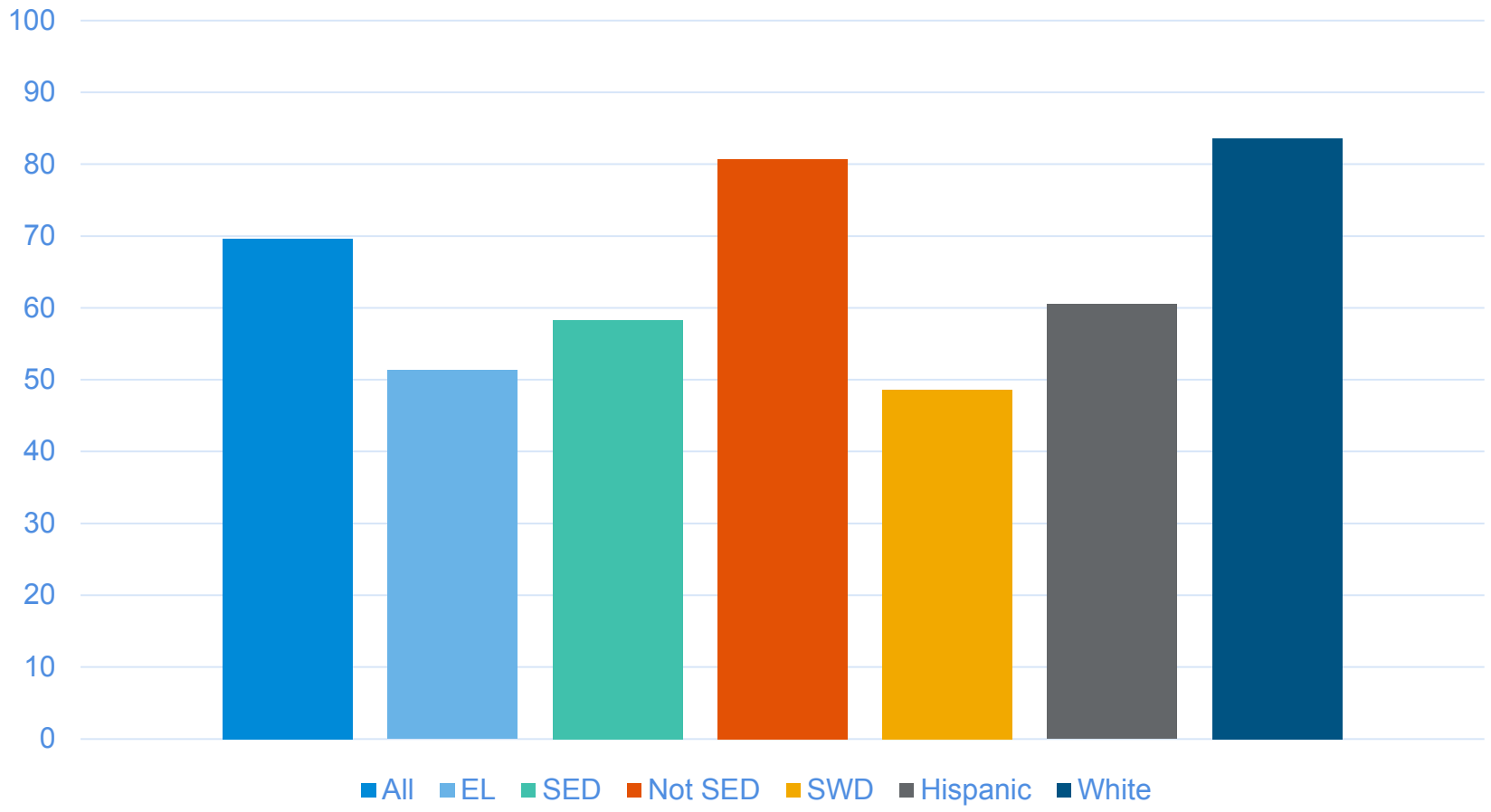
Mathematics T1 Assessment
Grade K



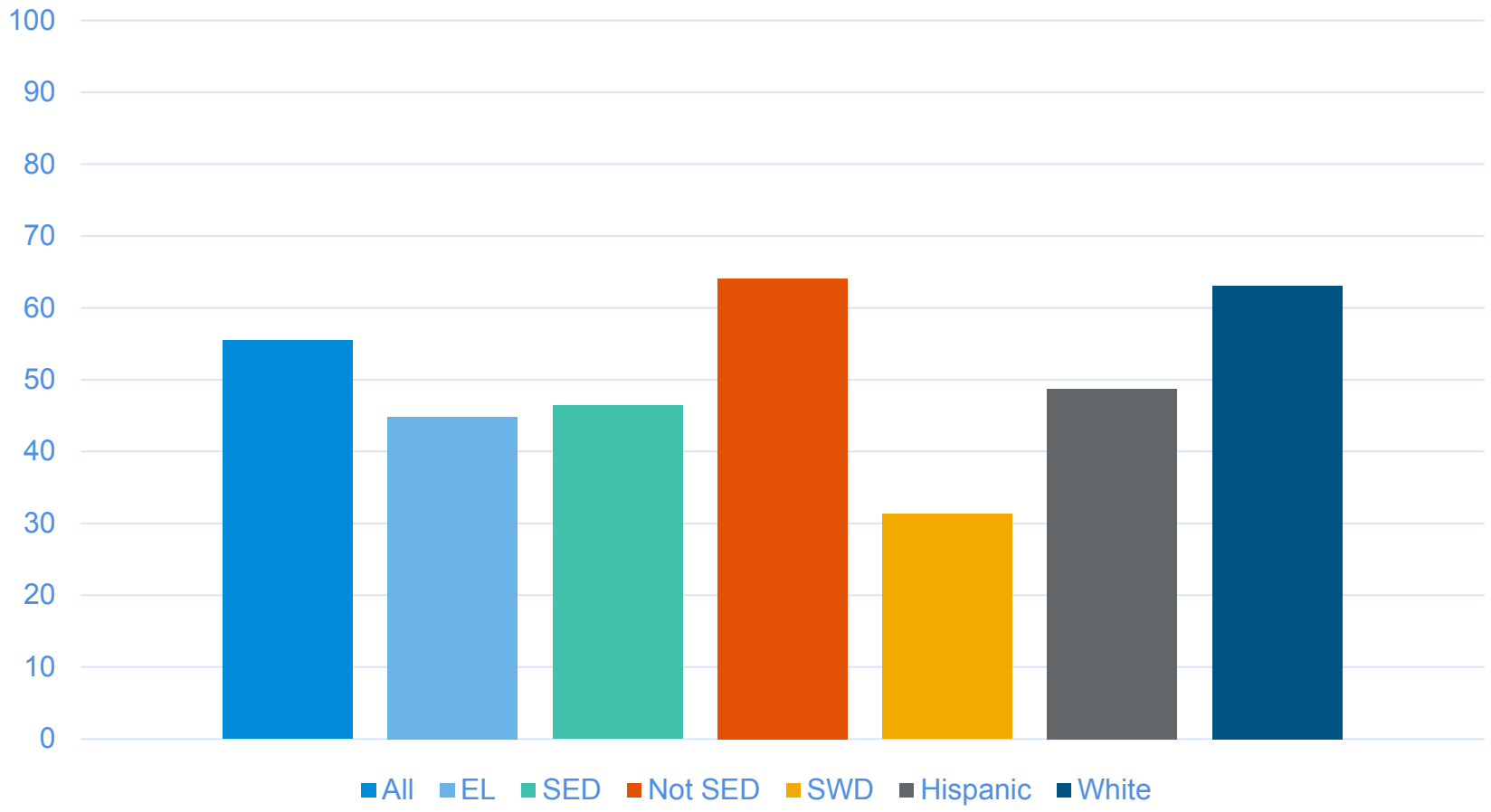
Mathematics T1 Assessment
Grade 1



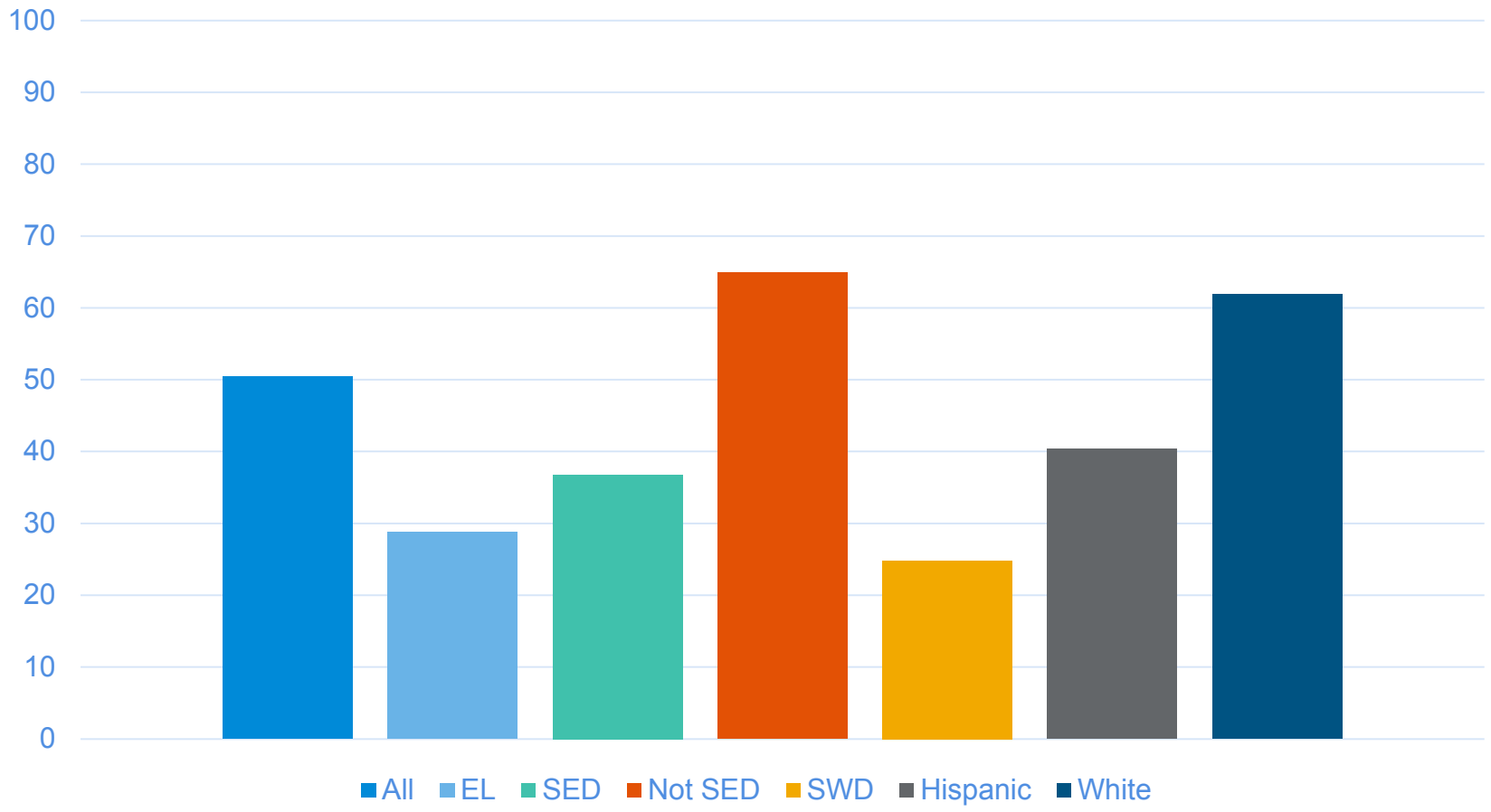
Mathematics T1 Assessment
Grade 2



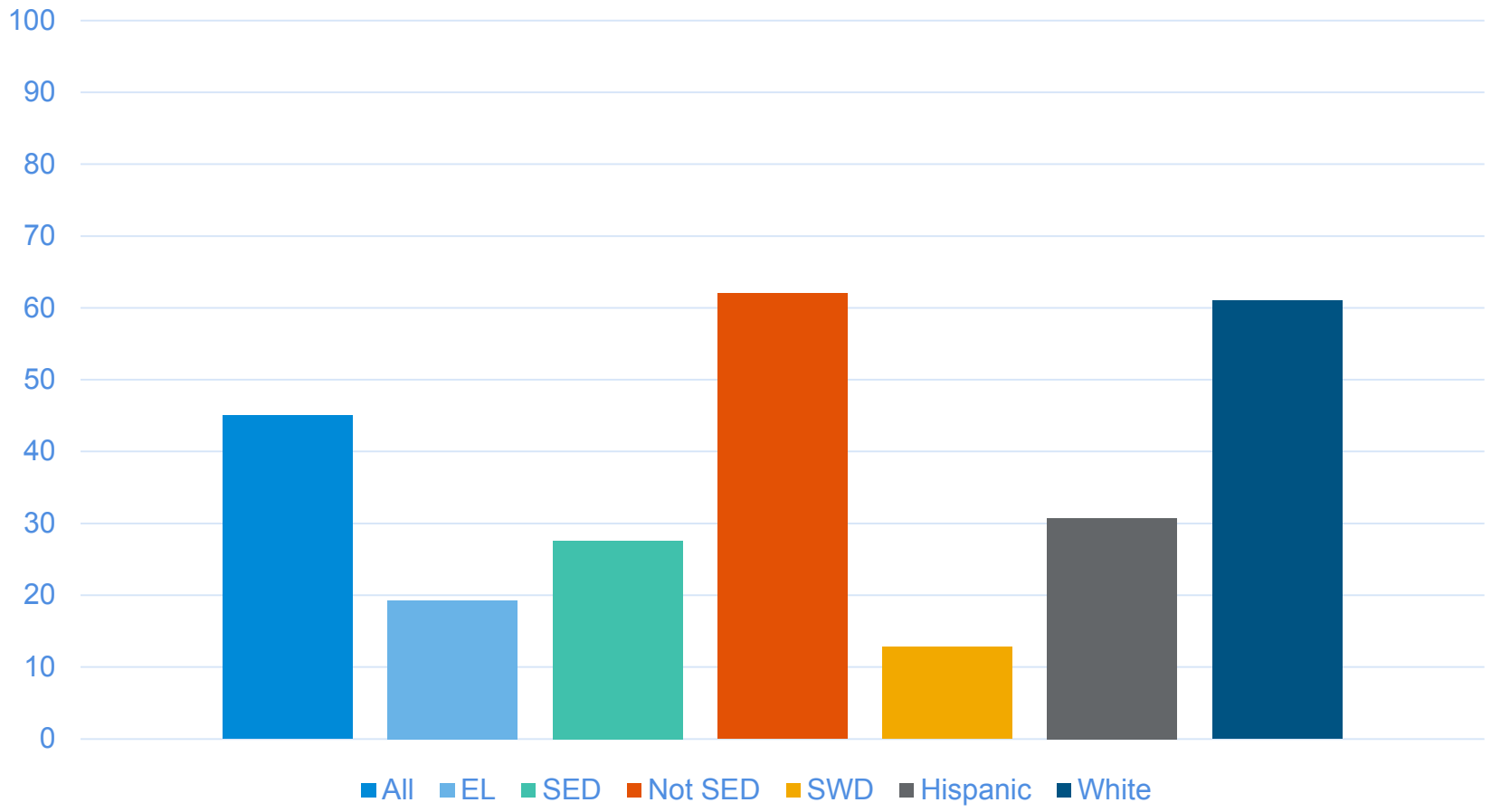
Mathematics T1 Assessment
Grade 3



Mathematics T1 Assessment
Grade 4



Mathematics T1 Assessment
Grade 5



Questions

Needs Assessment-

Input from LCAP Advisory Committee Meetings

Stakeholder Engagement and Sources of Data
Participación de las partes interesadas y fuentes de datos

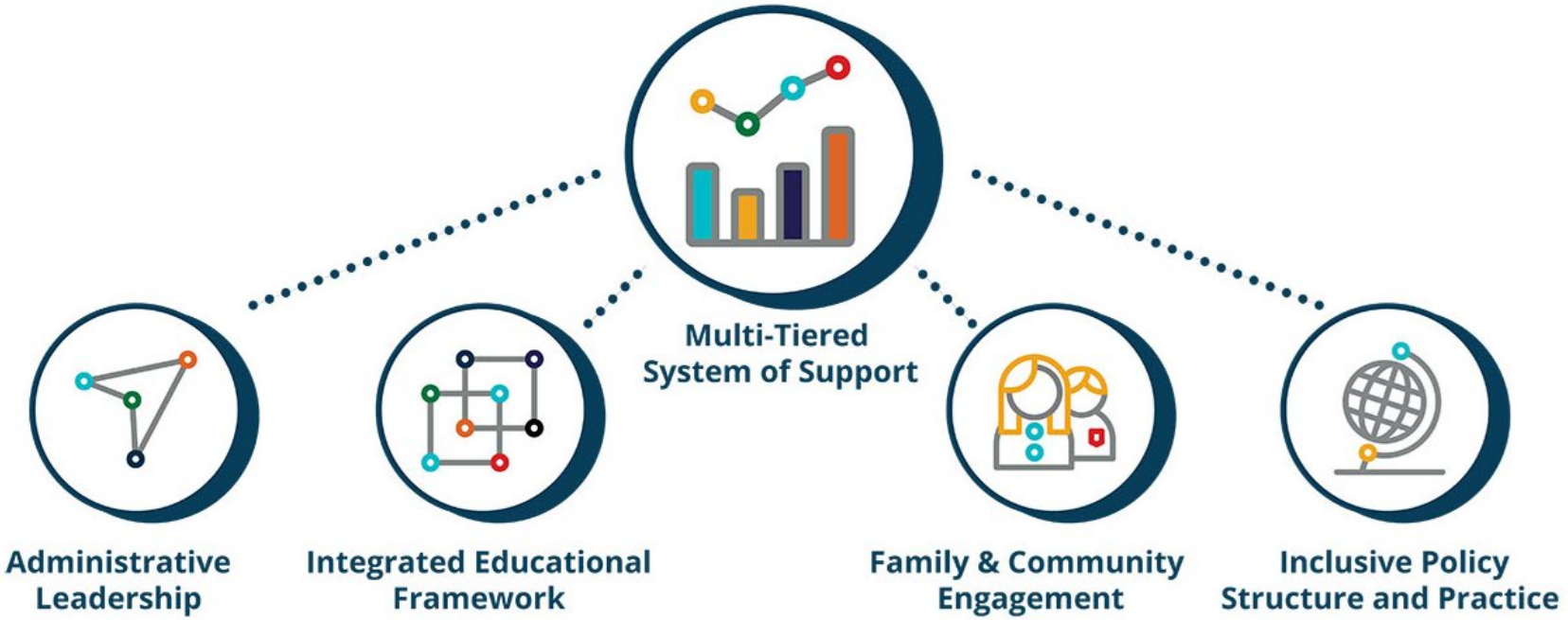
LCAP Advisory Committee Dates 2019-2020
Fechas para el Comité asesor de LCAP 2019-2020

February 5, 2020 8:30 a.m.-10:00 a.m. ESC
5:30 p.m.-7:00 p.m.Balboa Middle School

March 25, 2020 ESC 8:30 a.m.-10:00 a.m.
Ventura High School 5:30 p.m.-7:00 p.m.

May 13, 2020 ESC 8:30 a.m.-11:30 a.m. & 5:00 p.m.-8:00 p.m.

Vision for Multi-Tiered System of Support



All Means All

LCAP Goal #1, 2 and 3

Thank you

Special Education Update

January 28, 2020

Topic Overview

- Brief History of Special Education
- Current Challenges
- Proactive Work/Accomplishments
- Crucial Questions

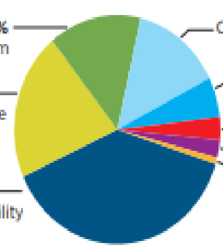
A Brief History…..

CCSESA

SPECIAL EDUCATION IN CALIFORNIA

California provided special education services to **774,665 students with disabilities (SWDs) in 2017/18.**

Prevalence of Disabilities

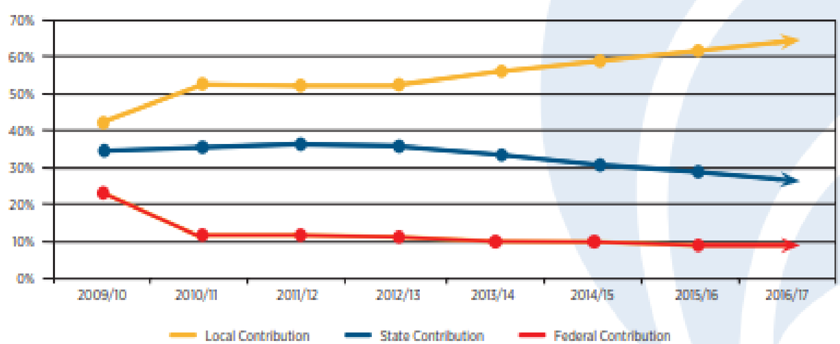


https://www.cde.ca.gov/sp/se/sr/cefspeced.asp

10% of California Students **have an Individualized Education Program (IEP) or 504 Plan.**

The combination of flat or declining federal contributions and increasing special education costs has placed serious financial strain on state and local education agencies as they attempt to cover the gap created by Congress' failure to meet their commitment of 40% funding.

State, Federal, and Local Contributions to Special Education Expenditures

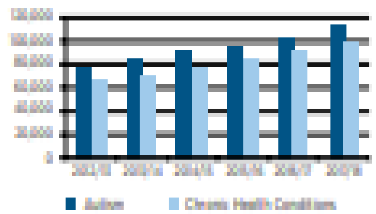


Coalition for Adequate Funding for Special Education, "Percentage of Total Special Education Expenditures Supported by State, Federal, and Local Funds", published 3/15/18

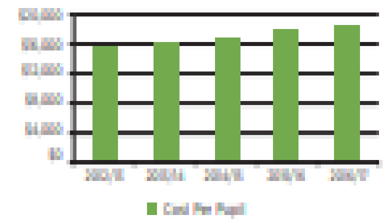
While the prevalence of most disabilities has remained constant, the number of students diagnosed with autism and chronic health condition conditions have increased notably over the past decade.

Increases in the identification of severe disabilities, cost of living, and litigation expenses have led to rising per pupil special education costs.

Increase in Identification of Autism and Chronic Health Conditions



Special Education Expenses



Special education and early intervention are smart investments in California's future.

Participation in high-quality early intervention programs, like Head Start, **reduces the likelihood of special education placement by 39%.**

For every $100 a county spends per pupil on early intervention programs, **special education placements drop by 1% to 3%, on average.**

Inclusion of students with disabilities in general education classes increases program effectiveness.

More time spent in a general education classroom is positively correlated with:

- fewer absences from school
- larger academic gains
- fewer referrals for disruptive behavior
- higher rates of employment and independent living after high school
- greater social competence and communication skills

California County Superintendents Educational Services Association

ccsesa@ccsesa.org

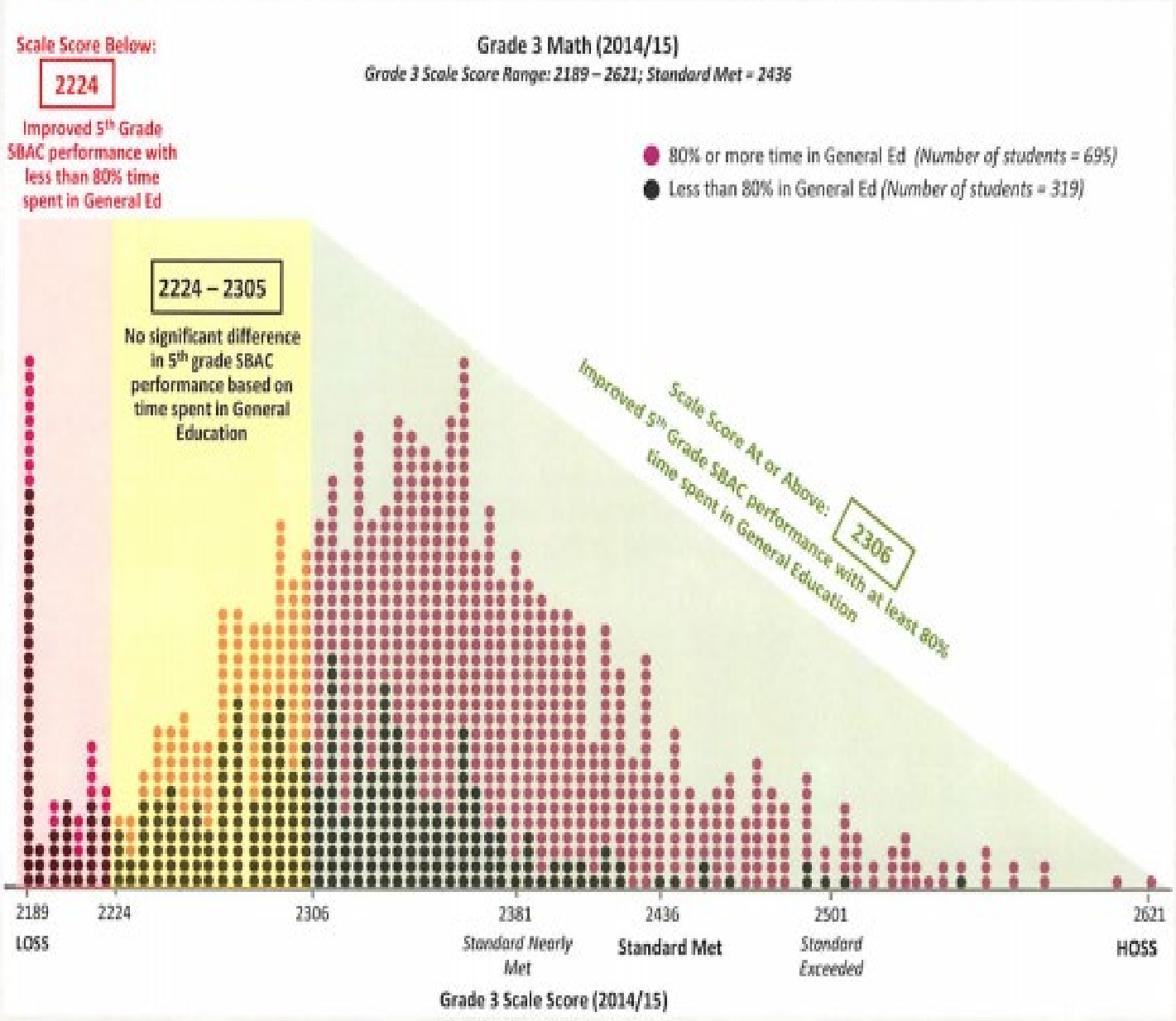
www.ccsesa.org

CCSESA

Current Challenges

- 12+ percent of our students are receiving Special Education Services
- Red and Orange designations on Dashboard
- Still emerging district wide interventions to catch struggling students early
- Shortage of fully qualified special education staff
- Amount of time students with special needs are in the general education environment consistently falls below state expectations, leading to CDE intervention which can include monetary sanctions

Grade 3 Math SBAC Performance & LRE Status ⟶ Grade 5 SBAC



Of the 319 students with less than 80% time in General Ed, 147 (46%) would likely have scored better two years later with 80% or more time in General Ed

[VCOE Research and Evaluation Department]

Current Challenges

- Need for additional staff training:
  - MTSS
  - UDL
  - Behavior
  - Mental Health and Trauma
- Compliance
  - CDE Intervention and required processes
  - Complaints (District, State and Federal)
  - Disputes
  - Legal Cases

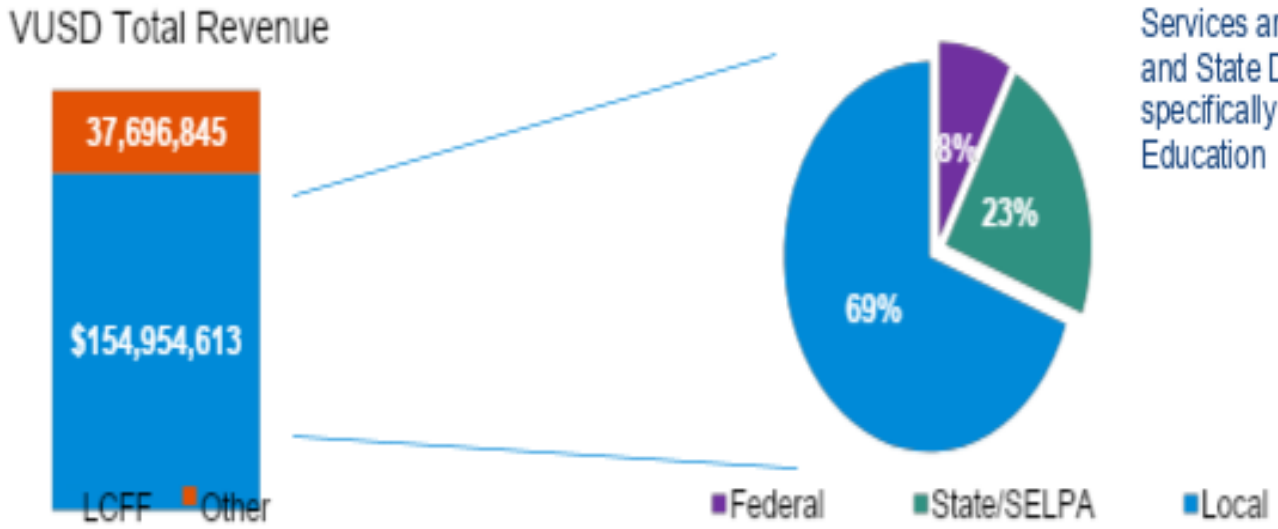
Financial Implications

- Large and growing district general fund contribution
  - Personnel (Classified and Certificated)
  - Outside Contracts and Contractors
  - Legal Costs
  - Transportation
- These pull money away from opportunities to use funds proactively

Special Ed Services Funding Sources and Expenditures

Funding Source	Amount
Federal	$3,087,821
State/County SELPA	$8,749,204
Local	$26,770,317
Total SpEd Costs	**$38,607,342**

Annual per Student Expenditures	Amount
All Students	$11,883
Additional SpEd Services	$19,973
Total For SpEd Students	$31,856



Only 31% of Special Education Services are Funded By Federal and State Dollars that are specifically designated for Special Education

PERCENTAGE OF TOTAL SPECIAL EDUCATION EXPENDITURES SUPPORTED BY STATE, FEDERAL AND LOCAL FUNDS

	2017 - 18	2016 - 17	2015 - 16	2014 - 15	2013 - 14	2012 - 13	2011 - 12	2010 - 11	2009 - 10	2008 - 09
Total Expenditures	**14,948,735,320**	**14,193,927,701**	**13,169,743,678**	**12,083,482,709**	**11,251,883,252**	**10,699,121,706**	**10,580,528,539**	**10,316,746,219**	**10,313,212,128**	**10,010,760,788**
Percentage Increase Over Prior School Year	**5.32%**	**7.78%**	**8.99%**	**7.39%**	**5.17%**	**1.12%**	**2.56%**	**0.03%**	**3.02%**	**1.78%**
Revenue Sources:										
Property Tax	516,503,293.00	493,167,136.00	458,124,061	412,082,389	411,695,829	401,609,172	367,519,876	361,910,521	370,242,530	385,257,737
Net State Entitlement	2,746,583,998.00	2,713,299,000.00	2,771,321,998	2,824,350,993	2,809,929,430	2,748,251,483	2,783,372,899	2,840,737,801	2,877,103,616	2,893,200,967
Excess ERAF	79,863,995.00	87,574,702.77	99,760,503	45,102,491	103,115,398	41,864,650	38,713,356	40,038,011	41,572,692	35,871,294
Total State AB 602 Revenue	3,342,951,286	3,294,040,839	3,329,206,562	3,281,535,873	3,324,740,657	3,191,725,305	3,189,606,131	3,242,686,333	3,288,918,838	3,314,329,998
Federal Local Assistance	1,022,651,555	1,028,229,237	1,021,166,934	1,026,593,090	978,172,242	1,047,814,000	1,039,425,770	1,038,996,269	1,037,411,971	991,845,900
American Reinvestment and Recovery Act									1,267,431,822	
Total Other Federal Grants	233,616,882	228,096,978	188,495,279	185,802,959	183,549,255	186,528,131	184,466,026	191,421,240	160,748,849	158,815,065
State Transportation[1]						185,150,324	184,396,789	182,122,653	182,216,457	227,909,337
Total Other State apport	500,586,693	495,687,693	491,761,000	470,388,000	481,524,000	468,344,480	464,528,495	223,486,965	99,286,297	100,127,248
State Revenue Limit/LCFF Per ADA[2]										
Total State & Federal Revenues	**5,099,806,416**	**5,046,054,747**	**5,030,629,775**	**4,964,319,922**	**4,967,986,154**	**5,079,562,240**	**5,062,423,211**	**4,878,713,460**	**6,036,014,234**	**4,793,027,548**
Total Local Contribution	**9,848,928,904**	**9,147,872,954**	**8,139,113,903**	**7,119,162,787**	**6,283,897,098**	**5,619,559,466**	**5,518,105,328**	**5,438,032,759**	**4,277,197,893**	**5,217,733,240**
ADA	5,951,247.49	5,963,930.77	5,971,671.07	5,978,389	5,993,807	5,960,411	5,905,931	5,944,089	5,929,190	5,956,739
Local Contribution per ADA		1,533.87	1,362.95	1,190.82	1,048.40	942.81	934.33	914.86	721.38	875.94
State Percentage of Total Expenditures	**25.71%**	**26.70%**	**29.01%**	**31.05%**	**33.83%**	**35.94%**	**36.28%**	**35.36%**	**34.62%**	**36.38%**
Federal Percentage of Total Expenditures	**8.40%**	**8.85%**	**9.19%**	**10.03%**	**10.32%**	**11.54%**	**11.57%**	**11.93%**	**23.91%**	**11.49%**
Local Percentage of Total Expenditures	**65.88%**	**64.45%**	**61.80%**	**58.92%**	**55.85%**	**52.52%**	**52.15%**	**52.71%**	**41.47%**	**52.12%**
December Pupil Count	764,829	762,228	734,422	712,801	699,332	695,307	685,320	678,929	679,453	676,033
Cost per Pupil	19,545	18,622	17,932	16,952	16,089	15,388	15,439	15,196	15,179	14,808

NOTE: THE INFORMATION IS BASED ON DATA FROM THE MAINTENANCE OF EFFORT TEST REQUIRED BY THE IDEA

1 Transportation revenue is no longer shown as a state revenue funding source because it was was rolled into the LCFF funding formula beginning in 2013-14

2 In 2013-14 the California Department of Education stopped requiring school districts to collect special day class (SDC) average daily attendance (ADA) for elementary and secondary students with disabilities. Nonpublic school and extended school year ADA continues to be collected. County offices are still reqiuired to report SDC, nonpublic school and extended school year ADA. To compensate for the the loss in SDC ADA, an average of SDC ADA for the six prior school years was computed and the average was used to calculate the state LCFF revenue for 2013-14. An LCFF revenue amount of $6,924 per ADA was used in the calculation.

Updated 2/12/19

For more information, please contact Michelle Underwood
Coalition for Adequate Funding for Special Education,
(916) 446-7517

Proactive Work/ Accomplishments

System Improvement Initiative for Special Education

- Board President Rodriguez recently provided us with LEA self assessment tools brought back from San Diego
- We are communicating with SELPA to learn how to potentially incorporate these tools into our continued growth
- Monitoring the various components that will be coming online as they are completed by the CA State SELPA.

Crucial Next Steps

1: Maximize MTSS efforts in the district to intervene with struggling students early prior to SPED referral

2: Continue provide all teachers with “training and tools” to effectively use UDL in the classroom

Crucial Next Steps

3: Continue to reexamine mindsets in the following areas:

a: What constitutes “help”?

b: Shifting thinking from a deficit to an asset model

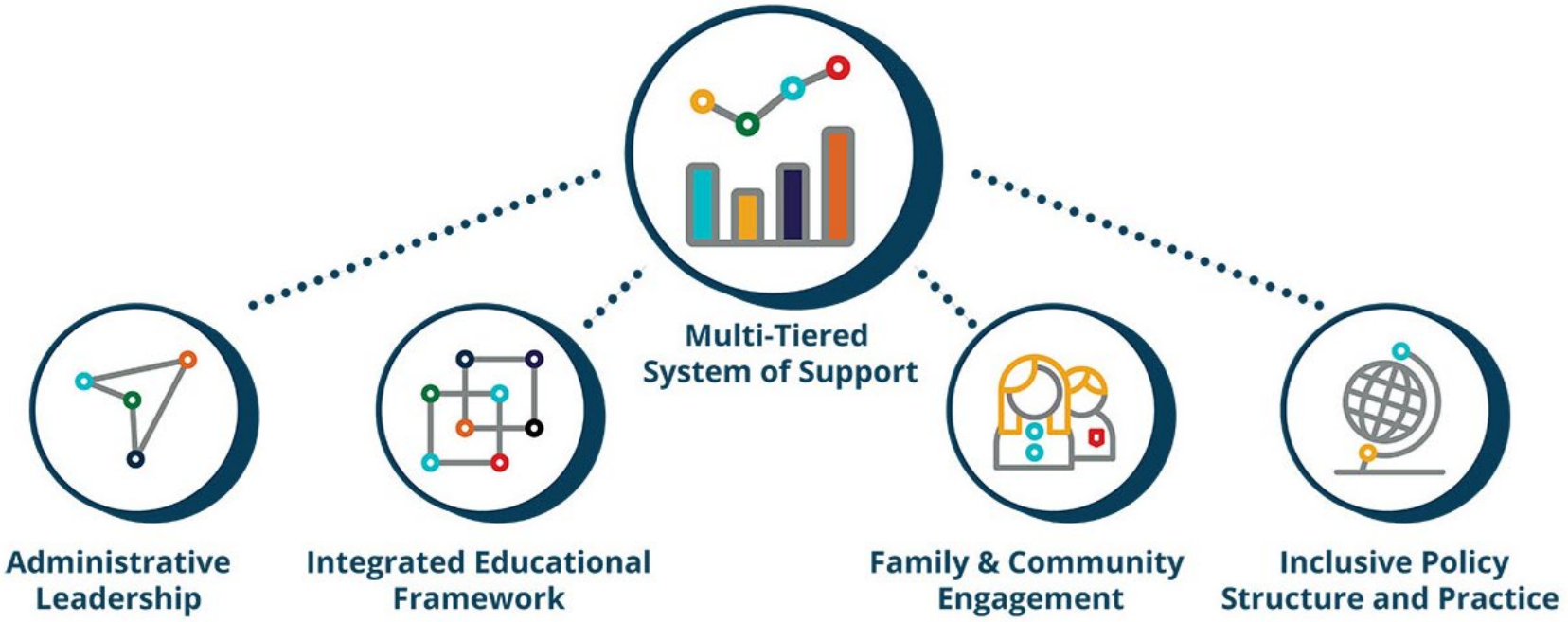
c: Identify strategies to provide sped students maximum time in general education

d: Identify strategies to increase exit rates from Special Education for students

Crucial Next Steps

4: Ensure training for all of our staff members in behavior, classroom environment and mental health awareness for all students

Vision for Multi-Tiered System of Support



All Means All

LCAP Goal #1, 2 and 3

We deeply appreciate all that you do for our students

VUSD

For the future of every student