



Putting  
Children  
First

# Sacramento City Unified School District BOARD OF EDUCATION MEETING AND WORKSHOP

**Board of Education Members**

- Jessie Ryan, President, (Trustee Area 7)
- Darrel Woo, Vice President, (Trustee Area 6)
- Michael Minnick, Second Vice President (Trustee Area 4)
- Jay Hansen, (Trustee Area 1)
- Ellen Cochrane, (Trustee Area 2)
- Christina Pritchett, (Trustee Area 3)
- Mai Vang, (Trustee Area 5)
- Sarah Nguyen, Student Member

**Thursday, April 5, 2018**

**4:30 p.m. Closed Session**

**6:00 p.m. Open Session**

**Serna Center**

Community Conference Rooms  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

## AGENDA

2017/18-18

*Allotted Time*

4:30 p.m. **1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

**2.0 ANNOUNCEMENT AND PUBLIC COMMENT REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**3.0 CLOSED SESSION**

*While the Brown Act creates broad public access rights to the meetings of the Board of Education, it also recognizes the legitimate need to conduct some of its meetings outside of the public eye. Closed session meetings are specifically defined and limited in scope. They primarily involve personnel issues, pending litigation, labor negotiations, and real property matters.*

3.1 Government Code 54957.6 (a) and (b) Negotiations/Collective Bargaining SCTA, SEIU, TCS, Teamsters, UPE, Non-Represented/Confidential Management

3.2 Government Code 54956.9 Conference with Legal Counsel – Anticipated Litigation:

a) Existing litigation pursuant to subdivision (a) of Government Code section 54956.9 (OAH Case No. 2017120543)

b) Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9

c) Initiation of litigation pursuant to subdivision (d)(4) of Government Code section 54956.9

3.3 Government Code 54957 – Public Employee Discipline/Dismissal/Release/Reassignment

6:00 p.m. **4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE**

4.1 Broadcast Statement (Student Member Nguyen)

4.2 The Pledge of Allegiance will be led by Tavia Heidleberg-Tillotson of C.K. McClatchy High School.

- Presentation of Certificate by Member Hansen

6:05 p.m. 5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

6:10 p.m. 6.0 AGENDA ADOPTION

6:15 p.m. 7.0 PUBLIC COMMENT 15 minutes

*Members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to two (2) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to District staff or calendar the issue for future discussion.*

**8.0 BOARD WORKSHOP/STRATEGIC PLAN AND OTHER INITIATIVES**

6:30 p.m. 8.1 2017-18 Local Control and Accountability Plan Annual Update **Information**  
(Vincent Harris and Cathy Morrison) 15 minute presentation  
10 minute discussion

6:55 p.m. 8.2 Approve Resolution No. 2997 Notice of Layoff: Classified **Action**  
Employees – Reduction in Force Due to Lack of Funds and/or 10 minute presentation  
Lack of Work (Cancy McArn) 10 minute discussion

7:15 p.m. 9.0 CONSENT AGENDA 2 minutes

*Generally routine items are approved by one motion without discussion. The Superintendent or a Board member may request an item be pulled from the consent agenda and voted upon separately.*

9.1 Items Subject or Not Subject to Closed Session:

9.1a Approve Grants, Entitlements and Other Income Agreements,  
Ratification of Other Agreements, Approval of Bid Awards, Approval of  
Declared Surplus Materials and Equipment, Change Notices and Notices  
of Completion (Gerardo Castillo, CPA)

9.1b Approve Personnel Transactions 4/5/18 (Cancy McArn)

9.1c Approve Mandatory Reporting to the Sacramento County Office of  
Education – Uniform Complaints Regarding the Williams Settlement  
Processed for the Period of January 2018 through March 2018  
(Cancy McArn)

9.1d Approve Additional Student Participation for Luther Burbank High  
School Field Trip to Reno, Nevada April 13-15, 2018  
(Iris Taylor and Tu Moua-Carroz)

9.1e Approve Rosemont High School Field Trip to Louisville, Kentucky  
April 27-30, 2018 (Iris Taylor and Chad Sweitzer)

9.1f Approve Resolution No. 3001: Regarding Board Stipends (Jessie Ryan)

9.1g Approve Minutes of the March 15, 2018 Board of Education Meeting  
(Jorge A. Aguilar)

## **10.0 COMMUNICATIONS**

- 7:17 p.m. 10.1 *Employee Organization Reports:* **Information**  
3 minutes each
- SCTA
  - SEIU
  - TCS
  - Teamsters
  - UPE
- 7:32 p.m. 10.2 *District Parent Advisory Committees:* **Information**  
3 minutes each
- Community Advisory Committee
  - District English Learner Advisory Committee
  - Local Control Accountability Plan/Parent Advisory Committee
- 7:41 p.m. 10.3 *Superintendent's Report* **Information**  
5 minutes
- 7:46 p.m. 10.4 *President's Report* **Information**  
5 minutes
- 7:51 p.m. 10.5 *Student Member Report* **Information**  
5 minutes
- 7:56 p.m. 10.6 *Information Sharing By Board Members* **Information**  
10 minutes
- 8:06 p.m. 10.7 *Board Committee Reports* **Information**  
5 minutes
- Board Facilities Committee
  - Board Budget Committee
  - Board Governance & Policy Committee
  - Board Evaluation Committee
- 8:11 p.m. **11.0 BUSINESS AND FINANCIAL INFORMATION/REPORTS** **Receive Information**
- 11.1 *Business and Financial Information:*
- Enrollment and Attendance Report for Month 6 Ending February 16, 2018
- 8:13 p.m. **12.0 FUTURE BOARD MEETING DATES / LOCATIONS**
- ✓ April 19, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting
  - ✓ May 3, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting
- 8:15 p.m. **13.0 ADJOURNMENT**

*NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 48 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education less than 72 hours in advance of the meeting and relating to an open session item are available for public inspection at 5735 47<sup>th</sup> Avenue at the Front Desk Counter and on the District's website at [www.scusd.edu](http://www.scusd.edu)*



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.1

**Meeting Date:** April 5, 2018

**Subject:** 2017-18 Local Control and Accountability Plan Annual Update

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Office of the Superintendent; Continuous Improvement and Accountability Office

**Recommendation:** Annually, districts must update the Local Control and Accountability Plan (LCAP) including a review of the applicability of the goals, and progress toward stated goals, as per Education Code §52061. The district's review and analysis of the 2017-18 LCAP will inform the development of the 2018-19 LCAP as the district strives to fully integrate the budget, LCAP and Single Plan for Student Achievement processes.

**Background/Rationale:** None

**Financial Considerations:** None

**LCAP Goals:** College, Career and Life Ready Graduates; Safe, Emotionally Healthy and Engaged Students; Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. Executive Summary
2. Sacramento County Office of Education LCAP Timeline
3. Expenditure Summary
4. LCAP Annual Update [Goal 1](#)
5. LCAP Annual Update [Goal 2](#)
6. LCAP Annual Update [Goal 3](#)
7. LCAP Annual Update [Goal 4](#)

**Estimated Time of Presentation:** 15 minutes

**Submitted by:** Vincent Harris, Chief Continuous Improvement and Accountability Officer

Cathy Morrison, LCAP/SPSA Coordinator

**Approved by:** Jorge A. Aguilar, Superintendent



#### **I. OVERVIEW / HISTORY**

In July 2013, the state Legislature approved a new funding system for all California public schools. This new funding system, Local Control Funding Formula (LCFF), requires that every Local Education Agency is expected to write a Local Control and Accountability Plan (LCAP).

#### **II. DRIVING GOVERNANCE**

According to Ed Code 52060, on or before July 1, annually, the Governing Board of each school district shall adopt a Local Control and Accountability Plan ("LCAP") using a template adopted by the State Board of Education ("SBE"), effective for three years with annual updates. It will include the district's annual goals for all students and for each significant subgroup in regard to the eight state priorities and any local priorities, as well as the plans for implementing actions to achieve those goals.

Ed Code 52061 further outlines the requirements for the Annual Update. Districts must:

- Review changes in the applicability of the district's LCAP goals;
- Review progress towards goals and assessment of the effectiveness of the specific actions, and any changes to be taken as a result of the review and assessment;
- Provide a listing and description of expenditures implementing the specific actions, and any changes to be made as a result of the review and assessment;
- Provide a listing and description of the expenditures that serve pupils designated as high need as defined by the LCFF and Ed Code section 42238.01 (low income, English Learners, homeless and foster youth), as well as pupils redesignated as fluent English proficient.

#### **III. BUDGET**

Funds provided through the state's Local Control Funding Formula represent approximately 65% of the district's total revenue.

#### **IV. GOALS, OBJECTIVES, AND MEASURES**

Districts are required to show that they have increased and improved services for the following targeted students as compared to all students:

- English Language Learners
- Students eligible for free and reduced price meals program
- Foster Youth
- Homeless students

The Annual Update is a mid-year snapshot of the implementation of the goals, activities and services outlined in the current LCAP, and the progress made towards the stated goals. Prior to producing the draft LCAP for 2017-20, the district reviews the stated metrics and expenditures

# Board of Education Executive Summary

## Continuous Improvement and Accountability Office

2017-18 Local Control and Accountability Plan Annual Update  
April 5, 2018



from the previous year. The district shares this information as we consult with our stakeholders to inform the direction and any changes necessary for the next year's LCAP.

### **V. MAJOR INITIATIVES**

The LCAP provides details and resource allocation for the work of the school district as it actualizes the vision of the Strategic Plan. As part of developing the LCAP and Annual Update, the district is expected to review its data, including performance on state and local indicators in the California School Dashboard, and the effectiveness of actions and services included in the LCAP.

To increase coherence throughout the system, greater emphasis is now placed on ensuring that the budget, Single Plan for Student Achievement, and LCAP processes are aligned and integrated.

### **VI. RESULTS**

With few exceptions, state-required LCAP indicators and metrics show that district progress is flat. Many of the required metrics are lagging indicators (graduation rate, AP test results, etc.). With regard to expenditures, most are on track. School site expenditures are not reflected in the Annual Update as they are not fully expensed.

### **VII. LESSONS LEARNED / NEXT STEPS**

- The first draft LCAP and Annual Update for 2018-19 will be provided to the board May 3, 2018, and shared with the community for feedback between May 4 and 31, prior to the Public Hearing.
- The LCAP Public Hearing will take place at the June 7, 2018 board meeting.
- The LCAP for 2018-19 will be adopted at the June 21, 2018 board meeting and forwarded to the Sacramento County Office of Education prior to July 1, 2018.

## LCAP Development Timeline for Districts with Differentiated Assistance

The following is a recommended timeline for LCAP development.

Blue font cites Article 4.5 Local Control and Accountability Plans (ED 52060-52077).

Green font outlines Differentiated Assistance process

Feb-Mar

- Implement and actively monitor LCAP actions/services.
- Communicate to all stakeholder groups the effectiveness of actions/services based on mid-year analysis of LCAP metrics and seek input regarding recommended changes to goals and actions/services.
- Continue collaboration with SCOE CIT or provide SCOE with update on improvement work with partner agencies.
- End of February, begin draft of **Annual Update** including progress towards LCAP goals and an assessment of the effectiveness of actions/services based on mid-year analysis of LCAP metrics.
- End of March, complete draft of **Annual Update** and initial draft of **Stakeholder Engagement**; send to SCOE LCAP team for review and feedback.
- End of March, summary letter sent from SCOE to eligible districts.

Apr

- Implement and actively monitor LCAP actions/services.
- Improvement strategies incorporated into **Goals, Actions & Services** section
- Mid-April, share draft **Plan Summary** section and **Review of Performance** with all stakeholder groups and seek input regarding content.
- End April, update **Goals, Actions & Services** section, as needed; send to SCOE LCAP team for review and feedback.

May

- Mid-May, complete initial draft of **Demonstration of Increased or Improved Services**; send to SCOE LCAP team for review and feedback.
- Late May, complete LCAP draft including updated **Annual Update** (Estimated Actual Expenditures and Actual Annual Measureable Outcomes); send to SCOE LCAP team for review and feedback.
- Present draft LCAP to PAC and DELAC for review and comment; superintendent responds in writing to comments received from PAC and DELAC.
- Post draft LCAP online to provide stakeholders and community opportunity to review prior to public hearing.
- Notify public of opportunity to submit written comments regarding draft LCAP.

Jun

- Early to mid-June, hold public hearing to solicit recommendations and comments from public regarding draft LCAP and proposed budget.
- Mid- to late June, hold public hearing to adopt LCAP and budget.
- Submit board-approved LCAP to SCOE not later than 5 days after adoption or July 1, whichever occurs first.
- Post newly adopted LCAP on district web page.

For assistance, please contact Shela Seaton at [sseaton@scoe.net](mailto:sseaton@scoe.net)

LCAP 2017-18 Annual Update as of February 2018

Action	Description	Base	Actual Base	Supplemental/ Concentration	Actual S/C	Title I	Actual Title I	Title II	Actual Title II	Title III	Actual Title III	Grant Funds	Actual Grant	TOTAL	Actual Total
<b>Goal 1 - College and Career Ready Graduates</b>															
1	Classroom teachers; classified staff; basic facilities; instructional supplies - Maintains CSR (24:1 in K-3), staffing above formula in small high schools and ROTC at comprehensive high schools	261,800,000	261,586,036	26,984,634	26,984,634									288,784,634	288,570,670
2	Training Specialists (Math, ELA, Science, ELD)			1,020,600	968,040	3,347,264	2,208,244	500,000	379,200	828,845	611,915			5,696,709	4,167,399
3	Early Childhood Education: Transitional K			1,179,282	1,328,297									1,179,282	1,328,297
	State Preschool contribution			1,500,000	1,700,000							14,500,000	14,500,000	16,000,000	16,200,000
	Adult Ed Parent Participation Preschool			230,000	230,000									230,000	230,000
4	Librarians			1,632,026	1,403,576									1,632,026	1,403,576
5	Special Education: Instructional Assistants	15,025,000	15,409,891											15,025,000	15,409,891
	School Psychologists	291,342	291,342	3,641,779	3,676,639									3,933,121	3,967,981
6	Counselors	647,000	647,000	5,036,973	5,191,775									5,683,973	5,838,775
7	Linked Learning and CTE			2,031,324	2,031,324							3,430,440	3,123,043	5,461,764	5,154,367
8	College Readiness Block Grant											275,525	626,791	275,525	626,791
9	Foster Youth Services			424,325	424,325	180,993	264,228					99,999	99,999	705,317	788,552
10	Multilingual Literacy Department			260,700	260,700	560,579	560,579							821,279	821,279
11	Advanced Learning	139,084	139,084											139,084	139,084
12	International Baccalaureate (IB) Program			776,399	867,087									776,399	867,087
13	School Site Funds: Curriculum, assessments and professional learning; instructional technology and supplemental instructional materials			2,875,842	2,875,842									2,875,842	2,875,842
14	School Site Funds: Intervention supports			2,596,991	2,596,991									2,596,991	2,596,991
15	School Site Funds: Data analysis and planning			339,421	339,421									339,421	339,421
16	School Site Funds: English Language Development			1,567,332	1,567,332									1,567,332	1,567,332
<b>TOTALS GOAL 1</b>		<b>\$ 277,902,426</b>	<b>\$ 278,073,353</b>	<b>\$ 52,097,628</b>	<b>\$ 52,445,983</b>	<b>\$ 4,088,836</b>	<b>\$ 3,033,051</b>	<b>\$ 500,000</b>	<b>\$ 379,200</b>	<b>\$ 828,845</b>	<b>\$ 611,915</b>	<b>\$ 18,305,964</b>	<b>\$ 18,349,833</b>	<b>\$ 353,723,699</b>	<b>\$ 352,893,335</b>



LCAP 2017-18 Annual Update as of February 2018

Action	Description	Base	Actual Base	Supplemental/ Concentration	Actual S/C	Title I	Actual Title I	Title II	Actual Title II	Title III	Actual Title III	Grant Funds	Actual Grant	TOTAL	Actual Total
<b>Goal 2 - Safe, Emotionally Healthy and Engaged Students</b>															
1	Custodians/Plant Managers	15,162,256	15,026,257											15,162,256	15,026,257
	Additional custodial operational supplies	175,256	175,256	650,000	650,000									825,256	825,256
2	Safe Haven Initiative			40,000	40,000									40,000	40,000
3	Safe Schools Manager	122,353	159,152											122,353	159,152
	School Resource Officers	1,120,000	1,284,460											1,120,000	1,284,460
4	Assistant Principals	812,650	812,650	2,023,304	1,352,070									2,835,954	2,164,720
5	Social Emotional Learning and Equity Dept.			1,621,862	1,283,156	244,683	264,683					225,000	298,051	2,091,545	1,845,890
6	Bully Prevention					52,472						67,500	127,006	119,972	127,006
7	Attendance Initiative											502,302	185,549	502,302	185,549
8	Nurses	645,295	645,295	1,804,251	2,189,827	132,987	155,891							2,582,533	2,991,013
	Immunization Clinic			15,400	15,400									15,400	15,400
	Social Workers	794,251	795,794	682,055	822,423	338,150	348,515							1,814,456	1,966,732
9	Expanded Learning	2,750,000	2,750,000			500,000	500,000					7,600,000	9,080,170	10,850,000	12,330,170
10	Connect Center			209,707	127,863	292,391	122,713					74,634	57,221	576,732	307,797
11	Homeless Services					161,872	161,872							161,872	161,872
12	School Site Funds: Student Support Centers			692,654	692,654							2,044,223	2,044,223	2,736,877	2,736,877
13	School Site Funds: Safety, School Climate, Enrichment and Extracurricular activities			1,001,863	1,001,863									1,001,863	1,001,863
<b>TOTALS GOAL 2</b>		<b>\$ 21,582,061</b>	<b>\$ 21,648,864</b>	<b>\$ 8,741,096</b>	<b>\$ 8,175,256</b>	<b>\$ 1,722,555</b>	<b>\$ 1,553,674</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,513,659</b>	<b>\$ 11,792,220</b>	<b>\$ 42,559,371</b>	<b>\$ 43,170,014</b>

LCAP 2017-18 Annual Update as of February 2018

Action	Description	Base	Actual Base	Supplemental/ Concentration	Actual S/C	Title I	Actual Title I	Title II	Actual Title II	Title III	Actual Title III	Grant Funds	Actual Grant	TOTAL	Actual Total
<b>Goal 3 - Family and Community Empowerment</b>															
1	District Parent Resource Center staff			250,309	250,309	186,501	203,920							436,810	454,229
	Supplemental materials and fingerprinting services					50,000	19,737							50,000	19,737
2	Parent Teacher Home Visit Program			50,000	50,000	322,583	408,638							372,583	458,638
3	Matriculation & Orientation (MOC) translators	179,683	179,683	772,895	772,895									952,578	952,578
4	Foster Parent Communication													-	-
5	School Site Funds: Parent Outreach and Communication			579,021	579,021									579,021	579,021
6	School Site Funds: Translation and Interpretation			146,876	146,876									146,876	146,876
7	SPSA Translation			17,037	17,037									17,037	17,037
8	LCAP Infographic			13,975	13,975									13,975	13,975
<b>TOTALS GOAL 3</b>		<b>\$ 179,683</b>	<b>\$ 179,683</b>	<b>\$ 1,830,113</b>	<b>\$ 1,830,113</b>	<b>\$ 559,084</b>	<b>\$ 632,295</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,568,880</b>	<b>\$ 2,642,091</b>
<b>Goal 4 - Operational Excellence</b>															
1	Data Dashboard Software and Tools	211,280	211,280											211,280	211,280
2	Customer Service Initiatives													-	-
<b>TOTALS GOAL 4</b>		<b>\$ 211,280</b>	<b>\$ 211,280</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 211,280</b>	<b>\$ 211,280</b>
<b>Grand Totals (All 4 Goals)</b>		<b>299,875,450</b>	<b>300,113,180</b>	<b>62,668,837</b>	<b>62,451,352</b>	<b>6,370,475</b>	<b>5,219,020</b>	<b>500,000</b>	<b>379,200</b>	<b>828,845</b>	<b>611,915</b>	<b>28,819,623</b>	<b>30,142,053</b>	<b>399,063,230</b>	<b>398,916,720</b>



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 8.2

**Meeting Date:** April 5, 2018

**Subject:** Approve Resolution No. 2997 Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Human Resource Services

**Recommendation:** Approve Resolution No. 2997 Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work.

**Background/Rationale:** Based on a lack of work and/or lack of funds, the District will require a reduced number of classified employee positions for the 2018-19 school year. In addition, the District continues to face declining enrollment, possible reduction/elimination of categorical funds, and structural changes.

Each year, school site and departmental administrators meet with the Human Resource and Budget departments to determine staffing needs for the upcoming school year for both classified and certificated employees. During this time, each school site and department's staffing list is reviewed and changes are made based on the following:

- 1) Staffing Needs – To provide maximum flexibility during this time of uncertain budgetary constraints.
- 2) Funding changes – categorical and general funds increase or decrease resulting in the reduction of hours or elimination of a classified position.
- 3) Academic program changes – the school site may change an academic focus resulting in the reduction of hours or elimination of a classified position.

- 4) Budget reductions or staffing formula changes – due to budgetary reductions and the potential change in staffing formulas, an increase or decrease of hours or elimination of a classified position may occur.

Prior to determining the layoff of classified employees, a review of vacant positions is conducted. That review enables Human Resource Services staff to assign a displaced employee to a vacant position; therefore, a layoff does not occur. If there are no vacancies, classified employees are noticed for layoff. Meetings with each classified bargaining unit will be scheduled to discuss the effects of layoff.

Under state law, Education Code §§ 8366, 45114, 45115, 45117, 45298, and 45308, school districts must provide not less than 60 days notice to classified employees of a layoff. The notice includes the effective date, displacement rights, and reemployment rights. Resolution #2997 and Exhibit A lists the positions that will be laid off for the 2018-19 school year and thereafter.

The District will continue to identify alternative solutions to ensure the least or a minimal impact on employees of the District. As decisions are made regarding the District's budget for 2018-2019, additional funding may become available, new positions may be identified and/or positions that were eliminated may be reinstated.

**Financial Considerations:** Budget reductions needed to assist in addressing the District's declining enrollment, the elimination of certain funds and staffing needs.

**LCAP Goal(s):** Safe, Clean and Healthy Schools

**Documents Attached:**

1. Board of Education Executive Summary
2. Resolution No. 2997
3. Exhibit A will be available at the Board meeting

**Estimated Time of Presentation:** 10 minutes

**Submitted by:** Cancy McArn, Chief Human Resources Officer

**Approved by:** Jorge A. Aguilar, Superintendent

# Board of Education Executive Summary

## Human Resource Services

Approve Resolution No. 2997: Notice of Layoff: Classified Employees –  
Reduction in Force Due to Lack of Funds and/or Lack of Work  
April 5, 2018



### I. Overview/History of Department or Program

Resolution No. 2997 – Notice of Layoff – Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work proposes to reduce enumerated classified positions due to a lack of work and/or lack of funds.

### II. Driving Governance:

- Education Code 8366 – “A district may lay off an employee required to have such a permit at any time during the school year for lack of work or lack of funds”
- Education Code 45114 – “The Governing Board may lay off and reemploy classified employees only in accordance with procedures provided by Sections 45298 and 45308.”
- Education Code 45115 – “Any person who was subject to being, or was in fact, laid off for lack of work or lack of funds and who elected service retirement from the Public Employees’ Retirement System shall be placed on an appropriate reemployment list.”
- Education Code 45117 – see major initiatives
- Education Code 45298 – “Persons laid off because of lack of work or lack of funds are eligible to reemployment for a period of 39 months and shall be reemployed in preference to new applicants.”
- Education Code 45308 – “Classified employees shall be subject to layoff for lack of work or lack of funds.”

### III. Budget:

Position reductions are needed to assist in addressing the District’s declining enrollment, the elimination of certain funds, and staffing needs.

### IV. Goals, Objectives and Measures:

Under state law, Education Code §§ 8366, 45114, 45115, 45117, 45298, and 45308, school districts must provide not less than a 60-day notice to classified employees of a layoff for lack of work or lack of funds. The notice includes effective date, displacement rights, and reemployment rights. Resolution No. 2997 and Exhibit A list the classified positions that will be laid off for the 2018-19 school year.

### V. Major Initiatives:

According to Education Code 45117, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of the year, and classified employees will be

## Board of Education Executive Summary

### Human Resource Services

Approve Resolution No. 2997: Notice of Layoff: Classified Employees –  
Reduction in Force Due to Lack of Funds and/or Lack of Work  
April 5, 2018



subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights.

In addition, Education Code 45117 states, in part, due to a bona fide reduction or elimination of the service being performed by any department or school site, classified employees shall be subject to layoff for lack of work or lack of funds, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

#### **VI. Results:**

Resolution No. 2997 will provide layoff notices to central office and school site classified employees informing them of their layoff effective at the end of the school year. With approval of this resolution, the Chief Human Resources Officer will take all actions to send appropriate notices to all employees whose position shall be affected by layoff.

#### **VII. Lessons Learned/Next Steps:**

Approve Resolution No. 2997 – Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 2997**

**NOTICE OF LAYOFF – CLASSIFIED EMPLOYEES – REDUCTION IN FORCE  
DUE TO LACK OF FUNDS AND/OR LACK OF WORK**

**WHEREAS**, Education Code sections 8366, 45114, 45115, 45117, 45298 and 45308 require that notice of layoff for lack of funds and/or lack of work be provided to classified employees and set forth the procedures for laying off and reemploying such employees; and

**WHEREAS**, due to a bona fide reduction or elimination of the service being performed by any department or school site, classified employees shall be subject to layoff for lack of funds and/or lack of work, and affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights; and

**WHEREAS**, the Superintendent has recommended that the positions for the classified employees set forth in Exhibit A (attached hereto and incorporated herein by reference as though fully set forth) be reduced or eliminated for the 2018-2019 school year. The Board of Education directs the Superintendent or his authorized designee to give notice to the affected employees not less than 60 days prior to the effective date of layoff due to a lack of funds and/or lack of work and of their displacement rights, if any, and reemployment rights.

**NOW, THEREFORE, BE IT RESOLVED**, that it shall be necessary, pursuant to the recitals above incorporated by this reference, to eliminate the classified positions listed in Exhibit A as a result of lack of funds and/or lack of work. The Superintendent or his authorized designee is directed to take all appropriate action needed pursuant to the applicable provisions of the Education Code.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 5th day of April, 2018, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

---

Jessie Ryan  
President of the Board of Education

ATTESTED TO:

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Jorge A. Aguilar  
Secretary of the Board of Education

**EXHIBIT A**

**[TO BE COMPLETED BY HUMAN RESOURCES STAFF]**





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1a

**Meeting Date:** April 5, 2018

**Subject:** Approval of Grants, Entitlements, and Other Income Agreements  
Ratification of Other Agreements  
Approval of Bid Awards  
Approval of Declared Surplus Materials and Equipment  
Change Notices  
Notices of Completion

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Business Services

**Recommendation:** Recommend approval of items submitted.

**Background/Rationale:** None

**Financial Considerations:** See attached.

**LCAP Goal(s):** Operational Excellence

**Documents Attached:**

1. Expenditure and Other Agreements
2. Approval of Declared Surplus Materials and Equipment
3. Recommended Bid Awards – Facilities Projects
4. Notices of Completion – Facilities Projects

**Estimated Time of Presentation:** N/A

**Submitted by:** Gerardo Castillo, CPA, Chief Business Officer  
Jessica Sulli, Contract Specialist

**Approved by:** Jorge Aguilar, Superintendent

## **EXPENDITURE AND OTHER AGREEMENTS**

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
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### **BUSINESS SERVICES**

Crowe Horwath, LLP SA18-00466	3/8/18 – 12/31/18: Audit of district financial statements for the year ending June 30, 2018; as well as audit of financial statements of Measures Q & R General Obligation Bonds.	\$101,000 General Funds
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## **APPROVAL OF DECLARED SURPLUS MATERIALS AND EQUIPMENT**

ITEM	SITE/DEPARTMENT	TOTAL VALUE	DISPOSAL METHOD
Partitions, old broken and mismatched	Facilities Maintenance & Operations	\$0.00	Salvage
Computers (old / unusable)	Luther Burbank High School	\$0.00	Salvage
Computers, Laptops, Monitors, Printers, Televisions (old / unusable)	Will C. Wood Middle School	\$0.00	Salvage
Computers, Printers, Monitors (old / unusable)	Hiram Johnson Family Education	\$0.00	Salvage
Computers, Monitors, Printers (old / unusable)	Peter Burnett Elementary School	\$0.00	Salvage
Laptops, Video Cameras, Overhead Projector (old / unusable)	A. Warren McClaskey Adult Center	\$0.00	Salvage
Computer server (old / unusable)	Ethel I. Baker Elementary School	\$0.00	Salvage

## **RECOMMENDED BID AWARDS – FACILITIES PROJECTS**

**Bid No:** 0010-409, A.M. Winn Asphalt Replacement

Bids received: March 19, 2018

Recommendation: Award to A.M. Stephens Construction Company, Inc.

Funding Source: Measure Q Funds

BIDDER	BIDDER LOCATION	AMOUNT
A.M. Stephens Construction Co., Inc.	Lodi, CA	\$472,386
B & M Builders, Inc.	Rancho Cordova, CA	\$512,950
Martin General Engineering, Inc.	Rancho Cordova, CA	\$511,900
Sierra Asphalt, Inc.	Rancho Cordova, CA	\$497,025

**Bid No: 0108-401, Ethel I. Baker Irrigation Improvements**

Bids received: March 15, 2018

Recommendation: Award to Saenz Landscape Construction Company

Funding Source: Measure Q Funds

BIDDER	BIDDER LOCATION	AMOUNT
Olympic Land Construction	Sacramento, CA	\$111,045
Saenz Landscape Construction Co.	Rancho Cordova, CA	\$93,391

**Bid No: 0510-422, C.K. McClatchy Pool Equipment Replacement**

Bids received: March 2, 2018

Recommendation: Reject All Bids – Over Budget

Funding Source: Prop 39 Funds

BIDDER	BIDDER LOCATION	AMOUNT
Tricon Construction	Rancho Cordova, CA	\$145,139

**NOTICES OF COMPLETION – FACILITIES PROJECTS**

Contract work is complete and Notices of Completion may be executed.

Contractor	Project	Completion Date
Saenz Landscape Construction, Inc.	John F. Kennedy Irrigation Improvements	8/31/17
Sierra Valley Construction, Inc.	Albert Einstein EcoLandscaping/Outdoor Learning Space	1/16/18
Landmark Construction	HVAC, Roofing and Lighting at Washington Elementary	2/5/18

March 5, 2018

Mr. Gerardo Castillo  
Chief Business Official  
Sacramento City Unified School District  
5735 47<sup>th</sup> Avenue  
Sacramento, California 95824

Dear Mr. Castillo:

This letter confirms the arrangements for Crowe Horwath LLP (“Crowe” or “us” or “we” or “our”) to provide the professional services discussed in this letter to Sacramento City Unified School District (“the “District” or “you”, “your” or “Client”) for the year ending June 30, 2018. The attached Crowe Engagement Terms is an integral part of this letter, and its terms are incorporated herein.

## AUDIT SERVICES

### Our Responsibilities

We will audit and report on the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District for the period indicated.

In addition to our report on the financial statements, we plan to evaluate the presentation of the following supplementary information in relation to the financial statements as a whole, and to report on whether this supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Combining and Individual Fund Financial Statements and Schedules
- Organization
- Schedule of Average Daily Attendance
- Schedule of Instructional Time
- Schedule of Expenditures of Federal Awards
- Reconciliation of Unaudited Financial Report with Audited Financial Statements
- Schedule of Charter Schools
- Schedule of First 5 Revenues and Expenditures

In addition to our report on the financial statements, we also plan to perform specified procedures in order to describe in our report whether the following required supplementary information is presented in accordance with applicable guidelines. However, we will not express an opinion or provide any assurance on this information due to our limited procedures.

- Management’s Discussion and Analysis
- Budgetary Comparison Schedules
- Schedule of Funding Progress
- Schedule of Net Pension Liability
- Schedule of the District’s Proportionate Share of the Net Pension Liability
- Schedule of Contributions

The document will also include the following additional information that will not be subject to the auditing procedures applied in our audit of the financial statement and for which our auditor's report will disclaim and opinion.

- Schedule of Financial Trends and Analysis - Unaudited

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud, and that we report on the Schedule of Expenditures of Federal Awards (as noted above), and on your compliance with Federal statutes, regulations, and the terms and conditions of Federal awards and on its internal controls as required for a Single Audit. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount we believe would influence the financial statement users. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the District's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

We expect to issue a written report upon completion of our audit of the financial statements. Our report will be addressed to Board of Education of the District. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph, or withdraw from the engagement.

In addition to our report on the financial statements and supplemental information, we plan to issue the following reports:

- Independent Auditor's Report on Compliance with State Laws and Regulations – The purpose of this report on compliance is solely to describe the scope of our testing of compliance with State Laws and Regulations, and the results of that testing, based on the requirements of the State of California's *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.
- Independent Auditor's Report on Compliance for the First 5 Sacramento County Program and Report on Internal Control over Compliance in Accordance with a Program-Specific Audit – The purpose of this report on compliance is solely to describe the scope of our testing based on the requirements of the First 5 Sacramento County Program. Accordingly, this communication is not suitable for any other purpose.
- Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance -- The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

We will also perform tests of controls including testing underlying transactions, as required by the Uniform Guidance, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of your major federal awards programs. We will determine major programs in accordance with the Uniform Guidance. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed. We will inform you of any deficiencies or other matters involving internal control, if any, as required by the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. The objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether you have complied with certain provisions of laws, regulations, contracts and grants. Our procedures will consist of the applicable procedures described in the United States Office of Management and Budget (OMB) Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major programs. The purpose of our audit will be to express an opinion on your compliance with requirements applicable to major Federal award programs. Because an audit is designed to provide reasonable assurance, but not absolute assurance, the audit is not designed to detect immaterial violations or instances of noncompliance.

Our audit and work product are intended for the benefit and use of the District only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information. However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

*Government Auditing Standards* require that we provide you with a copy of our most recent peer review report, which accompanies this letter.

#### The District's Responsibilities

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud. The District's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, safeguard assets, and design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the District, and their knowledge of any fraud or suspected fraud affecting the District.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements and to compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses

to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of management's representations to an effective audit, you agree to release Crowe and its personnel from any liability and costs relating to our services under this letter attributable to any misrepresentations by management.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the District of the supplementary information and the auditor's report thereon.

Management is responsible for the preparation of the required supplementary information identified above in accordance with the applicable guidelines. We will request from management certain written representations regarding management's responsibilities in relation to the required supplementary information presented, including but not limited to whether it has been measured and presented in accordance with prescribed guidelines, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information.

At the conclusion of the engagement, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty days after receipt of the auditor's reports or nine months after the end of the audit period.

## OTHER SERVICES

### Financial Statement Preparation

The District will provide us with the necessary information to assist in the preparation of the draft financial statements including the notes thereto. We are relying on the District to provide us with the detailed trial balance, note disclosure information and any other relevant report information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the financial statements.

### Preparation of the Schedule of Expenditure of Federal Awards

The District will provide us with the necessary information to prepare the draft schedule of expenditure of federal awards including the notes thereto. We are relying on the District to provide us with all information required by the Uniform Guidance for the schedule, notes and other relevant reporting information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the schedule of expenditures of federal awards.



Recordkeeping Assistance

The District will provide us with the necessary information to assist you in your recordkeeping. We will propose year-end adjusting entries to management for your review and approval, including cash to accrual conversion entries. We are relying on the District to provide us with the necessary information in a timely fashion and ensure the data is complete and accurate.

Data Collection Form input services

We will provide assistance in completing sections of the Data Collection Form (DCF) relative to its federal award programs pursuant to the requirements of Section §200.512 of the Uniform Guidance that are promulgated to be completed by the District. While we may provide this data entry service and assist you in satisfying your electronic data communication requirements to the Federal Audit Clearinghouse, the completeness and accuracy of this information remains the responsibility of your management.

With respect to the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

**BOND OFFERINGS**

With respect to any official statements issued by the District with which Crowe is not involved, the official statement should indicate that the auditor is not involved with the contents of such official statement. The disclosure should read as:

“Crowe Horwath LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Crowe Horwath LLP also has not performed any procedures relating to this official statement.”

**FEES**

Our fees, including/exclusive of out-of-pocket expenses are outlined below. Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

Audit of the District's financial statements for the year ending June 30, 2018	\$ 74,000
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In accordance with the requirements of Education Code Section 14505, the District will not be required to pay the final 10% of this amount until the current year audit report has been accepted by the State Controller's Office.

Circumstances may arise under which we must perform additional work and, thus, require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing audit requirements
- New professional standards or regulatory requirements
- New financial statement disclosures

- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- New or unusual transactions
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- Agreed-upon level of preparation and assistance from your personnel not provided
- Failure of your staff to prepare information in a timely manner
- Numerous revisions to your information
- Lack of availability of appropriate District personnel during audit fieldwork.

Additionally, to accommodate requests to reschedule audit fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed-upon deadlines could be impacted.

Our fee assumes that we will be provided with auditable trial balances for all funds at year end, that all bank accounts and investment accounts will be reconciled through the end of the year being audited to the trial balances, that interfund and transfer accounts will balance, that subsidiary ledgers will reconcile to the general ledger and that beginning fund equity amounts will be reconcilable to prior year audited ending fund equity. We assume that the District will cooperate with our requests for information such as explanations of account activity.

Additionally, we assume the District will provide a copy of the capital assets ledger including current year additions and dispositions and depreciation by functional expense. We assume that requested records such as invoices, contracts, grant agreements and supporting documentation will be located and provided to us. We also assume the District will prepare confirmation letters and the MD&A section of the report.

Our fee does not include implementation of any other future accounting or auditing pronouncements and/or government requirements that may change, thus, the scope or amount of auditing necessary to complete our engagements may increase beyond what is currently anticipated. Should such events occur, we would present you with our estimate of any possible increase prior to beginning our audit for the given year. An equitable adjustment in the proposed fee will be negotiated if the cost of time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the District or required by State or Federal regulations.

When we become aware of circumstances which impact the amount or scheduling of our work, we will issue, for your approval, a formal change order detailing the reason and the anticipated impact of the change.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

Mr. Gerardo Castillo  
Sacramento City Unified School District  
March 5, 2018  
Page 8

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Report.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. The agreements of the parties contained in this Agreement will survive the completion or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement must be construed, governed, and interpreted under the laws of the State of Illinois, without regard for choice of law principles.

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Sacramento City Unified School District and Crowe have duly executed this engagement letter effective the date first written above.

Crowe Horwath LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Sacramento City Unified School District

Crowe Horwath LLP

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Gerardo Castillo  
\_\_\_\_\_  
Printed Name

Matthew Nethaway  
\_\_\_\_\_  
Printed Name

Chief Business Officer  
\_\_\_\_\_  
Title

Partner  
\_\_\_\_\_  
Title

3/5/2018  
\_\_\_\_\_  
Date

March 5, 2018  
\_\_\_\_\_  
Date



**Crowe Horwath LLP**  
Independent Member Crowe Horwath International  
400 Capitol Mall, Suite 1400  
Sacramento, California 95814-4498  
Tel +1 916 441 1000  
Fax +1 916 441 1110  
www.crowehorwath.com

March 5, 2018

Mr. Gerardo Castillo  
Chief Business Official  
Sacramento City Unified School District  
5735 47<sup>th</sup> Avenue  
Sacramento, California 95824

Dear Mr. Castillo:

This letter confirms the arrangements for Crowe Horwath LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter to Sacramento City Unified School District ("the District" or "you", "your" or "Client") as of and for the year ending June 30, 2018. The attached Crowe Engagement Terms is an integral part of this letter, and its terms are incorporated herein.

## FINANCIAL AUDIT SERVICES

### Our Responsibilities

We will audit and report on the financial statements of the District's Measure Q and Measure R for the period indicated above.

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount we believe would influence the financial statement users. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the

conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the District's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

We expect to issue a written report upon completion of our audit of the financial statements. Our report will be addressed to those charged with governance of the District's Measure Q and Measure R General Obligation Bonds. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph, or withdraw from the engagement.

In addition to our report on the financial statements we plan to issue the following report:

- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. The objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

## PERFORMANCE AUDIT SERVICES

### Our Responsibilities

We will conduct a performance audit on the District's Measure Q and Measure R as of and for the period ending June 30, 2018. The objective of our Performance Audit will be *to determine if the bond funds have been expended only on the specific projects listed* in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

The objective of a performance audit is to provide assurance or conclusions based on an evaluation of sufficient, appropriate evidence against stated criteria, such as specific requirements, measures, or defined business practices. Performance audits provide objective analysis so that management and those charged with governance and oversight can use the information to improve program performance and operations, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and contribute to public accountability. We will plan and perform the performance audit in accordance with performance audit standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or material non-compliance may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the performance audit objectives.

In making our risk assessments, we consider internal control that is significant within the context of the audit objectives in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control significant within the context of the audit objectives that we have identified during the audit. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

Our audit and work product are intended for the benefit and use of the District only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information. However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

*Government Auditing Standards* require that we provide you with a copy of our most recent peer review report, which accompanies this letter.

#### The District's Responsibilities

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud. The District's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, safeguard assets, and design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the District, and their knowledge of any fraud or suspected fraud affecting the District.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements and to compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of management's representations to an effective audit, you agree to release Crowe and its personnel from any liability and costs relating to our services under this letter attributable to any misrepresentations by management.

## OTHER SERVICES

### Financial Statement Preparation

The District will provide us with the necessary information to assist in the preparation of the draft financial statements including the notes thereto. We are relying on the District to provide us with the detailed trial balance, note disclosure information and any other relevant report information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the financial statements.

### Recordkeeping Assistance

The District will provide us with the necessary information to assist you in your recordkeeping. We will propose year end adjusting entries to management for your review and approval, including cash to accrual conversion entries. We are relying on the District to provide us with the necessary information in a timely fashion and ensure the data is complete and accurate.

With respect to the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

## FEES

Our fees, including/exclusive of out-of-pocket expenses are outlined below. Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

Financial Statement and Performance Audit of Measure Q General Obligation Bonds for the year ending June 30, 2018	\$ 13,500
Financial Statement and Performance Audit of Measure R General Obligation Bonds for the year ending June 30, 2018	<u>\$ 13,500</u>
Total fees	<u>\$ 27,000</u>



Circumstances may arise under which we must perform additional work and, thus, require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing audit requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- New or unusual transactions
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- Agreed-upon level of preparation and assistance from your personnel not provided
- Failure of your staff to prepare information in a timely manner
- Numerous revisions to your information
- Lack of availability of appropriate District personnel during audit fieldwork.

Additionally, to accommodate requests to reschedule audit fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed-upon deadlines could be impacted.

Our fee assumes that we will be provided with auditable trial balances for all funds at year end, that all bank accounts and investment accounts will be reconciled through the end of the year being audited to the trial balances, that interfund and transfer accounts will balance, that subsidiary ledgers will reconcile to the general ledger and that beginning fund equity amounts will be reconcilable to prior year audited ending fund equity. We assume that the District will cooperate with our requests for information such as explanations of account activity.

Our fee does not include implementation of any other future accounting or auditing pronouncements and/or government requirements that may change, thus, the scope or amount of auditing necessary to complete our engagements may increase beyond what is currently anticipated. Should such events occur, we would present you with our estimate of any possible increase prior to beginning our audit for the given year. An equitable adjustment in the proposed fee will be negotiated if the cost of time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the District or required by State or Federal regulations.

When we become aware of circumstances which impact the amount or scheduling of our work, we will issue, for your approval, a formal change order detailing the reason and the anticipated impact of the change.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Report.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. The agreements of the parties contained in this Agreement will survive the completion or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement must be construed, governed, and interpreted under the laws of the State of Illinois, without regard for choice of law principles.

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature page follows)

ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Sacramento City Unified School District and Crowe have duly executed this engagement letter effective the date first written above.

Crowe Horwath LLP and the Engagement Authorized Signer below are licensed or otherwise authorized by the California Board of Accountancy.

Sacramento City Unified School District

  
\_\_\_\_\_  
Signature

Gerardo Castillo


\_\_\_\_\_  
Printed Name

Chief Business Officer

\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

Crowe Horwath LLP

  
\_\_\_\_\_  
Signature

Matthew Nethaway

\_\_\_\_\_  
Printed Name

Partner

\_\_\_\_\_  
Title

March 5, 2018

\_\_\_\_\_  
Date



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1b

**Meeting Date:** April 5, 2018

**Subject:** Approve Personnel Transactions 4/5/18

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Human Resources Services

**Recommendation:** Approve Personnel Transactions

**Background/Rationale:** None

**Financial Considerations:** None

**LCAP Goal(s):** Safe, Clean and Healthy Schools

**Documents Attached:**

1. Certificated Personnel Transactions Dated April 5, 2018
2. Classified Personnel Transactions Dated April 5, 2018

**Estimated Time of Presentation:** N/A

**Submitted by:** Cancy McArn, Chief Human Resources Officer

**Approved by:** Jorge A Aguilar, Superintendent

**Attachment 1: CERTIFICATED 04/5/2018**

<u>NameLast</u>	<u>NameFirst</u>	<u>JobPerm</u>	<u>JobClass</u>	<u>PrimeSite</u>	<u>BegDate</u>	<u>EndDate</u>	<u>Comment</u>
<b>EMPLY / RE-EMPLY</b>							
SIMMONS	HEATHER	B	Teacher, Elementary Spec Subj	BRET HARTE ELEMENTARY SCHOOL	3/13/2018	6/30/2018	EMPLOY PROB 3/13/18
SIMMONS	HEATHER	B	Teacher, Elementary Spec Subj	ISADOR COHEN ELEMENTARY SCHOOL	3/13/2018	6/30/2018	EMPLOY PROB 3/13/18
LOGAN	SUSAN	B	Teacher, K-8	ROSA PARKS MIDDLE SCHOOL	3/15/2018	6/30/2018	EMPLOY PROB1 3/15/18
CLEVENGER	SAMANTHA	B	Teacher, Elementary Spec Subj	JOHN CABRILLO ELEMENTARY	3/5/2018	6/30/2018	EMPLOY PROB1 3/5/18
ZISER	CAROLINE	E	Teacher, Resource	BOWLING GREEN ELEMENTARY	2/27/2018	6/30/2018	EMPLOY TC 2/27/18-6/30/18
LOR	NALIE	E	Counselor, Middle School	ROSA PARKS MIDDLE SCHOOL	3/1/2018	6/30/2018	EMPLOY TC 3/1/18
<b>RE-ASSIGN-STATUS CHANGE</b>							
MCCULLOUGH	MELODY	A	Teacher, High School	ROSEMONT HIGH SCHOOL	4/2/2018	6/30/2018	STCHG/TR 4/2/18
<b>LEAVES</b>							
YANG	LINDA	0	Counselor, High School	LUTHER BURBANK HIGH SCHOOL	12/18/2017	3/6/2018	LOA (PD) FMLA/CFRA/BABY 12/18/17-3/6/18
YANG	LINDA	0	Counselor, High School	LUTHER BURBANK HIGH SCHOOL	10/16/2017	12/17/2017	LOA (PD) PDL/HE, 10/16-12/17/17
NUGENT	ROSALIE	A	Teacher, Parent/Preschool Ed	CHILD DEVELOPMENT PROGRAMS	3/2/2018	6/30/2018	LOA (PD ) ADMIN 3/2/18
ARRIAGA	SHAUNNA	A	Teacher, Spec Ed	WILL C. WOOD MIDDLE SCHOOL	5/15/2018	6/30/2018	LOA (UNPD) PARENTAL 5/15-6/30/18
<b>SEPARTE / RESIGN / RETIRE</b>							
RAMIREZ	MARTIN	A	Asst Principal, Supt Pr Sch K8	LONG TERM LEAVES	7/1/2017	2/22/2018	SEP/RESIGN 2/22/18
RABBETTS	SUNNEE	B	Teacher, Elementary	A. M. WINN - K-8	10/16/2017	2/27/2018	SEP/RESIGN 2/27/18
BOYD	RYAN	C	Teacher, Elementary	CESAR CHAVEZ INTERMEDIATE	1/18/2018	6/15/2018	SEP/RESIGN 6/15/18
FLORES	PETER	A	Teacher, High School	THE MET	7/1/2017	6/15/2018	SEP/RESIGN 6/15/18
MAK	KEVIN	B	Teacher, High School	HIRAM W. JOHNSON HIGH SCHOOL	10/17/2017	6/15/2018	SEP/RESIGN 6/15/18
MARTIN	EMILY	C	Teacher, Elementary	BG CHACON ACADEMY	7/1/2017	6/15/2018	SEP/RESIGN 6/15/18
CATANZARITE	MARY	C	Teacher, Middle School	FERN BACON MIDDLE SCHOOL	7/1/2017	6/16/2018	SEP/RESIGN 6/16/18
NELSON	JEFFREY	C	Teacher, High School	HIRAM W. JOHNSON HIGH SCHOOL	7/1/2017	6/16/2018	SEP/RESIGN 6/16/18
VILLANUEVA	BREE	0	Teacher, Elementary	BG CHACON ACADEMY	8/31/2017	6/16/2018	SEP/RESIGN 6/16/18
WARD	MEGAN	C	Teacher, K-8	JOHN H. STILL - K-8	7/1/2017	6/30/2018	SEP/RESIGN 6/15/18
HARRIS	KENNETH	A	Teacher, Middle School	WILL C. WOOD MIDDLE SCHOOL	7/1/2017	6/15/2018	SEP/RETIRE 6/15/18
MORRIS	TRACY	A	Teacher, Elementary Spec Subj	ETHEL I. BAKER ELEMENTARY	2/14/2018	6/15/2018	SEP/RETIRE 6/15/18
STEPHENS	JOYCE	Q	Teacher, High School	CAREER & TECHNICAL PREPARATION	7/1/2017	6/15/2018	SEP/RETIRE 6/15/18
JONES	THOMAS	A	Teacher, ROTC	LUTHER BURBANK HIGH SCHOOL	7/1/2017	3/30/2018	SEP/RETIRE 3/30/18
FONTENOT	PHILIP	A	Teacher, Elementary Spec Subj	SEQUOIA ELEMENTARY SCHOOL	7/1/2017	6/15/2018	SEP/RETIRE 6/15/18
MILLS	CAROL	A	Counselor, High School	LUTHER BURBANK HIGH SCHOOL	7/1/2017	6/30/2018	SEP/RETIRE 6/30/18
TAMBELLINI	LINDA	C	Teacher, K-8	JOHN H. STILL - K-8	7/1/2017	3/14/2018	SEP/TERMD 3/14/18
REYNOLDS	KATHRYN	E	Teacher, Middle School	CALIFORNIA MIDDLE SCHOOL	11/6/2017	3/8/2018	SEP/TERMD 3/8/18

Attachment 2: CLASSIFIED 04/5/2018

NameLast	NameFirst	JobPerm	JobClass	PrimeSite	BegDate	EndDate	Comment
<b>EMPLY / RE-EMPLY</b>							
MORONES DE NAVA	RUTH	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTMENT	2/22/2018	6/30/2018	EMPLOY PROB 1 2/22/18
MENDOZA	MARTHA	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTMENT	3/12/2018	6/30/2018	EMPLOY PROB 1 3/12/18
VACCA-DAVIS	BERNADETTE	B	Bus Driver	TRANSPORTATION SERVICES	3/2/2018	6/30/2018	EMPLOY PROB 1 3/2/18
MAGAÑA	LAURA	B	Student and Family Support	INTEGRATED COMMUNITY SERVICES	4/2/2018	6/30/2018	EMPLOY PROB 1 4/2/18
RASBERRY	JUDITH	B	Clerk II	RISK MANAGEMENT	3/14/2018	6/30/2018	EMPLOY PROB 3/14/18
VARGAS	JUSTINE	B	Inst Aid, Spec Ed	BRET HARTE ELEMENTARY SCHOOL	3/14/2018	6/30/2018	EMPLOY PROB 3/14/18
HERNANDEZ	YESENIA	B	Fiscal Services Tech I	EMPLOYEE COMPENSATION	3/5/2018	6/30/2018	EMPLOY PROB 3/5/18
KASTIN	JONATHAN	B	Instructional Aide	CAMELLIA BASIC ELEMENTARY	3/14/2018	6/30/2018	EMPLOY PROB 3/14/18
NIROUMAND	JEON	B	Electronics Technician	FACILITIES MAINTENANCE	3/16/2018	6/30/2018	EMPLOY PROB 3/16/18
YOUNG DAVIDSON	KYREONA	B	Attendance Tech I	LUTHER BURBANK HIGH SCHOOL	3/5/2018	6/30/2018	EMPLOY PROB 3/5/18
YOUNG DAVIDSON	KYREONA	B	Office Tchncn II	LUTHER BURBANK HIGH SCHOOL	3/5/2018	6/30/2018	EMPLOY PROB 3/5/18
BENNETT	SARA	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTMENT	3/12/2018	6/30/2018	EMPLOY PROB1 3/12/18
LOWE	GERAL	B	Coord I Learning Support Svcs	INTEGRATED COMMUNITY SERVICES	3/12/2018	6/30/2018	EMPLOY PROB1 3/12/18
GARAY	GLORIA	B	Bus Driver	TRANSPORTATION SERVICES	3/2/2018	6/30/2018	EMPLOY PROB1 3/2/18
BARRIOS	MELISSA	B	Bus Attendant	TRANSPORTATION SERVICES	3/6/2018	6/30/2018	EMPLOY PROB1 3/6/18
<b>LEAVES</b>							
KANO	MILOUDA	A	Inst Aide Child Dev	CHILD DEVELOPMENT PROGRAMS	3/12/2018	6/30/2018	LOA RTN (PD) ADMIN 3/12/18
MILES	KAREN	A	Bus Driver	TRANSPORTATION SERVICES	3/9/2018	6/30/2018	LOA RTN PD ADMIN 3/9/18
ZAPATA	JENNIE	A	Home Visitor HS-EHS Home Base	CHILD DEVELOPMENT PROGRAMS	3/24/2018	6/30/2018	LOA RTN(PD)FMLA/CFRA/BABY BONDING 23/24/18
MILES	KAREN	A	Bus Driver	TRANSPORTATION SERVICES	3/6/2018	3/8/2018	ADMIN (PD) LOA 3/6-3/8/18
TROTTER	RAVEN	B	Bus Driver	TRANSPORTATION SERVICES	2/26/2018	6/30/2018	ADMIN (UNPD) LOA 2/26-6/30/18
MYRICK	WONNIE	A	Bus Driver	TRANSPORTATION SERVICES	2/26/2018	3/6/2018	ADMIN (UNPD ) LOA 2/26-3/6/18
<b>RE-ASSIGN / STATUS CHANGE</b>							
GARCIA	LORI	B	Pgm Records Tech-P&C	FACILITIES SUPPORT SERVICES	3/26/2018	6/30/2018	REA/STCHG/TR 3/26/2018
ALVAREZ	JOSE	A	Bus Driver	TRANSPORTATION SERVICES	3/13/2018	4/30/2018	STCHG 3/13/18
BAN	CHRISTI	A	Bus Driver	TRANSPORTATION SERVICES	3/19/2018	6/30/2018	STCHG 3/19/18
<b>SEPARTE / RESIGN / RETIRE</b>							
SU	YUNFENG	A	Custodian	JOHN MORSE THERAPEUTIC	8/31/2017	3/31/2018	SEP/RETIRE 3/31/18
KELLY	RACHEL	B	Fd Sv Asst I	NUTRITION SERVICES DEPARTMENT	7/1/2017	3/13/2018	SEP/TERM'D 3/13/18
MYRICK	WONNIE	A	Bus Driver	TRANSPORTATION SERVICES	2/26/2018	3/6/2018	SEP/RESIGN 3/6/18



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1c

**Meeting Date:** April 5, 2018

**Subject:** Approve Mandatory Reporting to the Sacramento County Office of Education – Uniform Complaints Regarding the Williams Settlement Processed for the Period of January 2018 through March 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Human Resource Services

**Recommendation:** Approve Mandatory Reporting to the Sacramento County Office of Education – Uniform Complaints Regarding the Williams Settlement Processed for the Period of January through March, 2018.

**Background/Rationale:** The Williams Settlement Case and Education Code §35186 states that persons may now use the uniform complaint process to file complaints regarding deficiencies in instructional materials, facility problems, and teacher vacancy or mis-assignment. The District is required to report on these complaints to the Superintendent of the Sacramento County Office of Education. The report must contain the number of complaints by general subject area and the number of resolved and unresolved complaints.

**Financial Considerations:** None

**LCAP Goal(s):** Safe, Clean and Healthy Schools

**Documents Attached:**

1. Complaint Report – Attachment A-1

**Estimated Time of Presentation:** N/A

**Submitted by:** Cancy McArn, Chief Human Resources Officer

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District  
Complaint Report  
Submitted to the Superintendent  
Sacramento County Office of Education  
Pursuant to Education Code 35186

**January through March, 2018**

<b>Number of Complaints</b>	<b>Instructional Material</b>	<b>Facilities</b>	<b>Teacher Vacancy and Misassignment</b>	<b>CAHSEE</b>	<b>Resolved</b>	<b>Unresolved</b>
0	0	0	0	0	0	0
<b>Total: 0</b>						





# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1d

**Meeting Date:** April 5, 2018

**Subject:** Approve Additional Student Participation for Luther Burbank High School Field Trip to Reno, Nevada April 13-15, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Academic Office

**Recommendation:** Approve amendment to previously authorized Luther Burbank High School Field Trip to Reno, Nevada, April 13-15, 2018, by adding student to attend field trip with Luther Burbank High School students.

**Background/Rationale:** After the Board approved this field trip on the March 15 consent agenda (10.1o) for 7 students, an additional student from John F. Kennedy High School was added to the list. This recommendation is to approve the additional student for this out of state field trip.

**Financial Considerations:** No cost to the district. Expenses paid through the school's ASB Fund. Financial assistance from the ASB Fund was made available for students in need.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Board's previous approval of the field trip to Reno, Nevada on March 15, 2018 for 7 students.

**Estimated Time of Presentation:** N/A

**Submitted by:** Iris Taylor, Chief Academic Officer  
Tu Moua-Carroz, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent



**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

Agenda Item 10.1o

**Meeting Date:** March 15, 2018

**Subject:** Approve Luther Burbank High School Field Trip to Reno, Nevada  
April 13-15, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Academic Office

**Recommendation:** Approve Luther Burbank High School Field Trip to Reno, Nevada  
April 13-15, 2018

**Background/Rationale:** From April 13-15, 2018, a group of seven students, one teacher and one parent chaperone from Luther Burbank High School will travel via rental car/van to Reno, Nevada, to participate in the Key Club Officers Leadership Training and Award Ceremony.

**Financial Considerations:** No cost to the district. Expenses paid through the school's ASB Fund. Financial assistance from the ASB Fund was made available for students in need.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Iris Taylor, Chief Academic Officer  
Tu Moua-Carroz, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Luther Burbank High School Date 02 / 08 / 18  
 Teacher's Name John Perryman Room # E7 Telephone # 833-498  
 Fax # 433-5199

Field Trip Destination The Grand Sierra Resort Reno – Key Club Convention

- Local-50 mile radius (bus/walking)  Local-50 mile radius (driver led trips)  Out-of-Town (Beyond 50 mile radius)  
(forward directly to Field Trip Office)  
 Overnight  Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route I-80 to Reno

Educational nature of field trip/excursion key Club Officer Elects attend leadership training and awards for service in Key Club

Depart Date 04 / 13 / 18 Time 9am am/pm Return Date 04 / 15 / 18 Time 2pm am/pm

- TRANSPORTATION will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified):  Yes  No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
 Public Transportation  Train  Commercial Airline  Other: Rental Van/car

Funding Source ASB Fund Financial Assistance Available?  Yes  No Number of students participating: 7

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) <u>Marty Maxwell (level III cleared)</u>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	2) _____ <input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>John Perryman</u>	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	2) _____ <input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	4) _____ <input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval \_\_\_\_\_ Date 2/14/18

Risk Management Approval (Unusual Activities) \_\_\_\_\_ Date 2/22/18

Segment Administrator Approval \_\_\_\_\_ Date 2/20/18

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
- Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
 TRAVEL REQUEST**

School Name Luther Burbank High School Date 04/13-15 /2018

Teacher's Name John Perryman Room # E7 Telephone # 833-4989

Field Trip Destination The Grand Sierra Resort Reno – Key Club Convention

Reason for travel Key Club officers leadership training and award ceremony

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

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed   
 Teacher

**Approvals:**

 02/14/18  
 Principal Date

 2/22/18  
 Risk Management Dept Date

 2 / 20 / 18  
 Segment Administrator Date

 2 / 20 / 18  
 Superintendent Date

3 / 15 / 18  
 Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
--	---	--

School/Department Luther Burbank High School Date Feb 16, 2018

Date(s) of Event 4/13-15/18 Location The Grand Sierra Resort Reno

Event Title (attach brochure) Key Club Convention

Purpose\* Key Club Officer elects attend leadership training

\*(what value does this activity give students, attendees, staff, department/site or community?)

What Board goal/priority does this travel support? Leadership training

How will this activity/event be used and shared? \_\_\_\_\_

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)* *	No. of Days Required	Budget Code (for substitute)
John Perryman	Teacher	Yes	3	
Marty Maxwell	Adult Chaperone	No		
		No		01-0000-0-1102-15-1110-1000-000-0530-000
		No		

**\*\*IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770** Additional Attendees Attached

<b>Approvals:</b> _____ <u>2/16/18</u> Principal/Department Head Date _____ <u>2/20/18</u> Associate Superintendent/Assistant Superintendent Date _____ <u>2/26/18</u> Deputy Superintendent/CFO (Finance) Date _____ <u>2/26/18</u> Superintendent or Designee Date	District cost for all attendees (estimate) Registration Fee *** _____ Meals Included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging _____ Transportation _____ Meals _____ Other _____ <b>TOTAL</b> _____
--	--

Categorical Budget Code(s): ASB Fund \$ 0.00

General Fund/Unrestricted \_\_\_\_\_ \$ \_\_\_\_\_

\*\*\*If any meals are included in the cost of registration, how many of each: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**Prepayment Requested:** All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

	Requisition #	Dollar Amount
Registration Fee	_____	_____
Hotel	_____	_____
Airfare ****	_____	_____
Car Rental ****	_____	_____



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1e

**Meeting Date:** April 5, 2018

**Subject:** Approve Rosemont High School Field Trip to Louisville, Kentucky  
April 27-30, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Academic Office

**Recommendation:** Approve Rosemont High School Field Trip to Louisville, KY from April 27, 2018 to April 30, 2018.

**Background/Rationale:** On April 27, 2018 a group of two students, one parent chaperone, one adult chaperone and one teacher chaperone from Rosemont High School will travel via commercial airline to Louisville, KY to participate in the Speech and Debate Tournament of Champions at the University of Kentucky.

**Financial Considerations:** No cost to the district.

**LCAP Goal(s):** College and Career Ready Students

**Documents Attached:**

1. Out of State Field Trip Documents

**Estimated Time of Presentation:** N/A

**Submitted by:** Iris Taylor, Chief Academic Officer

Chad Sweitzer, Instructional Assistant Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent

Sacramento City Unified School District  
**FIELD TRIP REQUEST FORM**  
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Rosemont High School Date 4/27/2018 / to 4/30/2018  
 Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # (916) 712-0782  
 Fax # \_\_\_\_\_

Field Trip Destination University of Kentucky

- Local-50 mile radius (bus/walking)  Local-50 mile radius (driver led trips)  Out-of-Town (Beyond 50 mile radius)  
(forward directly to Field Trip Office)
- Overnight  Out-of-State/Country  Involving Swimming or Wading  Unusual Activities

Route Uber: 50 W to I5N to SMF airport. Flying to SDF International Airport (Louisville, KY) from SMF

Educational nature of field trip/excursion Speech and Debate

Depart Date 4 / 27 / 18 Time 11:00 am/pm Return Date 4 / 30 / 2018 Time 1130 am/pm

- TRANSPORTATION** will be provided by:  Walking  School Bus - contact Transportation Field Trip Office  
 Charter Bus Company (certified):  Yes  No - Check with Field Trip Office  
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)  
 Public Transportation  Train  Commercial Airline  Other: \_\_\_\_\_

Funding Source SUDL and Family Contribution Financial Assistance Available?  Yes  No

Number of students participating: 2

Adult Chaperones/Drivers: DRIVER DRIVER  
 1) Mark Hernandez  yes  no 2) Andrea Raymond  yes  no  
 3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Teachers and Staff Attending:  
 1) Stephen Goldberg  yes  no 2) \_\_\_\_\_  yes  no  
 3) \_\_\_\_\_  yes  no 4) \_\_\_\_\_  yes  no

Principal Approval [Signature] Date 3/28/18

Risk Management Approval (Unusual Activities) [Signature] Date 3/21/18

Segment Administrator Approval [Signature] Date 3-1-18

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

1. **Local Trip (school or charter bus):** (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
2. **Local Trip:** (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
3. **Out-of-Town:** (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. **Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. **Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. **Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkelling, rock climbing, skiing, etc.)** - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require **Special Event Liability Insurance**.
7. **Out-of-State/Country:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
8. **Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.**

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
 TRAVEL REQUEST**

School Name Rosemont High School Date 4/27/18 / - / 4/30/18

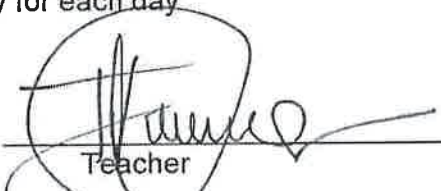
Teacher's Name Stephen Goldberg Room # \_\_\_\_\_ Telephone # (916) 712-0782

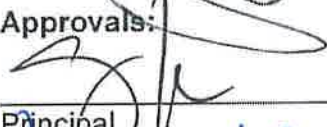
Field Trip Destination University of Kentucky

Reason for travel Speech and Debate Tournament - Tournament of Champions

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

List unusual activities, water activities or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) as a special parent waiver may be required. Submit copy of contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day

Signed   
 Teacher

Approvals:  
 2 / 28 / 18  
 Principal Date

 3 / 2 / 18  
 Risk Management Dept. Date

 3 / 1 / 18  
 Segment Administrator Date

 3 / 15 / 18  
 Superintendent Date

/ /  
 Board Approval Date



## TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

<b>Request to Attend:</b> <input checked="" type="checkbox"/> Conference/Workshop <input checked="" type="checkbox"/> Business Meeting	<b>Purpose for Attending:</b> <input checked="" type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	<b>Instructions:</b> This form must be completed and received in Accounts Payable at least <b>30 days</b> prior to the proposed trip- <b>60 days</b> if out-of-state.  REQ # _____
--	--	--

School/Department Rosemont High Date \_\_\_\_\_

Date(s) of Event 4/26/18-4/30/18 Location University of Kentucky

Event Title (attach brochure) Debate Tournament of Champions

Purpose\* Debate Tournament

\*(what value does this activity give students, attendees, staff, department/site or community?)  
Extracurricular academic activity.

How does this travel align with the District's strategic plan?  
Competition in policy debate.

Name of Attendee(s) (attach sheet for additional attendees)	Position	Substitute (Y/N)**	No. of Days Required	Budget Code (for substitute)
Mark A. Hernandez Sr.	Executive Director of SUDL	No		n/a
		No		
		No		
		No		
		No		

**\*\*IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770**  Additional Attendees Attached

<b>Approvals:</b> _____ Principal/Department Head Signature & Print Name <span style="float: right;"><u>2/28/18</u> Date</span> _____ Cabinet Level or Designee Signature <span style="float: right;"><u>3-1-18</u> Date</span> _____ Chief Business Officer Signature <span style="float: right;"><u>3-1-18</u> Date</span> _____ Superintendent or Designee Signature <span style="float: right;"><u>3/5/18</u> Date</span>	District cost for all attendees (estimate) Registration Fee *** <u>0</u> Meals included? <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0</u> Transportation <u>0</u> Meals <u>0</u> Other <u>0</u> <b>TOTAL</b> <u>0</u>
---	---

Categorical Budget Code(s): \_\_\_\_\_ \$ 0

General Fund/Unrestricted \_\_\_\_\_ \$ 0

\*\*\*If any meals are included in the cost of registration, how many of each: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #	Dollar Amount
Registration Fee _____	_____
Hotel _____	_____
Airfare **** _____	_____
Car Rental **** _____	_____



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1f

**Meeting Date:** April 5, 2018

**Subject:** Approve Resolution No. 3001: Resolution Regarding Board Stipends

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Board of Education.

**Recommendation:** Approve Resolution No. 3001: Resolution Regarding Board Stipends.

**Background/Rationale:** Education Code section 35120 fails to define hardship which has led to uncertainty regarding payment of stipends for Board members who may be deserving of payment due to absence resulting from hardship or other duties such as jury duty or performing duties or services for the District at the time of a Board meeting. All stipend payments will be based on an attendance sign-in sheet as well as any Board resolution(s) excusing absences in compliance with law. A Board member who is absent from a meeting may be eligible for payment by reporting the excused absence to the Board Office. A Board resolution will be periodically placed, as needed, on the Board agenda to state that the reason for the absence complies with Education Code section 35120 and shall be reflected in the minutes.

**Financial Considerations:** None

**LCAP Goal(s):** Family and Community Empowerment

**Documents Attached:**

1. Resolution No. 3001: Resolution Regarding Board Stipends.

**Estimated Time of Presentation:** N/A

**Submitted by:** Jessie Ryan, Board President

**Approved by:** Jorge A. Aguilar, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 3001**

**RESOLUTION REGARDING BOARD STIPENDS**

**WHEREAS**, Education Code section 35120 and Board Bylaw 9250 of the Sacramento City Unified School District (“District”) authorize Board members to be paid stipends for meetings they were unable to attend due to illness, hardship or other duties such as jury duty or performing duties or services for the District at the time of a Board meeting; and

**WHEREAS**, the Board finds that the Board members may be paid, or retain, stipends for meetings they were unable to attend as stated in Attachment A.

**NOW, THEREFORE, BE IT RESOLVED** by the Sacramento City Unified School District Board of Education which finds and determines as follows:

1. Adopts the foregoing recitals as true and correct;
2. Authorizes stipends for meetings the Board members were unable to attend pursuant to Attachment A; and
3. Incorporates herein by reference Attachment A.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 5<sup>th</sup> day of April, 2018, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

---

Jessie Ryan  
President of the Board of Education

ATTESTED TO:

---

Jorge A. Aguilar  
Secretary of the Board of Education

**ATTACHMENT A**

**RESOLUTION NO. 3001**

1. Absence Due to Hardship. Stipends are authorized to the following Board members due to hardship:
  - a. Board member Michael Minnick for the Board meeting on March 15, 2018.



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.1g

**Meeting Date:** April 5, 2018

**Subject:** Approve Minutes of the March 15, 2018 Board of Education Meeting

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Superintendent's Office

**Recommendation:** Approve Minutes of the March 15, 2018 Board of Education Meeting.

**Background/Rationale:** None

**Financial Considerations:** None

**LCAP Goal(s):** Family and Community Empowerment

**Documents Attached:**

1. Minutes of the March 15, 2018 Board of Education Regular Meeting
2. Strategic Time Breakdown of March 15, 2018 Meeting Minutes

**Estimated Time of Presentation:** N/A

**Submitted by:** Jorge A. Aguilar, Superintendent

**Approved by:** N/A



Putting  
Children  
First

# Sacramento City Unified School District BOARD OF EDUCATION MEETING AND WORKSHOP

**Board of Education Members**

- Jessie Ryan, President, (Trustee Area 7)
- Darrel Woo, Vice President, (Trustee Area 6)
- Michael Minnick, Second Vice President (Trustee Area 4)
- Jay Hansen, (Trustee Area 1)
- Ellen Cochrane, (Trustee Area 2)
- Christina Pritchett, (Trustee Area 3)
- Mai Vang, (Trustee Area 5)
- Sarah Nguyen, Student Member

**Thursday, March 15, 2018**

**4:30 p.m. Closed Session**

**6:00 p.m. Open Session**

**Serna Center**

Community Conference Rooms  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

## Minutes

2017/18-17

*Allotted Time*

**1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

Meeting called to order at 4:36 p.m.

- President Ryan
- Vice President Woo
- Member Hansen
- Member Cochrane
- Member Pritchett
- Member Vang

Absent  
2<sup>nd</sup> Vice President Minnick

A quorum was reached. Adjourned into closed session at 4:37 p.m.

**2.0 ANNOUNCEMENT AND PUBLIC COMMENT REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**3.0 CLOSED SESSION**

*While the Brown Act creates broad public access rights to the meetings of the Board of Education, it also recognizes the legitimate need to conduct some of its meetings outside of the public eye. Closed session meetings are specifically defined and limited in scope. They primarily involve personnel issues, pending litigation, labor negotiations, and real property matters.*

- 3.1 Government Code 54957.6 (a) and (b) Negotiations/Collective Bargaining SCTA, SEIU, Non-Represented/Confidential Management, TCS, Teamsters, UPE
- 3.2 Government Code 54956.9 Conference with Legal Counsel – Anticipated Litigation:
  - a) Existing litigation pursuant to subdivision (a) of Government Code section 54956.9 (OAH Case No. 2017090138 and OAH Case No. 2017090969)
  - b) Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9
  - c) Initiation of litigation pursuant to subdivision (d)(4) of Government Code section 54956.9

3.3 *Government Code 54957 – Public Employee Discipline/Dismissal/Release/Reassignment*

3.4 *Education Code Section 35146 – The Board will hear staff recommendations on the following student expulsions:*

a) *Expulsion #12, 2017-18*

#### **4.0 CALL BACK TO ORDER/PLEDGE OF ALLEGIANCE**

4.1 *Broadcast Statement (Student Member Nguyen)*

4.2 *The Pledge of Allegiance will be led by Sutter Middle School's Girls' Basketball Team*

- *Presentation of Certificate by Member Cochran*

#### **5.0 ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

By a 6-0 vote, 2<sup>nd</sup> Vice President Minnick being absent, Board approved two Special Education case settlements, OAH Case No. 2017090138 and OAH Case No. 2017090969.

#### **6.0 AGENDA ADOPTION**

Member Vang motion to adopt agenda

Vice President Woo 2<sup>nd</sup>

Board Unanimous

President Ryan announces, before moving to Special Presentations 7.1 and 7.2, taking the opportunity, as March has been a month of movements. In particular the movement to elevate student voice through the marches that were hosted yesterday (3/14) across the city, state and country as a peaceful protest to end gun violence. We are very proud of the leadership of thousands of youth right here in Sacramento City Unified School District. Board members and District staff stood in solidarity with these remarkable youth leaders, exercising the power of their voice in peaceful protest. Tonight we are going to take an opportunity to view a video of the March with Students.

Superintendent Aguilar wants to express how proud we are, throughout the entire district, of our students being able to demonstrate how to participate in a civic action and still maintain a safe learning environment. We hope that all of students K-12 are able to appreciate the significance of having engaged in that civic action throughout the district. appreciates everyone's support including Board member as well who were out there with our students.

President Ryan echoes our support for our incredible students throughout the district. wants to thank each and every Board member who made time to stand alongside those students and lifting up their voices.

#### **7.0 SPECIAL PRESENTATION**

7.1 *Approve Resolution No. 2998: In Recognition of National Women's History Month, March 2018 (Jessie Ryan)*

President Ryan presented resolution for approval.

Vice President Woo motion to approve

Member Vang 2<sup>nd</sup>

Student Member Nguyen preferential vote – Aye

Board Unanimous

7.2 Approve Resolution No. 2999: In Recognition of the Life and Memory of César E. Chávez (Mai Vang)  
Member Vang presented resolution for approval. Requests from dais, to have staff track how many schools are engaged in day of service for César E. Chávez so we can have a better idea next year on how many schools actually are participating.

Member Vang motion to approve

Member Pritchett 2<sup>nd</sup>

Student Member Nguyen preferential vote – Aye

Board Unanimous

## 8.0 PUBLIC COMMENT

15 minutes

*Members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to two (2) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to District staff or calendar the issue for future discussion.*

Nikki Milevsky

Tom McElheney

Donicia Carlos

Cristina Jordan

Christopher Latino

Emily Belko

Olivia Hernandez

Kevin Hill

Kathya Ponce

Alma Lopez

Christopher Wallis

Ponce Zavala

Tristin Jenkins

Skye Owens

## 9.0 BOARD WORKSHOP/STRATEGIC PLAN AND OTHER INITIATIVES

9.1 Consider Resolution No. 2993 or 2994: Renewal Charter Petition for Aspire Capitol Heights Academy (Jack Kraemer and Lane Weiss) **Action**

Jack Kraemer, Director, Innovative Schools/Charter Oversight and representatives from Aspire Capitol Heights Lane Weiss and Mercedes McComber presented consideration of charter renewal.

Public Comment:

None

Board Comment:

President Ryan indicates this school is in her area and serves some of her neighborhood kids. Grateful to have this school in Oak Park.

President Ryan motion to approve Resolution No. 2993 charter renewal

Vice President Woo 2<sup>nd</sup>

Student Member Nguyen preferential vote – Aye

Member Cochrane – Abstain

2<sup>nd</sup> Vice President Minnick – Absent



9.2 Consider Resolution No. 2995 or 2996: Renewal Charter Petition for Bowling Green Charter School (Jack Kraemer, Susan Gibson and Sylvia Silva-Torres) **Action**

Jack Kraemer, Director, Innovative Schools/Charter Oversight and the two Principals from the neighboring Bowling Green Charters Susan Gibson and Sylvia Silva-Torres presented consideration of charter renewal.

Public Comment:

None

Board Comment:

None

Vice President Woo motion to approve Resolution 2995 charter renewal

Member Vang 2<sup>nd</sup>

Student Member Nguyen preferential vote – Aye

Member Cochrane – Abstain

2<sup>nd</sup> Vice President Minnick – Absent

9.3 Approve Father Keith B. Kenny Grade Restructuring **Action**  
(Iris Taylor, Mary Hardin Young and Gail Johnson)

All presenters are not present at time for item 9.3. Member Pritchett motion to move switch items 9.3 and 9.4, Vice President Woo 2<sup>nd</sup>, Board unanimous. Moving on to 9.4 will return to 9.3.

Mary Hardin Young, Instructional Assistant Superintendent and Gail Johnson, Principal presented.

Public Comment:

None

Board Comment:

President Ryan wants to know what will happen to teachers after closing 7<sup>th</sup> and 8<sup>th</sup> grades. Gail responds that they will not lose any staff. They are currently two vacancies that they can be placed in. All of the teachers were in favor when understanding what the students need.

Member Vang thanks Gail, Mary and President Ryan for reaching out to parents. Wants to know the distance between Father Keith B. Kenny and Kit Carson and California Middle Schools. Gail responds less than two miles. Prior to Father Keith B. Kenny becoming a K-8, those were the neighborhood middle schools. Member Vang asks, given that we are going to eliminate the 7<sup>th</sup> and 8<sup>th</sup> grade wants to know what the district has planned regarding the extra facilities, the classrooms? Mary answers that is a very good question. She believes they will see a growth at Father Keith B. Kenny, the rooms will not go unused, and the school is pretty packed.

Member Hansen wants to know if just those two middle schools are offered. Mary responds we gave the families and students and option of any middle school program within our district. Some may have open enrolled to Sutter or Fern Bacon. The two middle schools they would naturally feed into would be Kit Carson and California Middle. Member Hansen wants to make sure Sutter is an option for any family. Gail responds when speaking to a lot of the 6<sup>th</sup> grade parents, about twelve of them expressed interest that had done open enrollment and they had other plans for next year. Member Hansen was wondering are we going to be losing students out of our district. Mary responds we can bring back requests coming from students at Father Keith B. Kenny, so we will know where they have enrolled. Member Hansen wants to know if we offer transportation. Mary responds with they typically take RT (Regional Transit).

Vice President Woo reflects on how he was on the Board when they made the decision to turn Father Keith B. Kenny into a K-8. Had high hopes and it was a grand experiment. This is the right decision; it will be the best for our children. Thankful Gail is at the helm to make both decisions.

Member Pritchett asks how many 7<sup>th</sup>/8<sup>th</sup> grade students attend Father Keith B. Kenny. Gail responds, 33.

President Ryan, thanks Member Cochrane and Member Hansen and acknowledge that the principals at Kit Carson and California Middle were remarkable in coming out and speaking with our families. They stayed

speaking with each and every family offering with our Enrollment Center a seamless process for enrolling in those school sites. And making students feel like they were wanted at those schools.

Vice President Woo motion to approve

Member Pritchett 2<sup>nd</sup>

Student Member Nguyen preferential vote – Aye

Board Unanimous

9.4 *Approve K-12 ELA/ELD Instructional Materials Adoption*  
(Iris Taylor, Matt Turkie and Denise Leograndis)

**Action**

Iris Taylor, Chief Academic Officer; Matt Turkie, Assistant Superintendent, Curriculum and Instruction; Denise Leograndis, ELA Coordinator; Ruth Lindahl, teacher Hiram Johnson and Kelly Ryan, teacher Martin Luther King, Jr. K-8 presented.

Public Comment:

Greg Young

Board Comment:

Member Hansen looks like a great process. Thank you for presenting. Looking at timeline, state completed their programs November of 2015 and we started ours May 2017 can you explain the timeline. Would there be a normal two year gap between when the state does their process before we start ours? Iris Taylor responds, with the implementation of Common Core there have been some changes in cycles of adoption. State determined that districts could adopt off cycle, there's no mandatory adoption cycle. During the 2014-15 school year we were actually adopting mathematics materials. We determined with the major changes in math, we should adopt that first and now we are doing ELA. Member Hansen asks we can do one at a time because it's a large process? Iris Taylor responds, it's a large process and it's quite a major expenditure. Member Hansen asks how many books do we buy for \$7m? Iris Taylor answers; we are just beginning the process of engaging with the publishers around the cost of materials. We have to negotiate. The publisher gives us a price and we go back and forth with what is it we can actually do. From just what we have received so far, with \$7m we are looking at probably K-6, and 7-8. We are still negotiating with publishers. Member Hansen asks if we partner with other districts. Iris Taylor responds, no we are a pretty large system, thinking about the size of Sac City we have some leverage. Member Hansen, do we look around to other districts who want to buy the same textbooks so we can maybe partner. Iris Taylor responds, we have looked at surrounding districts and a lot of them have already adopted ELA. Vice President Woo first question, identified LCFF funding and lottery funding for the textbooks was there any of the Common Core block grants available for the textbooks as well. Iris Taylor responds we actually used those funds for the math adoption and then the state discontinued Common Core funding. Vice President Woo asks about success of feedback from computer kiosk or paper feedback. Denise Leograndis, who lead effort, responds the replies through the kiosk and through paper were minimal. Twenty nine replies through the kiosk, in English only and slightly leaning toward Benchmark over Reach for Reading. Vice President Woo responds the reason for asking is because he hopes for a different strategy when going for parent engagement later on because the strategy used was not as successful as we hoped.

President Ryan wants to take educators who have given additional time to help pilot and review the materials so we could in fact adopt the best possible curriculum moving forward to meet the needs of our students. has a Question for Iris Taylor and Matt Turkie around the 61 reviewers and 47 piloting teachers in grades 7-12 how were they selected? Iris Taylor responds it's actually outlined in Board Policy that we select teachers who have the plethora of experiences of the students in our district. There was intentionality in selecting educators who not just mirrored the demographics of the district but also the experiences. There are special educators, teachers who teach English learners, new teachers and experienced teachers. We wanted to gain a sense of how well these materials would support someone with very little experience as well as someone who had a lot of experience. There was a lot of thought that went into the piloting as well as the committee who selected the materials. President Ryan how will these changes in materials be communicated with families. Iris Taylor responds we want to build a cadre of parents and leaders from sites who could then work with other parents at sites around understanding material. Trying a different strategy then what was previously done when adopting materials.

Making it more localized so sites can facilitate their own sessions with parents then parent to parent exchanges. Member Cochrane thank you. Would like to particularly thank the teachers who piloted this because often years are spent mastering a curriculum, honing it and fine tuning it then you're asked suddenly to take on a whole new curriculum probably for just a semester. Diving into it and being able to present it to students in a very meaningful manner. So thank you. Often when we have pilots they change when you actually come to actual text that is adopted. Are we looking at these being changes when we actually adopt the text as well or are we set to go? Iris Taylor, one thing we want to do when we negotiate is, as updates are made, we get those updates. Just recognizing too that we believe we have selected a set of materials is that is extremely strong.

Iris Taylor would also like to thank the teachers who participated in this adoption. Just the number of hours that went into the analysis, the thoughtfulness that went into reviewing the materials. They did that on top of their day jobs. They are to really be commended. Thank you.

Member Hansen motion to approve  
Vice President Woo 2<sup>nd</sup>  
Student Member Nguyen preferential vote – Aye  
Board Unanimous

9.5 *Approve 2017-18 Second Interim Financial Report (Gerardo Castillo, CPA)* **Conference/Action**  
Gerardo Castillo, Chief Business Officer and Gloria Chung, Director, Budget Services presented.

Public Comment:  
None

Board Comment:  
Member Hansen regarding a comment made previously that expenditures for administrative was three times higher than hiring certificated employees that was a shocking allegation. Curious what Gerardo's reaction to that may be? Gerardo responds most of the FTE's are vacancies. For instance, we didn't have the position filled last year but it was filled this year it will show as new but it is really a fill in vacancy. There are a couple that are new but many of them are filled vacancies. Member Hansen asks, the eighteen new administrative positions, how many of those were just vacancies that were being filled? Gerardo responds we are doing some research, working with HR. Does not know exactly how many. Will get back with an answer. Member Hansen also noting that our revenues are a bit down but we lowered our expenditures even more than our budget was reduced. Interested in why the state's number is down almost 5% from the first interim. Is there something significant that changed? Gerardo responds yes when we adopted the budget in the first interim, we actually increased the first interim by \$25m. We overestimated, so we need to adjust that down base on the history of the last three years.

Member Pritchett motion to move item from Conference to Action  
Member Hansen 2<sup>nd</sup>  
Student Member Nguyen preferential vote – Aye  
Board unanimous

Member Vang motion to approve  
Member Pritchett 2<sup>nd</sup>  
Student Member Nguyen preferential vote – Aye  
Board unanimous

9.6 *Approve Nutrition Services Price Increase (Cathy Allen and Diana Flores)* **Action**  
Cathy Allen, Chief Operations Officer and Diana Flores, Director, Nutrition Services presented.

Public Comment:  
None

Board Comments:

Member Cochrane asks Cathy to go back to the deficit slide. What did we do differently between 2015-16 and 2016-17 to decrease deficit. Diana responds worked on food cost issues in prior year. Cathy answered there have been a lot of operational changes as well. We now pick up some of our food instead of having it delivered. We will continue to decrease that cost as we move toward the Central Kitchen. This is a further discussion by the Board by voting. Personal opinion that we should not charge for reduced lunch. People who have that need or are already struggling. Doesn't know how colleagues feel, but does not want to burden a family that may really need to have services, meals at school, with an extra cost. Would like to keep it at no cost.

Member Pritchett whole heartedly agrees with Member Cochrane. Only has one question, what is the income threshold for reduced lunch program? Diana answers it's a table based on income and family size. Member Pritchett agrees a deeper conversation is needed about rising the reduced lunch for our low income families and instead, think about raising it for our regular priced lunches.

President Ryan does want to mention that herself, Vice President Woo and Member Vang have heard this in Policy Committee. This has been a conversation over the last year. Very comfortable with the increased meal price for people who can afford to pay which still brings us below the regional average for our meals. Less comfortable with requiring an increase of \$0.40 for a low income family. In agreement with fellow colleagues. Appreciates universal breakfast for all but would rather have people who can afford breakfast, pay a little bit so that people who can't afford \$0.40 a meal pay nothing.

President Ryan motion to amend the current proposal to approve the increase in meal price by \$0.75 for the 2185 students identified but we do not approve the \$0.40 meal price for our low income families.

Member Pritchett 2<sup>nd</sup>

Student Member Nguyen preferential vote – Aye

Board unanimous

**10.0 CONSENT AGENDA**

*2 minutes*

*Generally routine items are approved by one motion without discussion. The Superintendent or a Board member may request an item be pulled from the consent agenda and voted upon separately.*

Member Pritchett motion to approve consent agenda

Vice President Woo 2<sup>nd</sup>

Student Member Nguyen preferential vote – Aye

Board Unanimous

**10.1 Items Subject or Not Subject to Closed Session:**

*10.1a Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval of Bid Awards, Approval of Declared Surplus Materials and Equipment, Change Notices and Notices of Completion (Gerardo Castillo, CPA)*

*10.1b Approve Personnel Transactions 3/15/18 (Cancy McArn)*

*10.1c Approve Consolidated Application 2017-18 Winter Report (Vincent Harris and Lisa Hayes)*

*10.1d Approve Staff Recommendations for Expulsion #12, 2017-18 (Lisa Allen and Stephan Brown)*

*10.1e Approve Exclusive Negotiating Agreement – Old Marshall School, 2718 G Street (Cathy Allen)*

*10.1f Approve Business and Financial Report: Warrants, Checks and Electronic Transfers Issued for the Period of February 2018 (Gerardo Castillo, CPA)*

*10.1g Approve C.K. McClatchy High School Field Trip to Atlanta, Georgia April 13-16, 2018 (Iris Taylor and Mary Hardin Young)*

- 10.1h Approve C.K. McClatchy High School Field Trip to Louisville, Kentucky April 26-30, 2018  
(Iris Taylor and Mary Hardin Young)
- 10.1i Approve C.K. McClatchy High School Field Trip to Ashland, Oregon April 6-8, 2018 (Iris Taylor and Mary Hardin Young)
- 10.1j Approve C.K. McClatchy High School Field Trip to Reno, Nevada April 13-15, 2018 (Iris Taylor and Mary Hardin Young)
- 10.1k Approve George Washington Carver High School Field Trip to Ashland, Oregon March 26-29, 2018  
(Iris Taylor and Chad Sweitzer)
- 10.1l Approve Hiram Johnson High School Field Trip to Reno, Nevada April 13-15, 2018 (Iris Taylor and Olga Arellano Simms)
- 10.1m Approve Hiram Johnson High School Field Trip to Valley Forge, Pennsylvania April 26-29, 2018 (Iris Taylor and Olga Arellano Simms)
- 10.1n Approve John F. Kennedy High School Field Trip to Calgary, Canada April 4-7, 2018 (Iris Taylor and Tu Moua-Carroz)
- 10.1o Approve Luther Burbank High School Field Trip to Reno, Nevada April 13-15, 2018 (Iris Taylor and Tu Moua-Carroz)
- 10.1p Approve Sutter Middle School Field Trip to Ashland, Oregon April 4-6, 2018 (Iris Taylor and Mary Hardin Young)
- 10.1q Approve West Campus High School Field Trip to Reno, Nevada April 13-15, 2018 (Iris Taylor and Chad Sweitzer)
- 10.1r Approve Vote for 2018 California School Board Association Delegate Assembly Representation, Sub Region 6-B (Jessie Ryan)
- 10.1s Approve Minutes of the March 1, 2018 Board of Education Meeting (Jorge A. Aguilar)

**11.0 BUSINESS AND FINANCIAL INFORMATION/REPORTS**

**Receive Information**

President Ryan receives information.

**11.1 Business and Financial Information:**

- Purchase Order Board Report for the Period of December 15, 2017 through January 14, 2018

**11.2 Head Start/Early Head Start/Early Head Start Expansion Reports**

**12.0 FUTURE BOARD MEETING DATES / LOCATIONS**

- ✓ April 5, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting
- ✓ April 19, 2018 4:30 p.m. Closed Session, 6:00 p.m. Open Session, Serna Center, 5735 47<sup>th</sup> Avenue, Community Room, Regular Workshop Meeting

### **13.0 ADJOURNMENT**

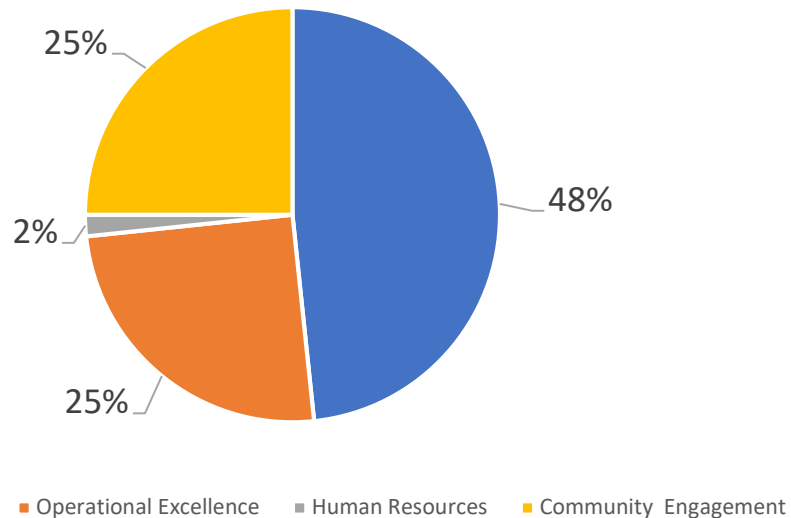
Member Vang motion to adjourn  
Member Pritchett 2<sup>nd</sup>  
Meeting adjourned at 7:59 p.m.

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Jorge A. Aguilar, Superintendent/Board Secretary

*NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 48 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education less than 72 hours in advance of the meeting and relating to an open session item are available for public inspection at 5735 47<sup>th</sup> Avenue at the Front Desk Counter and on the District's website at [www.scusd.edu](http://www.scusd.edu).*

### March 15, 2018 Board Meeting Strategic Breakdown



**The SCUSD Board of Education has set a goal to focus on Student Success for no less than 33% of each meeting.** This is a recap of each category of time spent at the March 15, 2018 meeting.

Definitions:

*Student Success* encompasses any Board agenda item the involves the academic, social, emotional, and related outcomes of students.

*Operational Excellence* incorporates Board items that cover operations, budget, customer service, program efficiencies, and similar topics.

*Human Resources* entails any topic related to employee relations, collective bargaining agreements, and other similar Board items.

*Community Engagement* includes any Board item that include community group communications items, public comment, sharing from Board Members and the Superintendent, and other similar topics.



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 11.1

**Meeting Date:** April 5, 2018

**Subject:** Business and Financial Information

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Business Services

**Recommendation:** Receive business and financial information.

**Background/Rationale:**

- Enrollment and Attendance Report for Month 6 Ending February 16, 2018

**Financial Considerations:** Reflects standard business information.

**LCAP Goal(s):** Family and Community Empowerment; Operational Excellence

**Documents Attached:**

1. Enrollment and Attendance Report for Month 6 Ending February 16, 2018

**Estimated Time:** N/A

**Submitted by:** Gerardo Castillo, CPA, Chief Business Officer

**Approved by:** Jorge A. Aguilar, Superintendent



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6 ENDING FRIDAY, FEBRUARY 16, 2018  
 TRADITIONAL SCHOOLS

ELEMENTARY TRADITIONAL	REGULAR ENROLLMENT			Special Education Grades K-6	TOTAL MONTH END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE		
	Kdgn	Grades 1-3	Grades 4-6				2017-2018 Actual Attendance	Cum Attd Days /103 2017-2018	PERCENTAGE 2017-2018
Abraham Lincoln Elementary	86	224	226	5	541	94.16%	516.95	94.45%	
Alice Birney Waldorf-Inspired K8	81	162	180	0	423	94.84%	405.90	95.90%	
Bret Harte Elementary	34	107	102	39	282	92.04%	257.18	93.14%	
Caleb Greenwood	72	230	187	6	495	94.56%	481.61	95.89%	
Camellia Basic Elementary	85	183	177	11	456	96.81%	446.50	97.42%	
Capital City School	1	20	34	0	55	96.63%	45.52	97.63%	
Caroline Wenzel Elementary	40	104	122	50	316	94.48%	292.99	95.00%	
Cesar Chavez ES	0	0	362	15	377	95.22%	365.66	95.40%	
Crocker/Riverside Elementary	96	278	289	0	663	96.41%	638.77	96.95%	
David Lubin Elementary	93	217	223	31	564	93.03%	531.68	94.52%	
Earl Warren Elementary	53	176	197	14	440	95.08%	416.99	95.84%	
Edward Kemble Elementary	161	413	0	12	586	94.64%	563.05	94.83%	
Elder Creek Elementary	94	309	352	0	755	95.32%	719.32	96.15%	
Ethel I Baker Elementary	94	293	282	0	669	92.89%	638.30	93.90%	
Ethel Phillips Elementary	64	204	217	22	507	93.35%	467.08	94.20%	
Father Keith B Kenny K-8 School	46	180	128	0	354	92.81%	328.72	93.39%	
Genevieve Didion Elementary	71	209	221	10	511	96.38%	489.85	97.18%	
Golden Empire Elementary	72	255	266	15	608	95.09%	589.61	96.30%	
H W Harkness Elementary	71	137	140	13	361	95.85%	352.91	95.38%	
Hollywood Park Elementary	48	133	118	44	343	94.29%	328.48	95.10%	
Home/Hospital	10	15	62	6	93	100.00%	29.77	100.00%	
Hubert H. Bancroft Elementary	68	166	172	29	435	94.23%	407.27	94.54%	
Isador Cohen Elementary	24	116	114	20	274	95.46%	252.95	94.82%	
James W Marshall Elementary	50	163	163	21	397	95.69%	375.86	95.59%	
John Bidwell Elementary	46	123	124	14	307	93.68%	294.90	95.02%	
John Cabrillo Elementary	46	137	156	42	381	91.70%	347.42	93.58%	
John D Sloat Elementary	69	88	94	18	269	92.36%	241.28	93.53%	
John H. Still K-8	85	306	277	15	683	92.86%	636.97	93.39%	
John Morse Therapeutic Center	0	0	0	35	35	94.22%	28.46	92.58%	
Leataata Floyd Elementary	48	157	137	11	353	93.00%	329.80	93.30%	
Leonardo da Vinci K - 8 School	119	281	277	36	713	95.82%	693.90	97.11%	
Mark Twain Elementary	40	126	124	31	321	93.26%	303.70	93.86%	
Martin Luther King Jr Elementary	42	122	157	35	356	94.31%	340.74	94.35%	
Matsuyama Elementary	88	252	271	2	613	95.14%	587.11	96.54%	
Nicholas Elementary	80	277	254	24	635	94.94%	612.15	94.64%	
O W Erlewine Elementary	44	115	128	13	300	94.69%	281.83	94.53%	
Oak Ridge Elementary	68	233	215	2	518	93.38%	478.01	93.87%	
Pacific Elementary	139	329	290	0	758	94.37%	706.05	94.59%	
Parkway Elementary School	72	254	228	34	588	92.84%	539.02	93.70%	
Peter Burnett Elementary	70	243	241	26	580	93.47%	542.88	95.24%	
Phoebe A Hearst Elementary	96	288	287	0	671	96.01%	651.58	97.13%	
Pony Express Elementary	48	172	178	7	405	94.53%	382.46	95.60%	
Rosa Parks K-8 School	47	142	159	13	361	94.00%	340.62	94.59%	
Sequoia Elementary	59	175	219	11	464	94.51%	434.18	95.49%	
Success Academy K-8	0	0	14	3	17	80.52%	12.22	87.37%	
Susan B Anthony Elementary	49	150	133	1	333	96.84%	311.52	97.02%	
Sutterville Elementary	72	197	230	8	507	95.65%	488.46	96.23%	
Tahoe Elementary	62	131	124	36	353	94.05%	335.96	94.61%	
Theodore Judah Elementary	95	233	233	25	586	94.70%	553.96	95.71%	
Washington Elementary	70	95	71	0	236	95.76%	221.46	95.07%	
William Land Elementary	56	181	192	0	429	96.40%	414.72	96.41%	
Woodbine Elementary	38	119	109	28	294	94.29%	267.32	94.57%	
<b>TOTAL ELEMENTARY SCHOOLS</b>	<b>3,304</b>	<b>9,338</b>	<b>9,387</b>	<b>857</b>	<b>22,886</b>	<b>94.50%</b>	<b>21,618.61</b>	<b>95.21%</b>	

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 TRADITIONAL SCHOOLS

MIDDLE SCHOOLS	REGULAR ENROLLMENT			Special Education Grades 7-8	TOTAL MONTH- END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
	Grade 7	Grade 8	Total Grades 7-8			2017-2018 Actual Attendance	Cum Attd Days/103 2017-2018	PERCENTAGE 2017-2018
A M Winn Elementary K-8 Waldorf	16	16	32	0	32	93.09%	31.48	95.41%
Albert Einstein MS	361	321	682	44	726	94.41%	694.77	95.26%
Alice Birney Waldorf-Inspired K8	47	56	103	0	103	95.81%	100.43	96.65%
California MS	461	439	900	11	911	94.22%	865.73	94.46%
Capital City School	19	18	37	1	38	92.25%	25.45	88.19%
Father Keith B Kenny K-8 School	20	13	33	0	33	95.53%	32.34	95.99%
Fern Bacon MS	377	362	739	18	757	95.12%	717.45	95.38%
Genevieve Didion Elementary	47	58	105	0	105	95.75%	98.80	97.05%
Home/Hospital	16	12	28	4	32	100.00%	10.91	100.00%
John H. Still K-8	120	126	246	26	272	96.45%	263.81	96.01%
John Morse Therapeutic Center	0	0	0	14	14	87.31%	12.63	87.67%
Kit Carson MS	162	161	323	21	344	92.56%	323.59	92.77%
Leonardo da Vinci K - 8 School	72	61	133	20	153	96.80%	148.20	96.93%
Martin Luther King Jr Elementary	40	48	88	0	88	97.79%	86.48	95.68%
Rosa Parks K-8 School	217	212	429	43	472	94.33%	445.82	94.83%
Sam Brannan MS	228	211	439	48	487	93.83%	466.01	94.94%
School of Engineering and Science	129	117	246	0	246	94.82%	240.39	95.91%
Success Academy K-8	3	9	12	0	12	77.64%	8.55	77.08%
Sutter MS	598	568	1166	40	1206	95.96%	1170.07	96.84%
Will C Wood MS	346	317	663	26	689	95.12%	658.38	95.41%
<b>TOTAL MIDDLE SCHOOLS</b>	<b>3,279</b>	<b>3,125</b>	<b>6,404</b>	<b>316</b>	<b>6,720</b>	<b>94.86%</b>	<b>6,401.26</b>	<b>95.36%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 TRADITIONAL SCHOOLS

HIGH SCHOOLS	REGULAR ENROLLMENT					Total Grade 9-12	Special Education Grades 9-12	TOTAL MONTH- END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
	Continuation	Grade 9	Grade 10	Grade 11	Grade 12				2017-2018 Actual Attendance	Cum Attd Days/103	PERCENTAGE 2017-2018
										2017-2018	
American Legion HS	238	0	0	0	0	238	0	238	82.64%	215.06	83.87%
Arthur A. Benjamin Health Prof	0	46	54	41	28	169	18	187	93.98%	184.87	92.45%
C K McClatchy HS	0	602	562	482	493	2139	81	2220	95.14%	2112.48	95.30%
Capital City School	0	27	70	76	90	263	0	263	85.96%	180.46	85.08%
Hiram W Johnson HS	0	355	340	282	321	1298	151	1449	92.70%	1327.85	92.68%
Home/Hospital	0	16	19	24	4	63	12	75	100.00%	17.14	100.00%
John F Kennedy HS	0	560	519	529	460	2068	100	2168	94.89%	2046.69	95.03%
Kit Carson MS	0	61	33	20	23	137	0	137	95.33%	139.84	95.16%
Luther Burbank HS	0	449	371	377	366	1563	145	1708	93.64%	1591.13	93.71%
Rosemont HS	0	345	331	311	292	1279	93	1372	95.04%	1311.06	94.90%
School of Engineering and Science	0	91	72	63	51	277	0	277	94.93%	270.27	95.44%
The Academy	0	4	8	1	0	13	0	13	85.47%	12.74	83.51%
West Campus HS	0	207	228	200	224	859	0	859	97.48%	838.75	97.49%
<b>TOTAL HIGH SCHOOLS</b>	<b>238</b>	<b>2,768</b>	<b>2,614</b>	<b>2,478</b>	<b>2,522</b>	<b>10,366</b>	<b>600</b>	<b>10,966</b>	<b>94.20%</b>	<b>10,248.33</b>	<b>94.24%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 TRADITIONAL SCHOOLS

DISTRICT TOTALS	TOTAL MONTH- END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
		2017-2018 Actual Attendance	Cum Attd Days/103	PERCENTAGE 2017-2018
			2017-2018	
ELEMENTARY	22,886	94.50%	21,619	95.21%
MIDDLE	6,720	94.86%	6,401	95.36%
HIGH SCHOOL	10,966	94.20%	10,248	94.25%
<b>TOTAL ALL DISTRICT SEGMENTS</b>	<b>40,572</b>	<b>94.48%</b>	<b>38,268</b>	<b>94.98%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 CHARTER SCHOOLS

2017-2018 DEPENDENT CHARTER SCHOOLS	REGULAR ENROLLMENT					Special Education Grades K-12	TOTAL MONTH-END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
	Kdgn	Grades 1-3	Grades 4-6	Grades 7-8	Grades 9-12			2017-2018 Actual Attendance	2017-2018	PERCENTAGE 2017-2018
Bowling Green-Mc Coy	70	202	185	0	0	10	467	95.50%	445.20	95.50%
Bowling Green-Chacon	46	164	145	0	0	0	355	97.00%	343.82	97.05%
George W. Carver SAS	0	0	0	0	248	12	260	96.75%	252.79	95.11%
New Joseph Bonnheim Charter	31	138	113	0	0	0	282	91.07%	264.47	95.08%
New Tech High	0	0	0	0	171	3	174	94.87%	158.78	95.92%
The Met High School	0	0	0	0	272	0	272	98.34%	268.37	97.13%
<b>TOTAL DEPENDENT CHARTER SCHOOLS</b>	<b>147</b>	<b>504</b>	<b>443</b>	<b>0</b>	<b>691</b>	<b>25</b>	<b>1,810</b>	<b>96.13%</b>	<b>1,733.43</b>	<b>95.98%</b>

2017-2018 INDEPENDENT CHARTER SCHOOLS	REGULAR ENROLLMENT					Special Education Grades K-12	TOTAL MONTH-END ENROLLMENT	PERCENTAGE FOR THE MONTH	AVERAGE CUMULATIVE ACTUAL ATTENDANCE	
	Kdgn	Grades 1-3	Grades 4-6	Grades 7-8	Grades 9-12			2017-2018 Actual Attendance	2017-2018	PERCENTAGE 2017-2018
CA Montessori Project Capitol Campus	44	127	111	45	0	0	327	96.02%	315.08	96.28%
Capitol Collegiate Academy	75	154	110	0	0	0	339	94.97%	325.84	95.21%
Aspire Capitol Heights Academy	45	135	81	0	0	0	261	91.36%	258.28	94.15%
Growth Public Schools	62	46	0	0	0	0	108	87.55%	99.43	91.79%
Language Academy	84	198	200	102	0	0	584	95.85%	567.50	97.14%
Oak Park Prep	0	0	0	136	0	0	136	91.90%	126.70	94.79%
PS 7 Elementary	69	139	198	133	0	0	539	94.12%	515.90	93.42%
Sacramento Charter HS	0	0	0	0	715	0	715	96.03%	727.01	95.75%
Sol Aureus College Preparatory	48	151	124	43	0	0	366	85.60%	297.95	87.92%
Yav Pem Suab Academy	66	197	209	0	0	0	472	95.97%	450.80	96.05%
<b>TOTAL INDEPENDENT CHARTER SCHOOLS</b>	<b>493</b>	<b>1,147</b>	<b>1,033</b>	<b>459</b>	<b>715</b>	<b>-</b>	<b>3,847</b>	<b>92.94%</b>	<b>3,684.49</b>	<b>94.25%</b>

<b>TOTAL CHARTER SCHOOLS</b>	<b>640</b>	<b>1,651</b>	<b>1,476</b>	<b>459</b>	<b>1,406</b>	<b>25</b>	<b>5,657</b>	<b>94.53%</b>	<b>5,417.92</b>	<b>95.12%</b>
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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 ADULT EDUCATION SCHOOLS

ADULT EDUCATION	ENROLLMENT	HOURS EARNED			2017-2018 CUMULATIVE ADA		
		CONCURRENT	OTHER	TOTAL	CONCURRENT	OTHER	TOTAL
A. Warren McClaskey Adult Center	400		18,923.25	18,923.25		272.96	272.96
Charles A. Jones Career & Education Center	714		41,650.96	41,650.96		494.67	494.67
<b>TOTAL ADULT EDUCATION</b>	<b>1,114</b>		<b>60,574.21</b>	<b>60,574.21</b>		<b>767.63</b>	<b>767.63</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 GRADE BY GRADE ENROLLMENT

ELEMENTARY SCHOOLS	REGULAR CLASS ENROLLMENT							TOTAL
	Kdgn	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	REGULAR
A M Winn Elementary K-8 Waldorf	42	36	37	45	36	44	51	291
Abraham Lincoln Elementary	86	84	71	69	79	70	77	536
Alice Birney Waldorf-Inspired K8	81	48	53	61	61	60	59	423
Bret Harte Elementary	34	32	38	37	32	32	38	243
Caleb Greenwood	72	69	68	93	64	63	60	489
Camellia Basic Elementary	85	58	65	60	58	60	59	445
Capital City School	1	7	5	8	7	11	16	55
Caroline Wenzel Elementary	40	40	30	34	39	30	53	266
Cesar Chavez ES	0	0	0	0	106	120	136	362
Crocker/Riverside Elementary	96	96	91	91	96	98	95	663
David Lubin Elementary	93	79	80	58	73	77	73	533
Earl Warren Elementary	53	59	62	55	65	57	75	426
Edward Kemble Elementary	161	156	130	127	0	0	0	574
Elder Creek Elementary	94	105	115	89	116	120	116	755
Ethel I Baker Elementary	94	103	107	83	87	108	87	669
Ethel Phillips Elementary	64	70	66	68	67	85	65	485
Father Keith B Kenny K-8 School	46	65	46	69	41	40	47	354
Genevieve Didion Elementary	71	71	70	68	65	67	89	501
Golden Empire Elementary	72	84	84	87	87	83	96	593
H W Harkness Elementary	71	44	46	47	36	52	52	348
Hollywood Park Elementary	48	40	46	47	41	45	32	299
Home/Hospital	10	6	5	4	25	10	27	87
Hubert H. Bancroft Elementary	68	71	47	48	54	66	52	406
Isador Cohen Elementary	24	32	48	36	43	43	28	254
James W Marshall Elementary	50	49	65	49	44	51	68	376
John Bidwell Elementary	46	37	41	45	37	43	44	293
John Cabrillo Elementary	46	44	45	48	54	46	56	339
John D Sloat Elementary	69	34	32	22	32	29	33	251
John H. Still K-8	85	99	103	104	91	89	97	668
John Morse Therapeutic Center	0	0	0	0	0	0	0	0
Leataata Floyd Elementary	48	54	57	46	39	53	45	342
Leonardo da Vinci K - 8 School	119	95	92	94	96	94	87	677
Mark Twain Elementary	40	43	47	36	37	38	49	290
Martin Luther King Jr Elementary	42	38	49	35	57	40	60	321
Matsuyama Elementary	88	71	91	90	92	92	87	611
Nicholas Elementary	80	87	95	95	66	94	94	611
O W Erlewine Elementary	44	39	38	38	46	40	42	287
Oak Ridge Elementary	68	72	90	71	72	63	80	516
Pacific Elementary	139	116	104	109	99	98	93	758
Parkway Elementary School	72	96	72	86	64	85	79	554
Peter Burnett Elementary	70	91	72	80	69	74	98	554
Phoebe A Hearst Elementary	96	96	96	96	99	94	94	671
Pony Express Elementary	48	44	62	66	55	59	64	398
Rosa Parks K-8 School	47	47	48	47	51	47	61	348
Sequoia Elementary	59	62	58	55	62	69	88	453
Success Academy K-8	0	0	0	0	5	5	4	14
Susan B Anthony Elementary	49	41	65	44	44	46	43	332
Sutterville Elementary	72	59	72	66	57	84	89	499
Tahoe Elementary	62	54	39	38	40	46	38	317
Theodore Judah Elementary	95	90	71	72	80	87	66	561
Washington Elementary	70	47	24	24	27	23	21	236
William Land Elementary	56	63	63	55	74	64	54	429
Woodbine Elementary	38	37	41	41	32	39	38	266
<b>TOTAL</b>	<b>3,304</b>	<b>3,160</b>	<b>3,142</b>	<b>3,036</b>	<b>2,999</b>	<b>3,133</b>	<b>3,255</b>	<b>22,029</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 CUMULATIVE TOTAL ABSENCES

ELEMENTARY	TOTAL ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	DAYS ENROLLED	PERCENTAGE OF ATTENDANCE
A M Winn Elementary K-8 Waldorf	315	1809	30594	32403	94.42%
Abraham Lincoln Elementary	541	3129	53246	56375	94.45%
Alice Birney Waldorf-Inspired K8	423	1787	41808	43595	95.90%
Bret Harte Elementary	282	1950	26490	28440	93.14%
Caleb Greenwood	495	2127	49606	51733	95.89%
Camellia Basic Elementary	456	1217	45989	47206	97.42%
Capital City School	55	114	4689	4803	97.63%
Caroline Wenzel Elementary	316	1588	30178	31766	95.00%
Cesar Chavez ES	377	1814	37663	39477	95.40%
Crocker/Riverside Elementary	663	2073	65793	67866	96.95%
David Lubin Elementary	564	3177	54763	57940	94.52%
Earl Warren Elementary	440	1863	42950	44813	95.84%
Edward Kemble Elementary	586	3162	57994	61156	94.83%
Elder Creek Elementary	755	2967	74090	77057	96.15%
Ethel I Baker Elementary	669	4273	65745	70018	93.90%
Ethel Phillips Elementary	507	2963	48109	51072	94.20%
Father Keith B Kenny K-8 School	354	2396	33858	36254	93.39%
Genevieve Didion Elementary	511	1464	50455	51919	97.18%
Golden Empire Elementary	608	2331	60730	63061	96.30%
H W Harkness Elementary	361	1761	36350	38111	95.38%
Hollywood Park Elementary	343	1743	33833	35576	95.10%
Home/Hospital	93	0	3066.50	3066.50	100.00%
Hubert H. Bancroft Elementary	435	2424	41949	44373	94.54%
Isador Cohen Elementary	274	1423	26054	27477	94.82%
James W Marshall Elementary	397	1784	38714	40498	95.59%
John Bidwell Elementary	307	1593	30375	31968	95.02%
John Cabrillo Elementary	381	2455	35784	38239	93.58%
John D Sloat Elementary	269	1718	24852	26570	93.53%
John H. Still K-8	683	4646	65608	70254	93.39%
John Morse Therapeutic Center	35	235	2931	3166	92.58%
Leataata Floyd Elementary	353	2439	33969	36408	93.30%
Leonardo da Vinci K - 8 School	713	2127	71472	73599	97.11%
Mark Twain Elementary	321	2046	31281	33327	93.86%
Martin Luther King Jr Elementary	356	2103	35096	37199	94.35%
Matsuyama Elementary	613	2168	60472	62640	96.54%
Nicholas Elementary	635	3569	63051	66620	94.64%
O W Erlewine Elementary	300	1680	29028	30708	94.53%
Oak Ridge Elementary	518	3217	49235	52452	93.87%
Pacific Elementary	758	4157	72723	76880	94.59%
Parkway Elementary School	588	3733	55519	59252	93.70%
Peter Burnett Elementary	580	2796	55917	58713	95.24%
Phoebe A Hearst Elementary	671	1984	67113	69097	97.13%
Pony Express Elementary	405	1814	39393	41207	95.60%
Rosa Parks K-8 School	361	2006	35084	37090	94.59%
Sequoia Elementary	464	2110	44720	46830	95.49%
Success Academy K-8	17	182	1259	1441	87.37%
Susan B Anthony Elementary	333	986	32086	33072	97.02%
Sutterville Elementary	507	1970	50311	52281	96.23%
Tahoe Elementary	353	1973	34604	36577	94.61%
Theodore Judah Elementary	586	2555	57058	59613	95.71%
Washington Elementary	236	1182	22810	23992	95.07%
William Land Elementary	429	1592	42716	44308	96.41%
Woodbine Elementary	294	1582	27534	29116	94.57%
<b>TOTAL</b>	<b>22,886</b>	<b>111,957</b>	<b>2,226,718</b>	<b>2,338,675</b>	<b>95.21%</b>



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 CUMULATIVE TOTAL ABSENCES

MIDDLE	TOTAL ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	DAYS ENROLLED	PERCENTAGE OF ATTENDANCE
A M Winn Elementary K-8 Waldorf	32	156	3242	3398	95.41%
Albert Einstein MS	726	3560	71561	75121	95.26%
Alice Birney Waldorf-Inspired K8	103	359	10344	10703	96.65%
California MS	911	5234	89170	94404	94.46%
Capital City School	38	351	2621	2972	88.19%
Father Keith B Kenny K-8 School	33	139	3331	3470	95.99%
Fern Bacon MS	757	3583	73897	77480	95.38%
Genevieve Didion Elementary	105	309	10176	10485	97.05%
Home/Hospital	32	0	1123.5	1123.5	100.00%
John H. Still K-8	272	1130	27172	28302	96.01%
John Morse Therapeutic Center	14	183	1301	1484	87.67%
Kit Carson MS	344	2598	33330	35928	92.77%
Leonardo da Vinci K - 8 School	153	484	15265	15749	96.93%
Martin Luther King Jr Elementary	88	402	8907	9309	95.68%
Rosa Parks K-8 School	472	2506	45919	48425	94.83%
Sam Brannan MS	487	2560	47999	50559	94.94%
School of Engineering and Science	246	1056	24760	25816	95.91%
Success Academy K-8	12	262	881	1143	77.08%
Sutter MS	1206	3929	120517	124446	96.84%
Will C Wood MS	689	3260	67813	71073	95.41%
<b>TOTAL</b>	<b>6,720</b>	<b>32,061</b>	<b>659,330</b>	<b>691,391</b>	<b>95.36%</b>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 6, ENDING FRIDAY, FEBRUARY 16, 2018  
 CUMULATIVE TOTAL ABSENCES

HIGH SCHOOL	ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	DAYS ENROLLED	PERCENTAGE OF ATTENDANCE
American Legion HS	238	4260	22151	26411	83.87%
Arthur A. Benjamin Health Prof	187	1556	19042	20598	92.45%
C K McClatchy HS	2220	10719	217585	228304	95.30%
Capital City School	263	3259	18587	21846	85.08%
Hiram W Johnson HS	1449	10801	136769	147570	92.68%
Home/Hospital	75	0	1765.75	1765.75	100.00%
John F Kennedy HS	2168	11018	210809	221827	95.03%
Kit Carson MS	137	732	14403	15135	95.16%
Luther Burbank HS	1708	10992	163886	174878	93.71%
Rosemont HS	1372	7263	135039	142302	94.90%
School of Engineering and Science	277	1329	27838	29167	95.44%
The Academy	13	259	1312	1571	83.51%
West Campus HS	859	2222	86391	88613	97.49%
<b>TOTAL</b>	<b>10,966</b>	<b>64,410</b>	<b>1,055,578</b>	<b>1,119,988</b>	<b>94.25%</b>

	TOTAL ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	DAYS ENROLLED	PERCENTAGE OF ATTENDANCE
<b>TOTAL ALL SCHOOLS</b>	<b>40,572</b>	<b>208,428</b>	<b>3,941,625</b>	<b>4,150,053</b>	<b>94.98%</b>