

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

The mission of Albany Unified School District is to provide excellent public education that empowers all to achieve their fullest potential as productive citizens. AUSD is committed to creating comprehensive learning opportunities in a safe, supportive, and collaborative environment, addressing the individual needs of each student.

REGULAR MEETING

March 26, 2019

Albany City Hall

1000 San Pablo Ave., Albany, CA 94706

Closed Session: 6:00 p.m. - 7:00 p.m.

Open Session: 7:00 p.m. - 9:35 p.m.

The public is encouraged to address the Board on any topic on the agenda. The President will also invite the public to speak during the section titled "Persons to Address the Board on Matters Not on the Agenda". To ensure accurate information is captured in the Board meeting minutes, please complete the "Speaker Slip" provided on the table and hand it to the clerk when speaking.

AGENDA

<p style="text-align: center;">Meeting Norms</p> <ol style="list-style-type: none"> 1. Maintain a focus on what is best for our students. 2. Show respect (never dismiss/devalue others). 3. Be willing to compromise. 4. Disagree (when necessary) agreeably. 5. Make a commitment to effective deliberation, each one listening with an open mind while others are allowed to express their points of view. 6. Participate by building on the thoughts of a fellow Board member. 7. Make a commitment to open communication and honesty; no surprises. 8. Commit the time necessary to govern effectively. 9. Be collaborative. 10. Maintain confidentiality (which leads to the building of trust). 11. Look upon history as lessons learned; focus on the present and the future. <p style="text-align: center;">All Regular Meetings are videotaped. (To view the videos, visit www.ausdk12.org)</p>	<p>I. OPENING BUSINESS 6:00 p.m.</p> <p>A) Call to Order</p> <p>B) Roll Call</p> <p>C) Identify Closed Session Pursuant to Agenda Section III Below</p> <p>II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS</p> <p><i>General public comment on any Closed Session item will be heard. The Board may limit comments to no more than three (3) minutes.</i></p> <p>III. CONVENE TO CLOSED SESSION 6:05 p.m.</p> <p>With Respect to Every Item of Business To Be Discussed In Closed Session:</p> <p>A) Govt. Code Section 54957.6: Conference with Labor Negotiator (Superintendent Valerie Williams, District Representative), Regarding Negotiations as it Pertains to:</p> <ul style="list-style-type: none"> • Albany Teachers Association (ATA) • California School Employees Association (CSEA) • Service Employees International Union (SEIU) <p style="text-align: center;"><i>(40 mins.)</i></p> <p>B) Pursuant to Govt. Code Section 11126(a)1: Discussion of Employment of a Public Employee</p> <ul style="list-style-type: none"> • Superintendent <p style="text-align: center;"><i>(20 mins.)</i></p>
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IV. OPEN SESSION

7:00 p.m.

Depending upon completion of Closed Session items, the Board of Education intends to convene to Open Session at 7:00 p.m. to conduct the remainder of its meeting, reserving the right to return to Closed Session at any time.

A) Call To Order (Reconvene to Open Session)

B) Roll Call

C) Pledge of Allegiance

D) Reading of the AUSD Mission & Vision Statement and Board of Education Meeting Norms

E) Report of Action Taken in Closed Session

F) Approval of Agenda

G) Spotlight: Ocean View Elementary School (15 mins.)

7:10 p.m.

H) Consent Calendar

7:25 p.m.

The Consent Calendar includes routine items that may be handled with one action. Board Members may request any item be removed from the Consent Calendar without formal action.

1) Superintendent

- a) Minutes of the February 26, 2019 Regular Board of Education Meeting----- (pg.5)
- b) District Board Policy Committee Membership----- (pg.13)

2) Human Resources

- a) Certificated Personnel Assignment Order & Classified Personnel Assignment Order----- (pg.15)
- b) Affiliation Agreement----- (pg.18)

3) Curriculum, Instruction, and Assessment

- a) Independent Contractor Agreement with Ivy Chen, MPH, for Fifth Grade Puberty Education-- (pg.27)
- b) Overnight Field Trip: Albany High School To National Ocean Sciences Bowl Finals
Competition in Washington, DC----- (pg.32)
- c) Overnight Field Trip: Albany High School to Northern California State Science Olympiad
Tournament in Turlock, California----- (pg.34)

4) Student Services

- a) Memorandum of Understanding Between K to College and Albany Unified School
District----- (pg.36)

5) Business Services

- a) February 2018 Donation Report------(pg.40)
- b) February 2018 Warrant Report------(pg.42)

I) Board and Superintendent Reports (5 mins.)**7:30 p.m.****J) Student Board Members' Report (5 mins.)****7:35 p.m.****K) Persons To Address the Board on Matters Not on the Agenda (5 mins.)****7:40 p.m.**

Board practice limits each speaker to no more than three (3) minutes. The Brown Act limits Board ability to discuss or act on items which are not on the agenda; therefore, such items may be referred to staff for comment or for consideration on a future agenda.

L) Review And Action**7:45 p.m.****1) Business Services**

- a) FY 2017-2018 Bond Measure B and E Financial and Performance Audit Reports (10 mins.)------(pg.54)
- b) Independent Contractor Services Agreement with Derivi Castellanos Architects for Elementary Temporary Housing Modifications at Albany High School (10 mins.) -----(pg.130)
- c) Independent Contractor Services Agreement with SVA Architects, Inc. for Design of a Replacement Fire Alarm System at Albany High School (5 mins.) -----(pg.139)

2) Board of Education**8:10 p.m.**

- a) Process for Determining Stakeholder Panel for Superintendent Finalist Interviews (10 mins.)-(pg.151)

M) Review And Discussion**8:20 p.m.****1) Superintendent**

- a) Transitional Kindergarten/Kindergarten Program (30 mins.)------(pg.154)

2) Curriculum, Instruction, and Assessment

- a) Board Policy 5144 (Discipline) (20 mins.)------(pg.170)

N) Staff Reports**9:10 p.m.**

- 1) Education Update:** Local Control Accountability Plan Update (20 mins.)----- (pg.180)

V. AGENDA ITEMS/MATTERS INTRODUCED BY THE BOARD (5 mins.)**9:30 p.m.**

VI. ADJOURNMENT

9:35 p.m.

The Board believes that late night meetings deter public participation, can affect the Boards decision-making ability, and can be a burden to staff. Regular Board Meetings shall be adjourned by 9:30 p.m. unless extended to a specific time determined by a majority of the Board.

FUTURE BOARD MEETINGS

Date	Time	Location
April 16, 2019	7:00 - 9:30 p.m.	Albany City Hall
*April 29, 2019: *SPECIAL MEETING: Closed Session for Superintendent Search	7:00 - 10:00 p.m.	Cornell Elementary
April 30, 2019	7:00 - 9:30 p.m.	Albany City Hall

The Board of Education meeting packet is available for public inspection at: Albany Unified School District, 1200 Solano Avenue, and is available on the Albany Unified School District website: www.ausdk12.org. If you provide your name and/or address when speaking before the Board of Education, it may become a part of the official public record and the official minutes will be published on the Internet. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the Superintendent's Office at 510-558-3766. Notification must be given forty-eight (48) hours prior to the meeting to make reasonable arrangements for accessibility (28 CFR 35.102.104 ADA Title II).

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

MINUTES FOR REGULAR MEETING - PENDING APPROVAL

FEBRUARY 26, 2019

Albany City Hall

I. OPENING BUSINESS

A) Call to Order

President Kim Trutane called the meeting to order at 6:02 p.m.

B) Roll Call

1. **Board Members Present:** President Kim Trutane, Vice President Brian Doss, Trustee Jacob Clark, Trustee Sara Hinkley, Trustee Clementina Duron
2. **Staff Members Present:** Superintendent Valerie Williams; Dax Kajiwarra, Director of Technology; Eric Paulovich, Network Administrator

C) Identify Closed Session Pursuant to Agenda Section III Below

II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS

Having no public comment, the Board convened to Closed Session.

III. CLOSED SESSION: With Respect to Every Item of Business to be Discussed in Closed Session:

A) Pursuant to Government Code Section 54957:

- Discussion of Non-redacted Items from Comprehensive School Site Safety Plan

IV. OPEN SESSION

A) Call To Order (Reconvene to Open Session)

President Trutane called the meeting back to order at 6:27 p.m.

B) Roll Call

1. **Board Members Present:** President Kim Trutane, Vice President Brian Doss, Trustee Jacob Clark, Trustee Sara Hinkley, Trustee Clementina Duron, Student Board Member Michaela Weinstein, and Student Board Member Audrey Mallah
2. **Staff Present:** Superintendent Valerie Williams; Jackie Kim, Chief Business Official; Marie Williams, Assistant Superintendent, Educational Services; Dax Kajiwarra, Director, Technology
3. **Staff Excused:** Diane Marie, Director III, Special Education; Carrie Nerheim, Director I, Student Services; Cheryl Cotton, Director of Human Resources

C) Pledge of Allegiance

D) Reading of the AUSD Mission & Vision Statement and the Board Meeting Norms

Student Board Members Weinstein and Mallah read the AUSD Mission and Vision statement, as well as the Meeting Norms listed on the agenda.

E) Report of Action Taken in Closed Session

President Trutane reported that the Board took no action in Closed Session.

F) Approval of Agenda

- **Motion** to approve the Agenda: Trustee Sara Hinkley
- **Second:** Vice President Brian Doss
- **Result:** approved unanimously

G) Consent Calendar

1) Superintendent:

- a) Minutes of the December 11, 2018 Regular Board Meeting
- b) Minutes of the January 8, 2019 Regular Board Meeting

2) Human Resources:

- a) Certificated Personnel Assignment Order & Classified Personnel Assignment Order

3) Business Services:

- a) January 2019 Warrant Report
- b) January 2019 Donation Report
- c) Independent Contractor Services Agreement with Facilitron Software

4) Curriculum, Instruction, and Assessment:

- a) Secondary School Accountability Report Cards
- b) Overnight Field Trip: Albany High School to Next Generation Jazz Festival in Monterey, California
- c) Overnight Field Trip: Albany High School to Model United Nations Conference at University of California, Davis

- **Motion** to approve the Consent Calendar: Trustee Clementina Duron
- **Seconded:** Student Board Member Michael Weinstein
- **Result:** approved unanimously

H) Board and Superintendent Reports

1) Superintendent Williams:

- Reported that a letter writing campaign for Assembly Bill (AB) 39 and Assembly Bill (AB) 428 is underway. AB39 is a revised bill by Assemblymember Muratsuchi to increase funding for

Local Control Funding Formula (LCFF). AB428 is a revised bill by Assemblymember Medina to increase funding for Special Education. Both bills will be heard by the Education Sub-committee in Sacramento on March 13th. She urged the Board and community to submit letters of support by the deadline of March 5. The Education Committee is requiring all letters be sent electronically using their website. Samples of the letters and instructions on how to submit electronically were handed out at the meeting.

- Superintendent Williams will be attending the [CSBA Legislative Action Day](#) on March 12, 2019, and invited the Student Board Members to attend.

2) President Kim Trutane: No report

3) Vice President Brian Doss:

- Attended a meeting with Assemblymember Buffy Wicks regarding funding in schools. The meeting also included Board members from Oakland, Berkeley, Emeryville, Piedmont, and Walnut Creek
- Black History Month Celebration at Albany High was a complete success
- Thursday, February 28th, there will be a meeting for the Black Empowerment Club at Marin Elementary

4) Trustee Jacob Clark:

- Show of support for colleagues in Oakland who are on their 4th day of the teacher's strike

5) Trustee Sara Hinkley: No report

6) Trustee Clementina Duron: No report

D) Student Board Members' Report

Student Board Members Weinstein and Mallah reported some of the recent and upcoming events in the Albany schools:

Albany High School:

- Black History Month is being celebrated in the library.
- The airplane in the Little Theatre was taken down over Mid Winter Break due to its resemblance of a World War 1 and World War 2 aircraft.
- Tim Ferdun and Renu DaSilva created Albany High School gear such as hats, sweatshirts, and more. They can be ordered on the AHS website before March 15th. All proceeds go to the Athletic Boosters.
- The Speech and Debate team made it to the final round of their competition.

Albany Middle School:

- \$5,000 of the \$10,000 dollar goal has been reached in the Cobrathon fundraiser.
- 8th grade Parent Night will be held February 27th at Albany Middle School, with information about course selection for 9th grade.

- Chamber Choir sang “All You Need is Love” as well as other songs, to students on Valentine’s Day as a part of the annual Valentine’s Grams event.

Marin Elementary School:

- In commemoration of Black History Month, Marin hosted special lunch time activities on the first three Fridays in February to celebrate and recognize African American achievements in various fields.
- Marin is hosting Parent Education Night featuring “How to Raise Kids to be Allies and Challenge Bullying Behavior” on Thursday, February 27th from 6:30-8:30 p.m.

Ocean View Elementary School:

- Dr. Cindy Acker, an education professional, will present “Signature Of Diversity And Social Justice” on Wednesday February 27th, from 6:30-7:30 p.m. in the Ocean View library.

Cornell Elementary School:

- Girls on the Run!, an afterschool care program for 3rd, 4th and 5th graders, successfully began yesterday and will run until May 10th.
- Cornell will host their monthly *Community Time* at 8:30 a.m. on Wednesday, March 6th for students, faculty and parents to attend.

Student Board Member Weinstein added that she was at Marin Elementary with Speak and had a conversation about microaggressions and stereotyping.

J) Persons To Address the Board on Matters Not on the Agenda

Nery Castillo-McIntyre spoke to recognize the retirement of Adaptive PE Teacher Nancy Henderson and read a poem that Nancy wrote. Mr. Castillo-McIntyre requested that the Board recognize her for her service.

Board Member Clark made a motion to officially recognize her. Kim Trutane and Superintendent Williams recommended that we recognize all staff members who are retiring and those who have retired already this year.

Allan Maris, Albany resident and former Board of Education member, also recognized Nancy Henderson and thanked the Board and Student Board members for their service to the community. He asked the Board specifically if they could continue the support of career technology programs for Albany students.

K) Staff Reports

1) Education Update: 2019-2020 Local Control Accountability Plan

Marie Williams, Assistant Superintendent of Educational Services, reviewed the Local Control Accountability Plan process and timeline.

- This is an annual process
- Wants to recruit a student member for the committee and asked Student Board Members to assist
- Using California State Dashboard as the data set allows community to explore the data that is of interest
- Online survey posted early March

Superintendent Williams added that Budget Advisory Committee has invited Assistant Superintendent Marie Williams to one of their meetings to discuss the LCAP and how it ties into the budget.

L) Review And Discussion

1) Curriculum, Instruction, and Assessment:

a) Elementary School Accountability Report Cards

Marie Williams, Assistant Superintendent of Educational Services, reviewed the materials presented in the board agenda packet and addressed questions by the Board. To listen to the discussion in its entirety, please view the [February 26, 2019 BOE Video](#).

- When students groups are small, data is not provided publicly but is provided to the district (confidentially)
- Identification of students who may be “socio-economically disadvantaged”- students are not duplicated for the purposes of LCAP funding; but in terms of services, they could be.
- This will be brought back on Consent at the March 12, 2019 Board Meeting

b) Board Policy 5131 (Conduct)

President Trutane pre-faced this by stating that she joined the Board Policy Committee in January. Every line, every phrase, of the policy that the committee reviews is vetted by the entire table. Marie Williams, Assistant Superintendent of Educational Services, reviewed the materials presented in the board packet and addressed questions from the Board. The Board and Staff discussed some of the language in the policy, issues about vaping and cell phones, the Behavior Matrices at the Albany High School and the Albany Middle School. To listen to the discussion in its entirety, please view the [February 26, 2019 BOE Video](#).

2) Business Services:

a) Budget Advisory Committee - Target Budget Reduction & Deliverables

Jackie Kim, Chief Business Official, introduced this item as presented in the agenda packet and reviewed the Budget Process Timeline (can be viewed on the [BOE video](#)).

The Board and Staff discussed the purpose and charge of the Budget Advisory Committee. The Board of Education would like the Budget Advisory Committee to prepare and present its report to the Board of Education on April 30, 2019. The Board provided the following direction to Superintendent Williams for the Budget Advisory Committee:

- Superintendent Williams will explain that new revenues means new funding sources (i.e. fundraising, Interdistrict transfers, parcel tax, grants)and not reallocation of funds (i.e. employee paid benefits, increase class size)
- The BAC should focus on 3% reserves goal
- The BAC is to provide recommendations to eliminate the structural deficit in 3 years
- The BAC is to determine a process to reach out to the community for input prior to the Report on April 30th.

- The BAC is not charged with the reduction of specific positions or people
- The BAC is not limited to what they can discuss and advise. However, the BAC is not to bargain in public.
- The BAC is to priority rank their recommendations to the Board of Education

M) Review And Action

1) Curriculum, Instruction, and Assessment:

a) *Low Performing Students Block Grant Expenditure Plan*

Marie Williams, Assistant Superintendent of Educational Services, presented the materials in the Board packet and answered questions from the Board.

- **Motion** to approve: Trustee Clementina Duron
- **Seconded:** Trustee Sara Hinkley
- **Result:** approved unanimously

b) *English Learner Reclassification Criteria (5 mins.)*

Marie Williams, Assistant Superintendent of Educational Services, explained that the Criteria approved by the Board in November 2018 is in *Appendix A* of this item. The District is now asking the Board to approve *Appendix B* which is the District's reclassification criteria.

- **Motion** to approve: Trustee Sara Hinkley
- **Seconded:** Vice President Brian Doss
- **Result:** approved unanimously

c) *Independent Contractor Agreement with Berkeley Rep School of Theatre for Elementary Enrichment at Cornell Elementary School*

- **Motion** to approve: President Kim Trutane
- **Seconded:** Trustee Clementina Duron
- **Result:** approved unanimously

2) Business Services:

a) *Comprehensive School Safety Plans*

Superintendent Williams introduced Dax Kajiwarra, Director of Technology to present this to the Board. This was assisted by IT Network Administrator, Eric Paulovich.

- **Motion** to approve: Vice President Brian Doss
- **Seconded:** Student Board Member Michaela Weinstein
- **Result:** approved unanimously

b) *Amendment to Derivi Castellanos Architects (DCA) Agreement to Provide Program Management Services for the Albany Middle School Annex Project (5 mins.)*

Jackie Kim, Chief Business Official, reviewed the proposal. It covers DCA's staff time for the additional four months of construction. The revised schedule extends the construction period from twelve months to sixteen months. No other changes to schedule are proposed. The reason for the extension is because constructing the Annex took a little longer than expected. The additional fee is \$39,140, which will come from Bond Measure E Fund.

- **Motion** to approve: President Kim Trutane
- **Seconded:** Trustee Sara Hinkley
- **Result:** approved unanimously

3) Superintendent:

a) *Appointment of the City of Albany Arts Committee*

There are two candidates for one (1) appointment: Azul Couzens and Zhi Bo Jiang.

The Board asked to clarify the number of appointments. The City of Albany website indicated one (1) Board-appointed slot is available.

- **Motion** to appoint student Zhi Bo Jiang: President Kim Trutane
- **Seconded:** Trustee Sara Hinkley
- **Result:** approved unanimously

b) *Vote for Delegates for California School Boards Association 2018 (CSBA) Delegate Assembly Election (5 mins.)*

There are four (4) delegate vacancies in Subregion 7-B. Delegates will serve two-year terms beginning April 1, 2019 - March 31, 2021. Board members were asked to vote for no more than four (4) candidates. Recommendations were brought forward by Board members, and the Board decided on the following candidates: Robert Carlson, Jamie Yee Hintzke, Diana Prola, and Jeff Wang. Nancy Thomas- not selected.

- **Motion:** No formal motion on this
- **Seconded:** NA
- **Result:** The Board chose the following candidates: Robert Carlson, Jamie Yee Hintzke, Diana Prola, and Jeff Wang

c) *Superintendent Search: McPherson & Jacobson, LLC*

President Trutane introduced Mr. William Huyett and Ms. Nicole Anderson from McPherson & Jacobson LLC, the executive consulting firm selected to conduct the superintendent search for Albany Unified School District. Mr. Huyett and Ms. Anderson discussed with the Board the timeline of the search and the various aspects of what needs to be done, as well as the search criteria of the Superintendent for the advertisement brochure. Julie Sen, Executive Assistant to the Superintendent, was identified as the District's Point of Contact to work with McPherson & Jacobson and the Board to complete all tasks during the search.

- **Motion:** No motion taken on this

N. NEED TO EXTEND MEETING:

The Board needed to extend the meeting two (2) times. The motions are as follows:

- **Motion to extend the meeting until 10:30 p.m.:** by Vice President Brian Doss
- **Motion to extend the meeting until 10:45 p.m.:** by Trustee Sara Hinkley

VI. AGENDA ITEMS/MATTERS INTRODUCED BY THE BOARD

- Review and Action before Review and Discussion on Agenda
- Special Education Staff Report or Special Meeting
- Revise Board Policy on 9% reserve
- Coordinate Safety Plan
- Size of Contracts for Board Approval
- Rate of suspensions at the middle school - Friday update from AMS Principal

VII. ADJOURNMENT

The Board adjourned the meeting at 10:46 p.m.

FUTURE BOARD MEETINGS

Date	Time	Location
March 12, 2019	7:00 - 9:30 p.m.	Albany City Hall
March 26, 2019	7:00 - 9:30 p.m.	Albany City Hall

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: DISTRICT BOARD POLICY COMMITTEE MEMBERSHIP

PREPARED BY: VALERIE WILLIAMS, SUPERINTENDENT

TYPE OF ITEM: CONSENT

PURPOSE:

To approve Board Policy Committee membership for the 2018-2019 school year.

BACKGROUND INFORMATION:

AUSD Board Policy 9310 (Board Policies) states: “The Board of Education shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community.”

DETAILS:

In November 2017, the AUSD Board of Education approved the establishment of a District Board Policy Committee. Per Board Policy Committee bylaws, members are appointed to the Board Policy Committee for two years and are eligible for re-appointment for up to two consecutive terms. Both Board members originally appointed to serve on the Board Policy Committee no longer serve on the Governing Board. At the December 17, 2018 Governing Board meeting, Trustees identified committee assignments for the remainder 2018-2019 school year. Subsequently, two Trustees have indicated a desire to exchange assignments.

The Board Policy Committee members for 2018-2019 are as follows:

Kim Trutane (Board President)
Clementina Duron (Trustee)
Valerie Williams (Superintendent)
Karen DeHart (Secondary Teacher)
Stephen Naiff (Elementary Teacher)
Max Weintraub (AUSD Parent)
Rudy Mendoza-Denton (AUSD Parent)
Carrie Nerheim (Student Services Director)

Darren McNally (MacGregor High School Principal and Coordinator of Alternative Education)
Marie Williams (Assistant Superintendent, Educational Services)

STRATEGIC OBJECTIVES ADDRESSED:



Objective #3: Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

<p>RECOMMENDATION: APPROVE THE DISTRICT BOARD POLICY COMMITTEE MEMBERSHIP FOR 2018-2019.</p>

Personnel Assignment Order: Pending Approval

BOE Meeting: 3/26/2019

Class: Certificated

Category: New Hire

<i>Position</i>	<i>Name</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Choreographer	Baker, Kara	AHS	\$1,700.00	18-19 Season		Approve	ASB
Coach, Junior Varsity Softball	Barker, Loring	AHS	\$2,946.06	18-19 Season		Approve	GF
Director, Music	Stocker, Mary	AHS	\$1,700.00	18-19 Season		Approve	ASB
Director, Music	Penney, Amy	AMS	\$2,209.55	18-19 Season		Approve	ASB
Director, Theater	Penney, Amy	AMS	\$3,338.87	18-19 Season		Approve	ASB
Teacher	Keddy, Shauna	OV	1.00	3/18/2019	6/14/2019	Approve	GF
Teacher	Walton, Lloyd	OV	0.27	3/11/2019	6/14/2019	Approve	GF

Category: Leave

<i>Position</i>	<i>Name</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Teacher	Green, Evan	AHS	1.00	8/23/2019	6/12/2020	Approve	
Teacher	Halperin, Lauren	MA	0.20	8/23/2019	6/12/2020	Approve	
Teacher	King, Adele	MA	0.20	8/23/2019	6/12/2020	Approve	
Teacher	Kosorek, Amy	AHS	1.00	8/23/2019	6/12/2020	Approve	
Teacher	O'Hara, Danielle	AHS	0.20	8/23/2019	6/12/2020	Approve	
Teacher	Peairs, Tanicia	AMS	1.00	8/23/2019	6/12/2020	Approve	

Category: Separation of Service

<i>Position</i>	<i>Name</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Librarian	Carey, Judith	MA	1.00	6/30/2019		Approve	
Librarian	Oremland, Sara	AHS	1.00	6/30/2019		Approve	
Program Specialist	Biggs, Brian	DO	1.00	6/30/2019		Approve	
School Psychologist	Mathan, Margalit	SE	1.00	6/19/2019		Approve	
Teacher	Brown, Frank	AHS	1.00	6/14/2019		Approve	
Teacher	Gold, Tomas	ACC	1.00	6/14/2019		Approve	
Teacher	Hanson, Christopher	OV	1.00	6/14/2019		Approve	
Teacher	Henderson, Nancy	SE	1.00	6/14/2019		Approve	
Teacher	Johnson, Nancy	CO	1.00	6/14/2019		Approve	
Teacher	Lawrence, Catherine	SE	1.00	6/14/2019		Approve	
Teacher	McKenzie, Eileen	MA	1.00	6/14/2019		Approve	

Teacher	Rasmussen, Mark	CO	1.00	6/14/2019	Approve
Teacher	Ritchie, Eugene	AMS	1.00	6/14/2019	Approve
Teacher	Shepard, Margaret	MA	1.00	6/14/2019	Approve
Teacher	Sinclair, Judy	MA	1.00	6/14/2019	Approve
Teacher	Teel, Janet	AMS	1.00	6/14/2019	Approve
Teacher	von Ehrenkrook, Julie	MA	1.00	6/14/2019	Approve

Class: Classified**Category: New Hire**

Position	Name	Site	FTE/Amt	Effec Date	End Date	Action	Funding
Cafe Assistant I	Murray, Sequoia	CK	0.50	3/1/19		Approve	GF
Coach, Head Varsity Softball	Lavrov, Nick	AHS	\$2,387.97	18-19 Season		Approve	GF
Coach, Junior Varsity Assistant Baseball	McNulty, Lauren	AHS	\$736.52	18-19 Season		Approve	GF
Coach, Junior Varsity Baseball	Anderson, John	AHS	\$2,209.54	18-19 Season		Approve	GF
Coach, Varsity Assistant Baseball	Jones, Ben	AHS	\$1,693.97	18-19 Season		Approve	GF
Coach, Varsity Boys Golf	Ting, Andrew	AHS	\$3,387.97	18-19 Season		Approve	GF
Custodian	Curry, Robert	ACC	1.00	3/15/19		Approve	GF
Custodian	Ortega, Santiago	MA	1.00	3/11/19		Approve	GF
Director, Stage Crew	Leibow, Lisa	AMS	\$1,325.73	18-19 Season		Approve	ASB
Director, Theater Assistant	Leibow, Lisa	AMS	\$2,209.55	18-19 Season		Approve	ASB
Para-educator, Special Education	Jiang, Ning	SE	0.40	3/11/19		Approve	GF
Para-educator, Special Education	Xhao, Win Jing	SE	0.80	2/26/19		Approve	GF

Category: Separation of Service

Position	Name	Site	FTE/Amt	Effec Date	End Date	Action	Funding
Custodian	Stacy, Kaye	AHS	1.00	7/20/2019			
Para-educator, Special Education	Sullivan, Erin	OV	0.80	6/14/2019			
Maintenance Worker	Vargas, Jose	DO	1.00	3/12/2019			

Class: Uncompensated Service**Category: Volunteer**

Position	Name	Site	FTE/Amt	Effec Date	End Date	Action	Funding
	Almaraz-Douglas, Sonia			3/27/2019			
	Bieri, Rachel			3/27/2019			

	Burke, Jeremiah			3/27/2019			
	Defever, Renatta			3/27/2019			
	Gleason, Blake			3/27/2019			
	Hale, Kimberly			3/27/2019			
	Hale, William			3/27/2019			
	Hinkley, Sara			3/27/2019			
	Jarmola, Jalena			3/27/2019			
	Keller, Dennis			3/27/2019			
	Phipps, Arran			3/27/2019			
	Rathke, Sarah			3/27/2019			
	Resenberg, Jason			3/27/2019			
	Ruchika, Bhatia			3/27/2019			
	Stark, Jospehine			3/27/2019			
	Thery, Jennifer Le			3/27/2019			
	Yoo, Hong Sik			3/27/2019			

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: **AFFILIATION AGREEMENT**

PREPARED BY: **CHERYL COTTON**

TYPE OF ITEM: **CONSENT**

PURPOSE: The purpose of this item is to approve the Affiliation Agreement with Priority Nutrition Care.

BACKGROUND INFORMATION: The Albany Unified School District must enter into an agreement with programs in order to have intern placements clinical field work experiences in our schools. Agreements between Albany Unified School District and a program must be in place before a student or intern can be placed in the District.

DETAILS: The District has the following agreements to consider for approval:

- Priority Nutrition Care, LLC

The intern will be working with our Executive Chef, Sabina Feinberg, on meal planning, providing nutritional analysis, ordering, and marketing the meal program through social media.

KEY QUESTIONS/ANSWERS:

Q. How long do the agreements last?

A. Typically one to three years

FINANCIAL INFORMATION: N/A

STRATEGIC GOALS ADDRESSED:



Objective #3: *Communicate and Lead Together.*

Goal: *All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

RECOMMENDATION: APPROVE THE AFFILIATION AGREEMENT
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PRIORITY NUTRITION CARE LLC

AFFILIATION AGREEMENT

This Agreement is entered into by and between **PRIORITY NUTRITION CARE LLC**, located in Hingham, MA (**"THE SPONSOR"**), which provides a program of supervised practice in the area of Nutrition and Dietetics (**"THE INTERNSHIP PROGRAM"**) and _Albany Unified School District located in _Albany, __CA_ (**"THE AFFILIATED INSTITUTION"**).

THE SPONSOR and AFFILIATED INSTITUTION hereby agree as follows:

1. PURPOSE.

The purpose of this Agreement is to allow DIETETIC INTERNS from THE INTERNSHIP PROGRAM to use the facilities of THE AFFILIATED INSTITUTION to integrate theory learned in their didactic programs with practice and to develop abilities and skills through planned and supervised experience (supervised practice). It is agreed by the parties that a program of supervised experiential education (the "Program") shall be conducted for DIETETIC INTERNS of THE INTERNSHIP PROGRAM under the following terms and conditions:

2. AFFILIATED INSTITUTION OBLIGATIONS:

- 2.1 Provide a liaison person who shall be responsible for coordinating the supervised experience with designated representatives of THE INTERNSHIP PROGRAM.
- 2.2 Allow DIETETIC INTERNS access to its library facilities and use, but not removal of, library materials, if available. Allow DIETETIC INTERNS use of cafeteria facilities at their own expense, if available.
- 2.3 Arrange to provide emergency health care for DIETETIC INTERNS for any illness or injury while on the AFFILIATED INSTITUTION'S premises at the closest emergency room (if necessary) and, only with the Intern's consent, notify the Sponsor of any care given to the Intern. Costs incurred shall be responsibility of the DIETETIC INTERN.

2.4 Consult with THE INTERNSHIP PROGRAM in the event a DIETETIC INTERN's behavior or skills indicate a problem. THE AFFILIATED INSTITUTION reserves the right to require that a DIETETIC INTERN be terminated from assignment for cause at THE AFFILIATED INSTITUTION. Moreover, THE AFFILIATED INSTITUTION reserves the right to require any DIETETIC INTERN to immediately leave THE AFFILIATED INSTITUTION's premises if THE AFFILIATED INSTITUTION determines in its discretion that the continued presence of such DIETETIC INTERN on THE AFFILIATED INSTITUTION's premises threatens patients, residents, clients, staff, visitors or the policies of THE AFFILIATED INSTITUTION. THE AFFILIATED INSTITUTION will immediately notify THE INTERNSHIP PROGRAM of such an occurrence.

2.5 Reserve the right to limit the number of DIETETIC INTERNS accepted for experience in a specific area. The number of DIETETIC INTERNS who can be accepted for the Program for any given period of time shall be determined by THE AFFILIATED INSTITUTION and will be dependent upon its philosophy, available space, DIETETIC INTERN or client population, and qualified staff. The experience period will be the amount of time agreed upon in advance by THE INTERNSHIP PROGRAM and THE AFFILIATED INSTITUTION.

2.6 Provide an orientation to the DIETETIC INTERN(S) assigned to THE AFFILIATED INSTITUTION, including instruction on the relevant policies and procedures of THE AFFILIATED INSTITUTION, including the department to which the DIETETIC INTERN is assigned. THE AFFILIATED INSTITUTION further agrees to provide the same information, training, and protection to the DIETETIC INTERNS in matters of health and safety as it provides to its employees in compliance with the standards set by the Occupational Safety and Health Administration (OSHA) and applicable law.

2.7 THE AFFILIATED INSTITUTION shall not offer full-time employment to any DIETETIC INTERN currently enrolled in THE INTERNSHIP PROGRAM pursuant to this Agreement, if such employment would materially interfere with or terminate the DIETETIC INTERN's enrollment in THE INTERNSHIP PROGRAM unless consented to by THE SPONSOR in writing, which consent shall not be unreasonably withheld.

2.8 Give the DIETETIC INTERNS appropriate and timely evaluation and feedback concerning their achievement, on forms provided by the INTERNSHIP PROGRAM, and provide THE INTERNSHIP PROGRAM with timely reports of such evaluations, typically at the midpoint and end of a four, six, or eight-week rotation or at the end of a rotation of less than four weeks, through an electronic form provided by the INTERNSHIP PROGRAM.

2.9 For all Registered Dietitian preceptors, submit proof to The Internship Program of registration by the Commission on Dietetic Registration, a copy of each RD preceptor's curriculum vitae or resume, and a copy of the continuing education activities for each RD preceptor for the most recent 12-month period prior to start of the Intern's supervised practice rotation. Submit copies of relevant professional credentials and curriculum vitae or resume for non Dietitian preceptors.

2.10 Carry and maintain Professional Liability Insurance in an amount of at least \$1,000,000 per occurrence and at least \$3,000,000 aggregate, covering the services to be rendered by Preceptors under this agreement.

3. PRIORITY NUTRITION CARE'S OBLIGATIONS:

3.1 Be fully accredited by the ACCREDITATION COUNCIL for EDUCATION in NUTRITION and DIETETICS (ACEND) of the Academy of Nutrition and Dietetics, and, upon request, to submit proof to THE AFFILIATED INSTITUTION of said accreditation, and to maintain this accreditation throughout the term of the Agreement.

3.2 Assign DIETETIC INTERNS to THE AFFILIATED INSTITUTION who have been adequately prepared for a rotation in the assigned area. THE INTERNSHIP PROGRAM shall inform THE AFFILIATED INSTITUTION of the level of training the DIETETIC INTERNS have received prior to this placement.

3.3 Furnish THE AFFILIATED INSTITUTION with current information about its curriculum, competencies (CRDs) and learning activities prior to the start of each DIETETIC INTERN's supervised practice experience.

3.4 Assign DIETETIC INTERNS to THE AFFILIATED INSTITUTION who have been instructed to act in a professional manner and to conform to the rules and regulations of THE AFFILIATED INSTITUTION, and who have agreed to do so.

3.5 Require its DIETETIC INTERNS to maintain professional liability insurance in an amount of at least \$1,000,000 per occurrence and at least \$3,000,000 aggregate.

3.6 Warrant and represent that each DIETETIC INTERN conforms to the health status standards set forth by THE AFFILIATED INSTITUTION, including all immunizations required by THE AFFILIATED INSTITUTION and which health status standards have been provided to THE SPONSOR in advance of each DIETETIC INTERN's rotation at THE AFFILIATED INSTITUTION.

3.7 Notify the liaison person at THE AFFILIATED INSTITUTION of any known communicable disease contracted by a DIETETIC INTERN up to three (3) weeks after the supervised practice experience has ended and which has been made known to The Sponsor.

3.8 Inform DIETETIC INTERNS of THE AFFILIATED INSTITUTION's confidentiality and privacy requirements which have been provided to THE SPONSOR in advance of the supervised practice experience.

3.8.1 Instruct each DIETETIC INTERN to respect and preserve the confidential nature of THE AFFILIATED INSTITUTION's confidential or proprietary information that is not known to the public. THE SPONSOR will maintain in strictest confidence any patient information to which they may have access, and shall not disclose such information to any person without the express written consent of THE AFFILIATED INSTITUTION. THE SPONSOR will not conduct or make any formal or informal survey, research, inquiry or other study relating in any way to THE AFFILIATED INSTITUTION, its patients, its clients, its staff or its programs without first obtaining review by and written approval of THE AFFILIATED INSTITUTION. No records of THE AFFILIATED INSTITUTION, including but not limited to patient, financial, or other proprietary business records, shall be removed from the premises by any DIETETIC INTERN under any circumstances. All such records shall be and remain the sole property of THE AFFILIATED INSTITUTION.

3.9 Recognize, where applicable, that THE AFFILIATED INSTITUTION, as a covered entity (as defined in the HIPAA Regulations), must comply with the regulations promulgated under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended from time to time, and as promulgated at any time during the term of this Agreement (collectively, the "HIPAA Regulations"), with respect to the privacy and security of "protected health information" (as defined in the HIPAA Regulations) created, transmitted, maintained or received by THE AFFILIATED INSTITUTION ("PHI"). THE SPONSOR shall instruct the DIETETIC INTERN to use appropriate safeguards to

prevent use or disclosure of PHI except as authorized hereunder, and to notify THE AFFILIATED INSTITUTION of any such unauthorized use or disclosure promptly upon becoming aware thereof. THE SPONSOR shall instruct each DIETETIC INTERN to abide by all policies and procedures implemented by THE AFFILIATED INSTITUTION to ensure its compliance with the HIPAA Regulations, and that each DIETETIC INTERN complies with THE AFFILIATED INSTITUTION and THE AFFILIATED INSTITUTION's regarding patient privacy and confidentiality.

3.10 Withdraw any DIETETIC INTERN from the Program whose progress, achievement or adjustment does not appear to justify his/her continuing with the Program. Wherever possible, such withdrawal shall be planned cooperatively by THE INTERNSHIP PROGRAM and THE AFFILIATED INSTITUTION.

3.11 Inform DIETETIC INTERNS of THE AFFILIATED INSTITUTION's policy that DIETETIC INTERNS wear identification badges as requested by THE AFFILIATED INSTITUTION. To instruct the DIETETIC INTERNS in regard to proper dress code expected of them by THE AFFILIATED INSTITUTION.

3.12 Limit use of the name of THE AFFILIATED INSTITUTION to brochures and publications that list affiliations of THE INTERNSHIP PROGRAM, and to obtain prior written consent for all other written references to THE AFFILIATED INSTITUTION.

3.13 Designate a Program Coordinator to work with the Affiliation Coordinator at THE AFFILIATED INSTITUTION in coordinating the academic aspects of the DIETETIC INTERN's education with the experience.

3.14 Inform DIETETIC INTERNS that they shall at all times abide by the policies and procedures established and communicated by THE AFFILIATED INSTITUTION.

3.15 Warrant and represent that each DIETETIC INTERN has current health insurance coverage, which shall remain in effect throughout their assignment to THE AFFILIATED INSTITUTION.

3.16 Represent and covenant that it will comply with all applicable federal and state statutes and regulations, and THE AFFILIATED INSTITUTION's commitment to conduct its business in compliance with THE AFFILIATED INSTITUTION's ethical standards and business policies, as communicated to THE INTERNSHIP PROGRAM by THE AFFILIATED INSTITUTION.

3.17 Perform a criminal background check and drug and substance screen of each DIETETIC INTERN assigned to THE AFFILIATED INSTITUTION and review the results of said background check and screen prior the start of the DIETETIC INTERN's Program.

4. JOINT OBLIGATIONS. Both THE INTERNSHIP PROGRAM and THE AFFILIATED INSTITUTION agree as follows:

4.1 This Agreement is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, association or joint venture between THE SPONSOR, THE INTERNSHIP PROGRAM, THE AFFILIATED INSTITUTION and the DIETETIC INTERN, but is rather an Agreement by, and between, independent contractors. THE INTERNSHIP PROGRAM and its DIETETIC INTERNS shall not be entitled to reimbursement of any kind or nature for any services provided to employees of THE AFFILIATED INSTITUTION.

4.2 The DIETETIC INTERNS of THE INTERNSHIP PROGRAM are not employees of THE AFFILIATED INSTITUTION. They are not eligible for Worker's Compensation in case of any injury, and shall not be compensated by THE AFFILIATED INSTITUTION for their services nor shall they be eligible for any so-called employee benefits provided by THE AFFILIATED INSTITUTION to its employees.

4.3 The Affiliated Institution and the Internship Program acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act (FERPA) and that student permission generally must be obtained before THE INTERNSHIP PROGRAM may release any specific student data to any other party.

4.4 Not to discriminate unlawfully on the basis of race, sex, color, creed, national origin, sexual orientation, religion, handicap, age or disability.

5. TERM AND TERMINATION.

The term (the "Term") of this Agreement shall commence on on the latter of the two dates entered with the parties' signatures to this Agreement.

6. NOTICES; CONTACTS.

All notices permitted or required hereunder may be sent by regular mail, email or by facsimile to the addresses noted below.

If to THE SPONSOR:

Priority Nutrition Care LLC

P.O. Box 148

Hingham, MA 02043

Internship@PriorityNutritionCare.com

Attention: Chief Executive Officer

If to THE AFFILIATED INSTITUTION:

Facility Name: Albany Unified School District

Address: 1200 Solano Ave.

City, State, Zip: Albany, CA 94706

Email: sfeinberg@ausdk12.net

Attention: Sabina Feinberg

Either party may change the address for notice by notifying the other party, in writing, of the new address.

7. MISCELLANEOUS.

7.1. Section Headings. The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

7.2. Governing Law. This Agreement shall be construed under, and governed in accordance with, the laws of the state in which the AFFILIATED INSTITUTION is located. The invalidity or unenforceability of any provision herein shall not affect the validity of enforceability of any other provision.

7.3. Assignment. Neither Party may assign this Agreement without the prior written consent of the other Party, provided, however, that the Parties may assign this Agreement (and the rights and duties hereunder) to another entity that either controls the assigning Party or is under common control with the assigning Party, or buys all or substantially all of the assets of the assigning Party, without obtaining the prior written consent of the non-assigning Party.

7.4. Entire Agreement. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof, and constitutes the entire agreement between the parties.

7.5. Amendments. This Agreement may be amended only in writing and signed by an authorized representative of each party.

7.6. Invalidity of Particular Provisions. If any term or provision of this Agreement, or any application thereof, to any person or circumstance shall to any extent be invalid or unenforceable the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Agreement shall be valid and be enforceable to the fullest extent by law.

7.7. Execution. This Agreement and any amendments thereto shall be executed in duplicate copies by any official of the parties specifically authorized and each duplicate copy shall be deemed an original but both duplicate originals shall together constitute one and the same instrument.

7.8. The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national

origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

IN WITNESS WHEREOF, each of the parties has caused its duly appointed representatives to execute this Agreement on its behalf. The individuals who sign this Agreement on behalf of THE AFFILIATED INSTITUTION and THE SPONSOR below are duly authorized to execute this Agreement on behalf of the respective entities.

THE AFFILIATED INSTITUTION

By: Kim Trutane

Date

Title: President, Board of Trustees

THE SPONSOR

By: Anne S. Manion MBA, RD, LDN, CDE

Date

Title: Chief Executive Officer

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

**ITEM: INDEPENDENT CONTRACTOR AGREEMENT WITH
IVY CHEN, MPH, FOR FIFTH GRADE PUBERTY EDUCATION**

**PREPARED BY: MARIE WILLIAMS
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

TYPE OF ITEM: CONSENT

PURPOSE:

The purpose of this item is to approve an independent contractor agreement with Ivy Chen, MPH, to provide comprehensive sexual health education to fifth grade students in Albany Unified School District.

BACKGROUND INFORMATION:

[Assembly Bill 329](#) authorizes comprehensive sexual health education to be taught to students in grades Kindergarten through six and mandates comprehensive sexual health education be provided to students in grades 7 through 12.

Ivy Chen has been providing puberty education services in the District elementary schools for twenty years. The topics addressed in Ms. Chen's presentations are aligned with the 5th Grade Health Education Content Standards (Growth, Development, and Sexual Health). A list of the standards is attached to this board agenda backup.

DETAILS:

The District will contract with Ivy Chen to provide the following services. A detailed description of the presentations/workshops is attached (Exhibit A).

Parent Night Presentation:

Monday April 15, 2019: 6-7:30 PM Cornell Elementary School (Parents of all 3 schools are invited).

Student Puberty Education Workshops:

Marin (3 classes): May 13-17, 2019

5 days, 1 hour/day/class (total 15 hours)

Ocean View (4 classes): May 20-24, 2019

5 days, 1 hour/day/class (total 20 hours)

Cornell (3 classes): May 28-31, 2019
 4 days, 75 minutes/day/class (total 19.75 hours)

The total cost for the services provided is \$9,000.00

STRATEGIC GOALS ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*

<p>RECOMMENDATION: APPROVE THE INDEPENDENT CONTRACTOR AGREEMENT WITH IVY CHEN, MPH, FOR 5th GRADE PUBERTY EDUCATION.</p>

5th Grade Standards in Growth, Development, and Sexual Health

Essential Concepts

- 1.1.G Describe the human cycle of reproduction, birth, growth, aging, and death.
- 1.2.G Explain the structure, function, and major parts of the human reproductive system.
- 1.3.G Identify the physical, social, and emotional changes that occur during puberty.
- 1.4.G Define sexually transmitted diseases (STDs), including human immunodeficiency virus (HIV) and acquired immunodeficiency syndrome (AIDS).
- 1.5.G Describe how HIV is and is not transmitted.
- 1.6.G Recognize that there are individual differences in growth and development, physical appearance, and gender roles.
- 1.7.G Recognize that everyone has the right to establish personal boundaries.
- 1.8.G Recognize that friendship, attraction, and affection can be expressed in different ways.
- 1.9.G Explain that puberty and physical development can vary considerably and still be normal.
- 1.10.G Identify personal hygiene practices and health and safety issues related to puberty (e.g., showering, use of sanitary products, deodorant, and athletic supporters).

Exhibit A:**5th Grade Puberty Presentation****Format: 4-5 hours total. 60 minutes/day with each class. Coed presentation.****❖ Themes:**

- *Respect, Consent and Boundaries, especially related to bodies and touch.*
- *Being inclusive about different kinds of bodies, families, relationships, identities, orientation and self-expressions.*
- *Making healthy, responsible decisions.*
- *Being kind and supportive with our friends & classmates about puberty changes.*
- *Increasing communication about sexuality within families.*

1. Introduction of Ivy & Ground Rules:

- Respect: take turns talking, no put-downs. Ivy respects different levels of knowledge, development and comfort level of each student. If a slang term is used, the slang will be bridged with the more respectful scientific term for the anatomy.
- Confidentiality:
 - everything discussed in the classroom stays in the classroom while on campus,
 - students encouraged to discuss material with parents at home,
 - check in with parents if they have younger siblings.
- Participation: active listening, asking and answering questions,
 - Anonymous question box: everyone will get a slip of paper on the last day to write a puberty question, a comment about the class or draw a picture at the end of the puberty series. Everyone must put something into the box.
 - Questions that are beyond the scope of puberty may be skipped or answered for that one student who asked it during break rather than for the group.
 - Ivy will leave her email address on the last day of puberty classes to answer questions and to stay a resource for the students.

2. Define puberty & hormones

- Overall message: these changes are normal, and “normal” encompasses a wide range of changes for kids.
- Differences in kids’ development are due to genetics, hormones, & other influences (diet, exercise).
- In general, females will usually start puberty before males.
- Physical changes of puberty take about 5-6 years to develop.
- Emotional and social changes usually take longer.
- Early & late bloomers.
- Self-expression, gender stereotypes, gender identity.

3. Physical Changes for (mostly) Everyone – what & why

- a. growth spurt, growing pains
- b. armpit/pubic hair
- c. acne – wash face & body with cleanser
- d. body odor – need to increase personal hygiene, shower daily with soap, use deodorant, clean clothing
- e. crushes, sexual thoughts & feelings

4. Typical Physical Changes of Males :

- Start with testes – make testosterone = causes changes: what & why
 - a. voice changes & cracks, Adam’s apple
 - b. shoulders broaden, more muscular
 - c. more body hair on face and possibly on chest
 - d. scrotum – holds testicles and regulates temperature

Male puberty changes continued

- e. penis:
 - 1. circumcised: cultural & religious reasons why some boys are circumcised
 - 2. uncircumcised: how to wash under foreskin
 - 3. erection: blood flow into penis, increase in the frequency of erections due to testosterone rise or sexual thoughts
- f. Production of sperm, go over path of sperm, semen
- g. Ejaculation of semen: wet dreams – a way for a boy's mature sperm to get out
- h. Males have 2 openings below the waist
 - 1. Urethral opening: allows urine and semen (after puberty) to come out but not at the same time.
 - 2. Anal opening: allows feces to come out.

5. Typical Physical Changes of Females:

- Start with ovaries – make estrogen = causes changes: what & why
 - a. Breasts growth – stress all shapes & sizes
 - 1. Breast buds: hard sore lumps under nipples, may also be itchy but normal.
 - 2. Possible for one breast to develop sooner than the other or be bigger than the other.
 - 3. Bras: training bras, sports bras, cupped bras
 - b. Hips widen, giving most females a curvier body, space to grow a baby later if she chooses to have children.
 - c. Maturation of internal reproduction organs & release of eggs
 - 1. Ovaries
 - 2. Fallopian tubes
 - 3. Uterus & cervix
 - d. Females have 3 openings below the waist:
 - 1. Urethral opening: allows urine only to come out.
 - 2. Vaginal opening: 4 things can exit out of a healthy female
 - a. regular vaginal discharge starting at puberty
 - b. period starting at puberty, usually once a month but varies, until menopause.
 - c. Vaginal fluid
 - d. Baby if she had been pregnant (C-section as an alternative for delivering baby).
 - 3. Anal opening: allows feces to come out.
 - e. Periods – disposable pads & tampons, washable cotton pads, period panties, menstrual cup
 - f. Vulva – external female genitalia, labia, clitoris

6. How a Baby is Made – define terms

- a. Review sperm & ovum production/ maturation on anatomy chart
- b. Fertilization by:
 - 1. sexual intercourse
 - 2. assisted insemination, donor sperm, donor egg, surrogate
 - 3. in-vitro fertilization
- c. Having children through adoption
- d. Development of embryo / fetus, umbilical cord, amniotic sac, placenta
- e. Multiples - Twins & triplets:
 - a. Fraternal
 - b. Identical including conjoined twins
- f. Typical male / female genetics: XX & XY
- g. Brief discussion of other reasons for having sex such as pleasure or love. Emphasize waiting until they are older and ready. Choice to not have sex.
- h. Brief discussion of condoms as prevention of pregnancy and STIs, including HIV/AIDS.

7. Review of male and female anatomy and physiology: “Body Changes” video clip. Anonymous Questions & Wrap-up

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: **OVERNIGHT FIELD TRIP: ALBANY HIGH SCHOOL
TO NATIONAL OCEAN SCIENCES BOWL FINAL
COMPETITION IN WASHINGTON, DC**

PREPARED BY: **MARIE WILLIAMS
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

TYPE OF ITEM: **CONSENT**

PURPOSE:

All field trips and excursions that occur overnight require prior approval from the Board of Education. Requests shall be presented to the Board of Education at least one month in advance of departure unless the timing of the event and the Board meeting schedule do not provide sufficient time for prior approval or make prior approval impractical.

BACKGROUND INFORMATION/DETAILS:

The [National Ocean Sciences Bowl](#) (NOSB), is an academic competition and program that addresses a national gap, in environmental and earth sciences, in public education by introducing high school students to ocean science, preparing them for ocean science-related and other STEM careers, and helping them become knowledgeable citizens and environmental stewards. Each February, regional competitions are held across the country. The winning team from each of the regional competitions advances to the National Finals competition. Albany High School is one of 24 winning teams to advance to the 2019 NOSB finals, held in Washington, DC.

Five (5) students from Albany High School Ocean Science Bowl Club, along with their advisor and one parent chaperone, will travel by airplane to participate in the National Finals competition. Students will be tested in their knowledge of science topics, interact with ocean science professionals, and learn about career options in the field of ocean sciences. NOSB is funding the costs of the airfare and hotel accommodations for three (3) nights at the event for the students attending.

DATES OF TRIP: April 11-14, 2019

FINANCIAL INFORMATION:

All trip costs will be covered by National Ocean Sciences Bowl.

STRATEGIC GOALS ADDRESSED:

Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*

RECOMMENDATION: APPROVE THE OVERNIGHT FIELD TRIP: ALBANY HIGH SCHOOL TO NATIONAL OCEAN SCIENCES BOWL FINALS IN WASHINGTON, DC

ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP
Regular Meeting of March 26, 2019

ITEM: **OVERNIGHT FIELD TRIP: ALBANY HIGH SCHOOL
TO NORTHERN CALIFORNIA STATE SCIENCE OLYMPIAD
TOURNAMENT IN TURLOCK, CALIFORNIA**

PREPARED BY: **MARIE WILLIAMS**
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

TYPE OF ITEM: **CONSENT**

PURPOSE:

All field trips and excursions that occur overnight require prior approval from the Board of Education. Requests shall be presented to the Board of Education at least one month in advance of departure unless the timing of the event and the Board meeting schedule do not provide sufficient time for prior approval or make prior approval impractical.

BACKGROUND INFORMATION/DETAILS:

[Science Olympiad](#) is an international nonprofit organization devoted to improving the quality of science education, increasing interest in science and providing recognition for outstanding achievement in science education by both student and teachers. Throughout the school year, students prepare for the Science Olympiad tournaments, a series of rigorous academic interscholastic competitions that consist of team events and workshops.

The competition builds STEM knowledge through hands-on, engaging and competitive events covering materials outside of the standard curriculum offered in classes, as well as promotes student-led self studying and improve learning strategies.

On March 2, the AHS Science Olympiad (SciOly) team won the Bay Area SciOly Regionals against more than 30 other teams. This victory allowed them to advance to the Northern California SciOly State Finals which will take place on April 6 at California State University, Stanislaus. The winning team from the State Finals will advance to the SciOly National Tournament in May.

Fifteen (15) students (and two (2) alternates) from the Albany High School Science Olympiad Club, along with their advisor and five (5) chaperones, will leave Albany on Friday April 5, 2019 and will return on Saturday April 6, 2019.

DATES OF TRIP: April 5-6, 2019

FINANCIAL INFORMATION:

The total field trip fee per student is **\$90.00**. Funding will come from donations from families. No student will be denied the opportunity to participate.

STRATEGIC GOALS ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*

<p>RECOMMENDATION: APPROVE THE OVERNIGHT FIELD TRIP: ALBANY HIGH SCHOOL TO NORTHERN CALIFORNIA STATE SCIENCE OLYMPIAD TOURNAMENT IN TURLOCK, CALIFORNIA</p>
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**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

**ITEM: MEMORANDUM OF UNDERSTANDING BETWEEN
K TO COLLEGE AND ALBANY UNIFIED SCHOOL DISTRICT**

**PREPARED BY: DR. CARRIE NERHEIM, DIRECTOR I
STUDENT SERVICES**

TYPE OF ITEM: CONSENT

PURPOSE: Approve the Memorandum of Understanding between K to College and Albany Unified School District.

BACKGROUND INFORMATION: K to College (K2C), which is also doing business as “Supplybank.Org” is a tax-exempt non-profit corporation organized under § 501(c)(3) of the Internal Revenue Code with the mission of efficiently addressing the unmet material needs of homeless and other impoverished children, and adults working towards self-sufficiency.

K2C will provide as many Albany Unified School District (AUSD) students as possible identified as homeless (as defined by the McKinney-Vento Homeless Assistance Act), or otherwise enrolled in the Free or Reduced Price Meal Program (FRPM), with school supply kits, dental kits, hygiene kits, and other materials.

DETAILS: As a condition of receiving donated materials from K2C, AUSD hereby agrees to the following:

1. To utilize appropriate outreach methods to inform **eligible** and targeted students about materials available through AUSD’s partnership with K2C
2. To agree that K2C may only be able to provide resources for certain populations of students and that K2C will notify the district in advance of shipment which students are eligible to receive them
3. To use one of the following distribution methods:
 - Option 1: McKinney-Vento Homeless Only
 - Option 2: Targeted Community Distribution
 - Option 3: School-wide Distribution

KEY QUESTIONS AND ANSWERS:

Q. Will all information be kept confidential or are they requesting student names?

A. All student information will remain confidential. K to College will only need to know the number of kits we need.

FINANCIAL INFORMATION: The kits come at no cost to Albany Unified.

STRATEGIC OBJECTIVES ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*



Objective #3: *Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

<p>RECOMMENDATION: Approve the Memorandum of Understanding between K to College and Albany Unified School District.</p>
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Memorandum of Understanding Between K to College and Albany Unified School District

This Agreement is made on _____ by and between K to College (K2C), which is also doing business as “Supplybank.Org” and Albany Unified School District (AUSD). K2C is a tax-exempt non-profit corporation organized under § 501(c)(3) of the Internal Revenue Code with the mission of efficiently addressing the unmet material needs of homeless and other impoverished children, and adults working towards self-sufficiency. AUSD is a public school district in Alameda County, CA.

K2C hereby agrees to use its best efforts to provide as many AUSD students as possible identified as homeless (as defined by the McKinney-Vento Homeless Assistance Act), or otherwise enrolled in the Free or Reduced Price Meal Program (FRPM), with school supply kits, dental kits, hygiene kits, and other materials. As a condition of receiving donated materials from K2C, AUSD hereby agrees to the following:

1. To utilize appropriate outreach methods to inform **eligible** and targeted students about materials available through AUSD’s partnership with K2C
2. To agree that K2C may only be able to provide resources for certain populations of students and that K2C will notify the district in advance of shipment which students are eligible to receive them
3. To use one of the following distribution methods:

Option 1: McKinney-Vento Homeless Only: Distributing to students verified as homeless as defined by the United States McKinney-Vento Homeless Assistance Act:

- i. Providing notification and instruction to all appropriate staff that work with homeless students that these materials are available and how to access them, and
- ii. Facilitating a check-in process following each distribution, verifying each student is enrolled in the district and designated as homeless before they receive K2C materials, and
- iii. Maintaining ownership of the check-in list for the duration of the distribution or distribution cycle, and
- iv. Following distribution(s), comparing the list of recipients to the list of eligible students for a final report as outlined in Section 4, OR

Option 2: Targeted Community Distribution: Distributing to students verified as homeless, FRPM eligible or below 200% of the federal poverty level as follows:

- v. Providing an adequate number of district staff at each community distribution venue or school with a list of those eligible (as defined above or by amendment to this agreement) to ensure only those at or below 200% of the federal poverty level benefit from the program, and
- vi. Facilitating a check-in process at each community distribution venue and/or school, verifying each student is enrolled in the district before they receive K2C materials, and
- vii. Maintaining ownership of the check-in list for the duration of the distribution at each distribution venue and/or school, and
- viii. Following distribution(s), comparing the list of recipients to the list of eligible students for a final report as outlined in the verification letter template provided by K2C, OR

Option 3: School-wide Distribution: Distributing to every student at **eligible schools*** and/or distributing to select grade-level(s) of students at eligible schools as follows:

- ix. Providing an adequate number of district staff at each school with a list of *every* enrolled student, regardless of FRPM status, and
- x. Facilitating the distribution process, verifying each student’s identity and checking his or her name off the roster before they receive K2C materials, and
- xi. Maintaining ownership of the lists for the duration of the distribution at each distribution venue and/or school, and
- xii. Comparing the distribution lists to the district’s internal FRPM enrollment lists, verifying the exact number of students who were eligible to receive K2C materials and the exact number of those who were not eligible, and
- xiii. Verifying the two calculated numbers are the same as initially submitted to K2C, and
- xiv. Compensating K2C for any discrepancy resulting in an increased number of students **not** eligible.

**Memorandum of Understanding Between
K to College and
Albany Unified School District**

* **Eligible Schools:** Unless otherwise noted, eligible schools are defined as those with a minimum of 70% FRPM enrollment.

4. To maintain an ***internal (accessible to AUSD only)***, detailed district-wide roster that includes every child/family that receives K2C materials for auditing and/or any other purposes.[†] This may be done by maintaining ownership of the lists of those receiving K2C materials at each AUSD school and/or community distribution venue. This list will include:
- Name of child/family
 - Proof of income eligibility and/or FRPM enrollment
 - Date and description of services provided

[†] **NOTE:** Audits will only be conducted by appropriate government agencies and/or a certified contractor of a government agency. **K to College does NOT collect any student information as a matter of policy.** There is only potential for an audit if one or more funding sources are from a government source that requires it.

5. To confirm in writing the process by which K2C materials were distributed to eligible and targeted students as outlined in the verification letter template provided by K2C (Attachment A), certifying those served were eligible and identifying the date and location of each distribution

Notices

All notices and/or correspondence shall be addressed and mailed to Parties as follows:

K to College

Benito Delgado-Olson
Executive Director
7730 Pardee Lane
Oakland, CA 94621

Albany Unified School District

Valerie Williams
Superintendent
819 Bancroft Way
Berkeley, CA 94706

This Agreement may not be amended or modified except in writing signed by both parties. This Agreement is valid through June 30, 2022.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

Accepted for K to College:

Benito Delgado-Olson, Executive Director

Date

Accepted for Albany Unified School District:

Valerie Williams, Superintendent

Date

ALBANY UNIFIED SCHOOL DISTRICT
Donations ♦ February 1 – February 28, 2019

ALBANY HIGH SCHOOL	
\$ 20.00	Classroom Donation - Cohen
\$ 20.00	Classroom Donation - Cohen
\$ 100.00	Classroom Donation - Hubbard
\$ 4.00	YourCause - Ritchie
\$ 2.00	YourCause, AT&T - Ritchie
\$ 146.00	Current
\$ 3,025.00	Approved 2/26/19 Board Meeting
\$ 2,315.41	December - Board Approved 1/22/19
\$ 5,325.30	November - Board Approved 1/22/19
\$ 1,542.00	Approved 11/13/18 Board Meeting
\$ 554.64	Approved 10/9/18 Board Meeting
\$ 12,908.35	Total YTD

ALBANY MIDDLE SCHOOL	
\$ 10.09	Ackerman's - Haller
\$ 8.00	Family Donation - Brill
\$ 35.00	Donation via MySchool Bucks - 8th Grade
\$ 700.00	Scholarship America - Gray
\$ 753.09	Current
\$ 680.71	Approved 2/26/19 Board Meeting
\$ 3,362.25	December - Board Approved 1/22/19
\$ 4,065.00	November - Board Approved 1/22/19
\$ 5,639.51	Approved 11/13/18 Board Meeting
\$ 107.10	Approved 10/9/18 Board Meeting
\$ 14,607.66	Total YTD

OCEAN VIEW ELEMENTARY	
\$ 30.00	Classroom Donation - Cebulski
\$ 65.00	Classroom Donation - Coons
\$ 65.00	Classroom Donation - Shigeta
\$ 65.00	Classroom Donation - Sinclair
\$ 399.23	Ocean View PTA
\$ 624.23	Current
\$ 528.97	Approved 2/26/19 Board Meeting
\$ 1,360.00	December - Board Approved 1/22/19
\$ 12,032.72	November - Board Approved 1/22/19
\$ 3,580.00	Approved 11/13/18 Board Meeting
\$ 1,037.38	Approved 10/9/18 Board Meeting
\$ 392.00	Approved 8/28/18 Board Meeting
\$ 19,555.30	Total YTD

MARIN ELEMENTARY	
\$ 16.00	Classroom Donation - Dunigan
\$ 16.00	Classroom Donation - Dunigan
\$ 16.00	Classroom Donation - Dunigan
\$ 16.00	Classroom Donation - Dunigan
\$ 16.00	Classroom Donation - Dunigan
\$ 16.00	Classroom Donation - Dunigan
\$ 16.00	Classroom Donation - Dunigan
\$ 200.00	Marin PTA
\$ 328.00	Current
\$ 2,441.95	Approved 2/26/19 Board Meeting
\$ 213.00	December - Board Approved 1/22/19
\$ 6,010.75	November - Board Approved 1/22/19
\$ 2,148.50	Approved 11/13/18 Board Meeting
\$ 11,142.20	Total YTD

CORNELL ELEMENTARY	
\$ 2,250.00	AEF-Sponsored Field Trip - Camp Campbell
\$ 585.00	AEF-Sponsored Field Trip - Finley
\$ 100.00	Classroom Donation - Kohn
\$ 20.00	Classroom Donation - Wiley
\$ 20.00	Classroom Donation - Wiley
\$ 20.00	Classroom Donation - Wiley
\$ 20.00	Classroom Donation - Wiley
\$ 20.00	Classroom Donation - Wiley
\$ 25.00	Classroom Donation - Wiley
\$ 40.00	Classroom Donation - Wiley
\$ 50.00	Classroom Donation - Wiley
\$ 4,118.46	Cornell PTA
\$ 2,000.00	Family Donation - Duncan
\$ 9,268.46	Current
\$ 715.00	Approved 2/26/19 Board Meeting
\$ 3,983.65	December - Board Approved 1/22/19
\$ 22,267.63	November - Board Approved 1/22/19
\$ 33,136.38	Approved 11/13/18 Board Meeting
\$ 10.00	Approved 10/9/18 Board Meeting
\$ 2,110.66	Approved 8/28/18 Board Meeting
\$ 71,491.78	Total YTD

ELEMENTARY ENRICHMENT	
\$ 40.00	Donation via Benevity
\$ 40.00	Current
\$ 540.00	Approved 2/26/19 Board Meeting
\$ 1,465.00	December - Board Approved 1/22/19
\$ 1,630.00	November - Board Approved 1/22/19
\$ 5,950.00	Approved 11/13/18 Board Meeting
\$ 9,625.00	Total YTD

SPECIAL EDUCATION	
\$ 1,226.13	Approved 2/26/19 Board Meeting
\$ 1,226.13	Total YTD

MULTI-SITE DONATION	
\$ 2,865.47	Albany Music Fund
\$ 2,865.47	Current
\$ 14,491.50	Approved 2/26/19 Board Meeting
\$ 8,485.85	December - Board Approved 1/22/19
\$ 279,150.00	November - Board Approved 1/22/19
\$ 19,486.34	Approved 11/13/18 Board Meeting
\$ 15,453.28	Approved 8/28/18 Board Meeting
\$ 339,932.44	Total YTD

TOTAL	
\$ 14,025.25	Current
\$ 23,649.26	Approved 2/26/19 Board Meeting
\$ 21,185.16	December - Board Approved 1/22/19
\$ 330,481.40	November - Board Approved 1/22/19
\$ 71,482.73	Approved 11/13/18 Board Meeting
\$ 1,709.12	Approved 10/9/18 Board Meeting
\$ 17,955.94	Approved 8/28/18 Board Meeting
\$ 480,488.86	Total YTD

ALBANY UNIFIED SCHOOL DISTRICT
Donations ♦ February 1 – February 28, 2019

S U M M A R Y

Site	Current	Previously Approved	Total Year-to-Date
Albany High School	\$ 146.00	\$ 12,762.35	\$ 12,908.35
Albany Middle School	753.09	13,854.57	14,607.66
Ocean View Elementary	624.23	18,931.07	19,555.30
Marin Elementary	328.00	10,814.20	11,142.20
Cornell Elementary	9,268.46	62,223.32	71,491.78
Elementary Enrichment	40.00	9,585.00	9,625.00
Special Education	0	1,226.13	1,226.13
Multi-Site Donation	2,865.47	337,066.97	339,932.44
All Sites	\$14,025.25	\$466,463.61	\$480,488.86

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51139890	02/01/2019	ACSIG - DELTA DENTAL	010-9534	12/18 COBRA DENTAL	832.50	
				12/18 DENTAL	42,079.40	42,911.90
51139891	02/01/2019	ALEX COMMERCIAL REFRIG.	130-5670	FOOD SERVICE REFRIGERATION REPAIRS		4,994.84
51139892	02/01/2019	AMAZON CAPITAL SERVICES, INC.	010-4300	CORNELL CLASSROOM & TSA SUPPLIES	214.48	
				Unpaid Sales Tax	3.37-	211.11
51139893	02/01/2019	AMP Printing, Inc.	010-4300	BOE PLAQUES		384.48
51139894	02/01/2019	JENNIFER ANDERSON C/O ALBANY MIDDLE	010-5810	REIMB FOR TRIP EXPENSES		14.00
51139895	02/01/2019	AUS WEST LOCKBOX	130-5800	FOOD SERVICE TOWEL & MOP SERVICE		158.88
51139896	02/01/2019	ASK EDUCATION CONSULTING	010-5825	TSA COACHING & TSA/CIA SYSTEM DESIGN MEETINGS		1,400.00
51139897	02/01/2019	BART GROUP SALES	010-5810	TIX FOR 03/07 MARIN MISSION DOLORES TRIP		313.20
51139898	02/01/2019	BART GROUP SALES	010-5810	03/04 SF SYMPHONY TRIP		498.95
51139899	02/01/2019	BEAR COM.	010-4300	AMS WALKIE TALKIE EQUIPMENT		64.38
51139900	02/01/2019	BERKELEY UNIFIED SCHOOL DISTRICT TRANSPORTATION	010-5810	TRANS FOR OV TRIPS ON 01/22, 02/05, 02/12, 02/14		966.00
51139901	02/01/2019	CDW GOVERNMENT INC	010-4300	HR PRINTER	256.21	
			010-5830	MICROSOFT OFFICE - SPED	51.01	307.22
51139902	02/01/2019	CENTER FOR THE COLLABORATIVE CLASSROOM	010-4100	SIPPS PLUS, 3RD EDITION - MARIN		824.25
51139903	02/01/2019	CONTRA COSTA COLLEGE CASHIER'S OFFICE	010-4300	TUITION FOR STUDENTS IN ADULT TRANSITION PROG		30.00
51139904	02/01/2019	COPY EXPRESS	010-5870	CIA PRINT/COPY SERVICES		1,817.24
51139905	02/01/2019	CSM CONSULTING, INC.	010-5800	E-RATE SERVICES		3,250.00
51139906	02/01/2019	CULTURE SHOCK YOGURT	130-4700	YOGURT		180.00
51139907	02/01/2019	DANIELSEN	130-4700	FOOD & SUPPLIES	5,052.68	
			130-4710	FOOD & SUPPLIES	128.93	5,181.61
51139908	02/01/2019	BANKCARD CENTER	010-4300	OCEAN VIEW CREDIT CARD EXPENSES	143.11	
				SPECIAL EDUCATION CREDIT CARD EXPENSES	103.13	
			010-4305	OCEAN VIEW CREDIT CARD EXPENSES	46.00	
			010-5200	SPECIAL EDUCATION CREDIT CARD EXPENSES	426.91	719.15
51139909	02/01/2019	FESTIVALS OF MUSIC MUSIC IN THE PARKS	010-5810	DEPOSIT FOR AMS TRIP - MUSIC IN THE PARK		200.00
51139910	02/01/2019	FOOD 4 THOUGHT, LLC	130-4700	FOOD		1,288.49
51139911	02/01/2019	GOLD STAR FOODS	130-4700	FOOD		10,554.83
51139912	02/01/2019	DAVID HAUPERT C/O ALBANY MIDDLE	010-4300	REIMB FOR ATTENDANCE INCENTIVES		25.81

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51139913	02/01/2019	Hayes Distributing Inc.	130-4700	FOOD		6,428.54
51139914	02/01/2019	HILLYARD/SAN FRANCISCO	010-4300	DISTRICT CUSTODIAL SUPPLIES		5,919.48
51139915	02/01/2019	PARENT	010-5827	* ACADEMIC & RELATED SERVICES		2,420.00
51139916	02/01/2019	KONICA MINOLTA BUSINESS SOLUTIONS INC.	010-5610	AHS ATHLETICS COPIER USAGE	2.47	
				AMS COPIER USAGE	375.74	
				CORNELL COPIER USAGE	408.27	
				OCEAN VIEW COPIER USAGE	95.20	
				SPECIAL EDUCATION COPIER USAGE	92.73	974.41
51139917	02/01/2019	MAGGIORA BAKING CO	130-4700	FOOD		646.75
51139918	02/01/2019	PARENT	010-5827	* BASIC EDUCATION		3,520.00
51139919	02/01/2019	MICHAEL'S TRANSPORTATION SRV	010-5810	AHS ATHLETICS TRANSPORTATION (9035)	2,602.50	
				AMS TRANS FOR TRIPS TO THE ROSICRUCIAN MUSEUM	2,045.00	4,647.50
51139920	02/01/2019	NEOFUNDS	010-5910	AMS POSTAGE		39.67
51139921	02/01/2019	OFFICE DEPOT	010-4300	AMS SUPPLIES	690.33	
				AQUATIC CENTER SUPPLIES	70.22	
				D.O. SUPPLIES	645.62	
				DONATION - CORNELL SUPPLIES	268.14	
				OCEAN VIEW SUPPLIES	1,368.58	3,042.89
51139922	02/01/2019	OJO TECHNOLOGY	212-6288	ACCESS CONTROL SYSTEM AT AMS ANNEX	16,505.99	
				MILESTONE VIDEO SYSTEM AT AMS ANNEX	23,963.09	40,469.08
51139923	02/01/2019	P & R PAPER SUPPLY COMPANY	130-4710	FOOD SERVICE SUPPLIES		1,823.31
51139924	02/01/2019	CEONDRA PARROTT C/O AHS	010-4300	REIMB FOR COLLEGE/CAREER EVENTS		37.75
51139925	02/01/2019	PRIMIZIE FOODS	130-4700	FOOD		576.00
51139926	02/01/2019	PRO ED	010-4300	SPECIAL EDUCATION RECORD BOOKLETS	100.17	
				Unpaid Sales Tax	7.77-	92.40
51139927	02/01/2019	PRUDENTIAL OVERALL SUPPLY	010-5800	DISTRICT UNIFORM SERVICE		46.46
51139928	02/01/2019	RIDDELL ALL AMERICAN SPORTS CORP.	010-5800	RECONDITION AHS FOOTBALL GEAR		3,540.05
51139929	02/01/2019	RODAN BUILDERS	211-6201	AMS ANNEX PROJECT - PHASE II	17,960.81	
			211-6251	AMS ANNEX PROJECT - PHASE II	944,618.10	962,578.91
51139930	02/01/2019	BANNER BANK - RODAN RETENTION	211-6201	AMS ANNEX PROJECT - PHASE II	945.31	
			211-6251	AMS ANNEX PROJECT - PHASE II	49,716.74	50,662.05
51139931	02/01/2019	PABLO E. SANCHEZ	010-5800	DISTRICT LANDSCAPING		3,700.00
51139932	02/01/2019	SPURR	010-5520	12/18 CHARGES	14,040.52	

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ESCAPE ONLINE

Page 2 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51139932	02/01/2019	SPURR	120-5520	12/18 CHARGES	33.50	14,074.02
51139933	02/01/2019	SUNESYS LLC	010-5800	01/19 SERVICE		1,346.36
51139934	02/01/2019	SYSCO - SAN FRANCISCO	130-4700	FOOD & SUPPLIES	3,715.37	
			130-4710	FOOD & SUPPLIES	145.91	3,861.28
51139935	02/01/2019	TOSHIBA BUSINESS SOLUTIONS	010-5610	12/02-01/01 AMS COPIES		7.55
51139936	02/01/2019	WEST COAST LITERACY WORKSHOP	010-5825	12/18 PD WORKSHOPS		2,650.00
51141375	02/04/2019	ING Northern Annuity FBO-Albany Unified School Dist	Cancelled			25.64 *
		Cancelled on 02/05/2019, Cancel Register # AP02062019				
51141502	02/06/2019	A3GEO, INC.	211-6172	DSA GEOTECHNICAL ENGINEER OF RECORD SERVS FOR OV		4,712.45
51141503	02/06/2019	ALHAMBRA	130-4300	FOOD SERVICE WATER DELIVERY		21.80
51141504	02/06/2019	ARCO AM/PM	010-4300	FUEL FOR TRANSPORTATION VEHICLES		459.58
51141505	02/06/2019	AT&T	010-5930	12/19-01/18 SERVICE	498.96	
			120-5930	12/19-01/18 SERVICE	18.94	517.90
51141506	02/06/2019	AUTOMATIC RESPONSE SYSTEMS	010-5800	MARIN SHREDDING SERVICE		16.00
51141507	02/06/2019	CAS Inspections, Inc. Neil Brodhead	211-6261	INSPECTOR OF RECORD SERVICES - AMS ANNEX PROJ		14,400.00
51141508	02/06/2019	CLIENT ADVANTAGE	010-5800	COPIER/PRINT CONSULTING		3,730.86
51141509	02/06/2019	CONSOLIDATED ENGINEERING LABS	211-6262	SPECIAL TESTING FOR AMS ANNEX		510.41
51141510	02/06/2019	CRYSTAL CREAMERY	130-4700	DAIRY		2,138.86
51141511	02/06/2019	CULTURE SHOCK YOGURT	130-4700	YOGURT		180.00
51141512	02/06/2019	EBMUD	010-5555	11/21-01/22 SERVICE	2,133.25	
				12/20-01/22 SERVICE	1,600.36	3,733.61
51141513	02/06/2019	ENTERPRISE RENT-A-CAR	010-5600	RENTALS		864.76
51141514	02/06/2019	GOBULK.COM	010-4300	EARBUDS FOR CAASPP TESTING	1,067.65	
				Unpaid Sales Tax	18.80-	1,048.85
51141515	02/06/2019	GOLD STAR FOODS	130-4700	FOOD		4,396.19
51141516	02/06/2019	GRANICUS, INC.	010-5825	MINUTES MAKER		140.00
51141517	02/06/2019	GREAT AMERICAN LEASING CORP.	010-5611	SELPA COPIER LEASE		210.86
51141518	02/06/2019	ELLEN MURFF C/O CORNELL SCHOOL	010-4300	DONATION - REIMBURSEMENT FOR CLASSROOM SUPPLIES		87.54
51141519	02/06/2019	PG&E	010-5520	12/21-01/22 SERVICE	22,264.31	
			120-5520	12/21-01/22 SERVICE	39.21	22,303.52
51141520	02/06/2019	PRUDENTIAL OVERALL SUPPLY	010-5800	DISTRICT UNIFORM SERVICE		701.88
51141521	02/06/2019	SUNESYS LLC	010-5800	02/19 SERVICE		1,346.36
51141522	02/06/2019	STACY UYEDA C/O ALBANY MIDDLE	010-4300	REIMB FOR SUPPLIES		32.75
51141523	02/06/2019	JOANNE RUTH WILE	010-5800	TRAUMA GRANT COORDINATOR	600.00	
			010-5825	MENTAL HEALTH COORDINATOR	1,000.00	1,600.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 3 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51142126	02/08/2019	AUS WEST LOCKBOX	130-5800	FOOD SERVICE TOWEL & MOP SERVICE		238.32
51142127	02/08/2019	KATY BABCOCK C/O NR SELPA	010-4315	REIMBURSEMENT FOR SELPA EXPENSES		160.22
51142128	02/08/2019	KONICA MINOLTA BUSINESS SOLUTIONS INC.	010-5610	AHS ATHLETICS COPIER USAGE	10.44	
				AHS COPIER USAGE	2,854.13	
				AMS COPIER USAGE	1,313.54	
				CORNELL COPIER USAGE	1,017.85	
				DISTRICT OFFICE COPIER USAGE	353.07	
				MARIN COPIER USAGE	676.75	
				OCEAN VIEW COPIER USAGE	639.86	
				SPECIAL EDUCATION COPIER USAGE	547.78	7,413.42
51142129	02/08/2019	LITERACY RESOURCES INC.	010-4300	PHONEMIC AWARENESS - TK		164.98
51143607	02/13/2019	ALBANY TIRE SERVICE	010-5670	DISTRICT VEHICLE MAINT/SERVICE		498.96
51143608	02/13/2019	ALHAMBRA	010-4300	AAC WATER DELIVERY	50.27	
				DISTRICT OFFICE WATER DELIVERY	60.06	110.33
51143609	02/13/2019	AMAZON CAPITAL SERVICES, INC.	010-4300	AHS BRITA WATER FILTERS	304.06	
				AHS HAND TOWELS	24.13	
				AHS POWER ADAPTERS	173.38	
				CORNELL TSA BOOKS	106.15	
				D.O. FOLDING SCREEN	79.17	
				DONATION - CORNELL POWER EXTENSION	13.16	
				LUNCH CART FOR TK CLASSES	115.27	
				MAC HIGH BOOKS - FLEX/CRBG	44.16	
				Unpaid Sales Tax	28.18-	831.30
51143610	02/13/2019	APPLE COMPUTER INC.	010-4300	SPED IPAD	333.15	
			212-6288	APPLE TVs FOR AMS ANNEX CLASSROOMS	2,289.39	2,622.54
51143611	02/13/2019	AQUA SOURCE	010-5670	AAC MONTHLY MAINT	1,163.00	
				AAC SERVICE & REPAIRS	2,143.31	3,306.31
51143612	02/13/2019	ARROW GLASS COMPANY	010-5670	DISTRICT WIDE WINDOW REPLACEMENTS / REPAIRS		340.14
51143613	02/13/2019	AUTOMATIC RESPONSE SYSTEMS	010-5800	MARIN SHREDDING SERVICE		24.00
51143614	02/13/2019	DEBORAH BRILL C/O ALBANY MIDDLE	010-4300	REIMBURSEMENT FOR SUPPLIES		40.25
51143615	02/13/2019	PATRICIA BRUNS C/O CORNELL SCHOOL	010-4300	DONATION - REIMBURSEMENT FOR CLASSROOM SUPPLIES		195.33
51143616	02/13/2019	LUCY BRYNDZA C/O ALBANY MIDDLE	010-4300	REIMBURSEMENT FOR CLASSROOM SUPPLIES		24.11

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ESCAPE ONLINE

Page 4 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51143617	02/13/2019	CALIFORNIA ROSE CATERING INC.	010-4300	FOOD CATERING FOR CHALLENGE DAY		2,343.41
51143618	02/13/2019	CDW GOVERNMENT INC	212-6288	NETWORKING EQUIPMENT FOR AMS ANNEX PROJECT		16,587.89
51143619	02/13/2019	CLARK PEST CONTROL	010-5800	AQUATIC CENTER PEST CONTROL	225.00	
				DISTRICT PEST CONTROL	1,233.00	
			120-5800	ACC PEST CONTROL	225.00	1,683.00
51143620	02/13/2019	CLOVIS UNIFIED SCHOOL DISTRICT	010-5300	18/19 CA SCHOOL FUNDING COALITION MEMBERSHIP		2,500.00
51143621	02/13/2019	COMMITTEE FOR CHILDREN	010-4300	SECOND STEP EARLY LEARNING CLASS KIT - TK	503.75	
				Unpaid Sales Tax	44.75-	459.00
51143622	02/13/2019	COPY EXPRESS	010-5870	CIA PRINT/COPY SERVICES		852.01
51143623	02/13/2019	PARENT	010-5827	* SPECIALIZED ACADEMIC INSTRUCTION		2,370.00
51143624	02/13/2019	CULTURE SHOCK YOGURT	130-4700	YOGURT		180.00
51143625	02/13/2019	DANIELSEN	130-4700	FOOD & SUPPLIES	1,944.69	
			130-4710	FOOD & SUPPLIES	30.33	1,975.02
51143626	02/13/2019	DATA SAFE	010-5800	FILE STORAGE		256.05
51143627	02/13/2019	DISCOUNT SCHOOL SUPPLY	120-4300	CLASSROOM SUPPLIES	432.74	
				TUPELO CLASSROOM SUPPLIES	1,424.88	1,857.62
51143628	02/13/2019	FAGEN FRIEDMAN & FULFROST, LLP	010-5826	12/18 LEGAL FEES		23,350.43
51143629	02/13/2019	GOLD STAR FOODS	130-4700	FOOD		10.71
51143630	02/13/2019	Hayes Distributing Inc.	130-4700	FOOD		1,793.70
51143631	02/13/2019	HILLYARD/SAN FRANCISCO	010-4300	DISTRICT CUSTODIAL SUPPLIES	63.10	
			120-4300	ACC CUSTODIAL SUPPLIES	178.04	241.14
51143632	02/13/2019	HOME DEPOT INC.	010-4300	DISTRICT MAINTENANCE SUPPLIES	988.51	
			120-4300	ACC MAINTENANCE SUPPLIES	203.79	1,192.30
51143633	02/13/2019	SUSAN HUGHES-COLLINS C/O CORNELL SCHOOL	010-4300	DONATION - REIMBURSEMENT FOR CLASSROOM SUPPLIES		93.74
51143634	02/13/2019	JOHNSON CONTROLS	010-5800	REPAIR AHS FIRE PANEL		6,350.09
51143635	02/13/2019	KONICA MINOLTA BUSINESS SOLUTIONS INC.	010-5610	AHS COPIER USAGE	13.22	
				MAC COPIER USAGE	6.46	
				MARIN COPIER USAGE	499.51	519.19
51143636	02/13/2019	MAGGIORA BAKING CO	130-4700	FOOD		305.00
51143637	02/13/2019	MICHAEL'S TRANSPORTATION SRV	010-5810	01/25 CORNELL CHABOT SPACE & SCIENCE TRIP	1,777.50	
				AHS ATHLETICS TRANSPORTATION (9035)	1,895.25	3,672.75
51143638	02/13/2019	MOBILE MODULAR MGMT. CORP.	140-5621	AHS CONTAINER RENTALS		175.60

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ESCAPE ONLINE

Page 5 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51143639	02/13/2019	OFFICE DEPOT	010-4300	D.O. SUPPLIES	139.80	
				MARIN SUPPLIES	9.22	
			120-4300	ACC SUPPLIES	180.18	329.20
51143640	02/13/2019	OTIS ELEVATOR COMPANY	010-5610	AMS ELEVATOR SERVICE		164.09
51143641	02/13/2019	P & R PAPER SUPPLY COMPANY	130-4710	FOOD SERVICE SUPPLIES		518.08
51143642	02/13/2019	PARAMOUNT ELEVATOR CORPORATION	010-5610	CORNELL ELEVATOR SERVICE		345.00
51143643	02/13/2019	PRUDENTIAL OVERALL SUPPLY	010-5800	DISTRICT UNIFORM SERVICE		751.84
51143644	02/13/2019	RASKOB INSTITUTE	010-5825	BASIC EDUCATION		2,410.02
51143645	02/13/2019	PARENT	010-5827	* ACADEMIC & TRANSPORTATION SERVICES		3,600.00
51143646	02/13/2019	ROTO-ROOTER	010-5670	DISTRICT WIDE DRAIN CLEANING		431.75
51143647	02/13/2019	School Facility Consultants	010-5800	11/18 CONSULTING - NEW CONSTRUCTION ELIGIBILITY		935.00
51143648	02/13/2019	JUDITH SINCLAIR C/O OCEAN VIEW	010-4300	DONATION - REIMBURSEMENT FOR CLASSROOM SUPPLIES		99.11
51143649	02/13/2019	SMART & FINAL	010-4300	ADULT TRANSITION PROGRAM SUPPLIES	73.51	
				AMS SCIENCE SUPPLIES	46.06	119.57
51143650	02/13/2019	SYSCO - SAN FRANCISCO	130-4700	FOOD & SUPPLIES	1,153.27	
			130-4710	FOOD & SUPPLIES	134.21	1,287.48
51143651	02/13/2019	TRIARCO	010-4300	AHS ART SUPPLIES		773.23
51143652	02/13/2019	WESSNE'S JANITORIAL SERVICE	010-5800	D.O. CLEANING SERVICE		1,375.00
51143653	02/13/2019	WESTERN TELEPHONE AND ALARM	010-5800	MONITORING SERVICES		285.00
51143654	02/13/2019	WILLIAMS SCOTSMAN, INC.	250-5621	DISTRICT WIDE PORTABLE RENT		5,830.91
51145108	02/19/2019	DEPARTMENT OF JUSTICE	010-5838	LIVE SCAN FEES		1,118.00
51145109	02/19/2019	DERIVI CASTELLANOS ARCHITECTS	010-5800	08/18 AHS FIRE ALARM REPAIRS	4,059.58	
				09/18 AHS FIRE ALARM MAINT	2,328.75	
			210-5800	07/18 ALBANY BOND PROGRAM SUPPORT	3,122.42	
				08/18 ALBANY BOND PROGRAM SUPPORT	3,165.00	
				09/18 ALBANY BOND PROGRAM SUPPORT	4,448.75	
			211-6231	07/18 OVES TEMP HOUSING - AHS MOD	7,248.58	
				07/18 OVES TEMP HOUSING - AMS MOD	7,248.58	
				08/18 OVES TEMP HOUSING FEASIBILITY	8,379.38	
				09/18 OVES TEMP HOUSING FEASIBILITY	635.00	
			211-6265	08/18 OV RE-CONSTRUCTION PROJECT MANAGEMENT	17,329.00	

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ESCAPE ONLINE

Page 6 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51145109	02/19/2019	DERIVI CASTELLANOS ARCHITECTS	211-6265	09/18 OV RE-CONSTRUCTION PROJECT MANAGEMENT	33,178.00	
				PROGRAM MGMT SERVS FOR AHS ADDITION	4,314.00	
			212-6237	CHPS COMMISSIONING AGENT SERVICES-AHS ADDITION	3,000.00	98,457.04
51145110	02/19/2019	EBMUD	010-5555	11/28-01/28 SERVICE	499.84	
				11/30-01/29 SERVICE	5,768.18	
			120-5555	11/28-01/28 SERVICE	3,521.22	9,789.24
51145111	02/19/2019	FAT DADDY'S BBQ CATERING CO.	010-4305	CATERING FOR BLACK HISTORY MONTH EVENT 02/13		2,636.56
51145112	02/19/2019	JUNIOR LIBRARY GUILD	010-4300	OCEAN VIEW LIBRARY BOOKS		2,245.92
51145113	02/19/2019	PG&E	010-5520	12/20-01/21 SERVICE	303.60	
				12/24-01/23 SERVICE	498.54	802.14
51145114	02/19/2019	PROCARE THERAPY, INC.	010-5800	NURSING SUPPORT		9,366.05
51146505	02/22/2019	A BETTER CHANCE SCHOOL	010-5825	BASIC EDUCATION & RELATED SERVICES		20,001.89
51146506	02/22/2019	SPICE ALLEN	010-4305	REIMB FOR BLACK HISTORY MONTH EXPENSES		88.87
51146507	02/22/2019	AMERICAN LOGISTICS COMPANY	010-5825	TRANSPORTATION SERVICES		1,304.00
51146508	02/22/2019	AUS WEST LOCKBOX	130-5800	FOOD SERVICE TOWEL & MOP SERVICE		79.44
51146509	02/22/2019	ALBANY USD	010-3751	03/19 CALPERS	13,815.11	
			010-3752	03/19 BOE CALPERS	136.00	
				03/19 CALPERS	6,800.00	
			010-5800	03/19 BOE CALPERS	20.04	
				03/19 CALPERS	1,423.86	
			010-9534	03/19 BOE CALPERS	8,577.33	
				03/19 CALPERS	524,043.72	554,816.06
51146510	02/22/2019	BANCROFT CENTER INC.	010-5621	DISTRICT OFFICE LEASE		12,424.10
51146511	02/22/2019	BRANDY BIEHL-DAVIS C/O CORNELL	010-4300	DONATION - REIMBURSEMENT FOR CLASSROOM SUPPLIES		28.69
51146512	02/22/2019	BONAMI BAKING	130-4700	FOOD		518.00
51146513	02/22/2019	PARENT	010-5827	* ACADEMIC SERVICES		6,925.00
51146514	02/22/2019	Teleli Brito C/O SELPA	010-4300	REIMBURSEMENT FOR SELPA EXPENSES	271.79	
			010-5910	REIMBURSEMENT FOR SELPA EXPENSES	15.50	287.29
51146515	02/22/2019	CRYSTAL CREAMERY	130-4700	DAIRY		679.88
51146516	02/22/2019	DANIELSEN	130-4700	FOOD & SUPPLIES	2,432.18	

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ESCAPE ONLINE

Page 7 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51146516	02/22/2019	DANIELSEN	130-4710	FOOD & SUPPLIES	91.00	2,523.18
51146517	02/22/2019	DISCOVERY ACADEMY	010-5825	BASIC EDUCATION, RM & BOARD AND RELATED SERVICES		10,550.00
51146518	02/22/2019	NAZAFARIN FARZAM	010-8699	REISSUE STALE DATED PR CK# 10871399		977.62
51146519	02/22/2019	FOOD 4 THOUGHT, LLC	130-4700	FOOD		846.65
51146520	02/22/2019	SOPHIA S. GENONE	010-5825	ASSESSMENTS		6,400.00
51146521	02/22/2019	GOLD STAR FOODS	130-4700	FOOD		2,843.72
51146522	02/22/2019	Hayes Distributing Inc.	130-4700	FOOD		2,233.13
51146523	02/22/2019	HELPSYSTEMS	010-5610	INTERMAPPER - TECH		742.31
51146524	02/22/2019	WELLS FARGO EQUIPMENT FINANCE	010-7438	EQUIPMENT RENTAL	121.35	
			010-7439	EQUIPMENT RENTAL	765.13	886.48
51146525	02/22/2019	HILLYARD/SAN FRANCISCO	010-4300	DISTRICT CUSTODIAL SUPPLIES	2,543.73	
			120-4300	ACC CUSTODIAL SUPPLIES	500.70	3,044.43
51146526	02/22/2019	NATASHA D. LIMONES	010-5825	01/19 SELPA TRAINING & CONSULTATIONS	1,650.00	
				02/19 SELPA CONSULTATIONS	450.00	2,100.00
51146527	02/22/2019	MAGGIORA BAKING CO	130-4700	FOOD		135.75
51146528	02/22/2019	MARINA MECHANICAL	010-5622	REPLACE HEAT EXCHANGERS IN AMS LOCKER ROOMS	13,167.22	
			010-5670	DISTRICT WIDE HVAC REPAIRS	985.00	
				REPLACE AHS EXHAUST FANS	2,714.96	16,867.18
51146529	02/22/2019	MICHAEL'S TRANSPORTATION SRV	010-5810	AHS ATHLETICS TRANSPORTATION (9035)		977.50
51146530	02/22/2019	NANCY MITCHNER	010-5825	ORIENTATION & MOBILITY SERVICES		2,000.00
51146531	02/22/2019	OFFICE DEPOT	010-4300	D.O. SUPPLIES		62.71
51146532	02/22/2019	P & R PAPER SUPPLY COMPANY	130-4710	FOOD SERVICE SUPPLIES		532.51
51146533	02/22/2019	PG&E	010-5520	12/31-01/29 SERVICE	8,815.45	
			120-5520	12/31-01/29 SERVICE	1,200.69	10,016.14
51146534	02/22/2019	PRUDENTIAL OVERALL SUPPLY	010-5800	DISTRICT UNIFORM SERVICE		1,589.98
51146535	02/22/2019	PSAT/NMSQT	010-4300	AHS 2018 FALL PSAT		4,384.00
51146536	02/22/2019	RYLAND SCHOOL BUSINESS CONSULTING	010-5800	GENERAL FINANCE SUPPORT		600.00
51146537	02/22/2019	Wille Electric Supply Co., Inc	010-4300	DISTRICT BALLASTS & LAMPS		1,920.36
51146538	02/22/2019	SCHOLASTIC INC.	010-4300	AMS CLASSROOM BOOKS	164.63	
				Unpaid Sales Tax	14.63-	150.00
51146539	02/22/2019	SENECA FAMILY OF AGENCIES	010-5825	SPECIAL EDUCATION		7,902.00
51146540	02/22/2019	SONJA BIGGS EDUCATIONAL SVCS	010-5825	SERVICES FOR VISUALLY IMPAIRED STUDENTS		881.25

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ESCAPE ONLINE

Page 8 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51146541	02/22/2019	STAFF REHAB	010-5825	COUNSELING SERVICE		8,925.00
51146542	02/22/2019	SYSCO - SAN FRANCISCO	130-4700	FOOD & SUPPLIES	1,552.85	
			130-4710	FOOD & SUPPLIES	89.89	1,642.74
51147540	02/25/2019	ACSIG - DELTA DENTAL	010-9534	02/19 COBRA DENTAL	779.10	
				02/19 DENTAL	41,339.40	42,118.50
51147541	02/25/2019	AMAZON CAPITAL SERVICES, INC.	010-4300	DONATION - OCEAN VIEW CLASSROOM BOOKS		74.85
51147542	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		632.25
51147543	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		1,400.50
51147544	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		1,400.50
51147545	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		1,667.10
51147546	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		1,128.75
51147547	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		632.25
51147548	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		632.25
51147549	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		1,400.50
51147550	02/25/2019	COMCAST	010-5930	01/19 SERVICE	2,461.22	
				07/18 SERVICE	3,265.46	
				08/18 SERVICE	3,238.08	
				09/18 SERVICE	1,860.65	10,825.41
51147551	02/25/2019	BANKCARD CENTER	010-4300	AHS ESPERANZA LESSON PLANS - DOWNLOAD	16.95	
				AMS BOOKS - BOOK WHISPERER PILOT	1.98-	
				CIA CREDIT CARD EXPENSES	73.99	
				MARIN CLEANING WIPES	76.72	
				MARIN CREDIT CARD EXPENSES	91.02	
				AHS MAILCHIMP	20.00	
				WATER SERVICE FOR AMS PORTABLES	159.70	
			010-4305	CIA CREDIT CARD EXPENSES	16.95	
			010-5200	ACC CREDIT CARD EXPENSES	30.00	
				CIA CREDIT CARD EXPENSES	3,371.96	
				CPRS CONFERENCE REGISTRATION	1,370.00	
				HOTEL STAY DURING CPRS	233.13	
				CONFERENCE		
			010-5670	VAN REPAIR	560.50	
			010-5800	RENEW WILDCARD CERTIFICATE /2YR - DIGICERT	1,250.00	

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ESCAPE ONLINE

Page 9 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51147551	02/25/2019	BANKCARD CENTER	010-5800	STORAGE FEE	981.30	
			010-5810	18/19 AMS TOURS / ROSICRUCIAN MUSEUM	153.00	
				DEPOSIT FOR 03/01 AMS TRIP TO BRIDGES ROCK GYM	300.00	
			010-5812	HR CREDIT CARD EXPENSES	15.63	
				HR POSTING	502.23	
			010-5910	HR CREDIT CARD EXPENSES	7.60	
			130-4300	FOOD SERVICE CREDIT CARD EXPENSES	233.91	
			130-4700	FOOD SERVICE CREDIT CARD EXPENSES	1,084.77	
			130-4710	FOOD SERVICE CREDIT CARD EXPENSES	248.30	
			210-6200	AAC ELECTRIC	1,250.00	12,045.68
51147552	02/25/2019	EBMUD	010-5555	11/30-01/29 SERVICE	9,203.52	
	02/25/2019	RETIREE		12/06-02/05 SERVICE	2,668.70	11,872.22
51147553			010-3751	RETIREE REIMBURSEMENT		187.74
51147554	02/25/2019	SABINA FEINBERG C/O FOOD SERVICE	130-4300	REIMBURSEMENT FOR FOOD SERVICE EXPENSES	32.73	
			130-4700	REIMBURSEMENT FOR FOOD SERVICE EXPENSES	593.30	
			130-4710	REIMBURSEMENT FOR FOOD SERVICE EXPENSES	40.68	666.71
51147555	02/25/2019	RETIREE	010-3751	RETIREE REIMBURSEMENT		1,805.80
51147556	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		1,111.43
51147557	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		163.37
51147558	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		888.29
51147559	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		975.13
51147560	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		1,490.94
51147561	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		300.80
51147562	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		1,332.57
51147563	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		187.74
51147564	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		1,400.50
51147565	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		1,400.50
51147566	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		730.27

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ESCAPE ONLINE

Page 10 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
51147567	02/25/2019	RETIREE	010-3751	RETIREE REIMBURSEMENT		632.25
51147568	02/25/2019	PG&E	010-5520	01/03-01/31 SERVICE	5.48	
				01/07-02/05 SERVICE	6,285.89	6,291.37
51147569	02/25/2019	VAN AHN PHAM C/O TECHNOLOGY	010-4315	01/19 MILEAGE REIMB		27.36
51147570	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		730.27
51147571	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		1,596.54
51147572	02/25/2019	RETRIEE	010-3752	RETIREE REIMBURSEMENT		1,400.50
51147573	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		695.44
51147574	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		730.27
51147575	02/25/2019	SPURR	010-5520	01/19 CHARGES	14,999.90	
			120-5520	01/19 CHARGES	108.66	15,108.56
51147576	02/25/2019	STORER COACHWAYS	010-5810	AHS SPRING TOUR BUSES		12,340.00
51147577	02/25/2019	TOSHIBA BUSINESS SOLUTIONS	010-5610	01/02-02/01 AMS COPIES		10.38
51147578	02/25/2019	DAVID TRACY C/O TECHNOLOGY	010-4315	01/19 MILEAGE REIMB		25.12
51147579	02/25/2019	RETRIEE	010-3751	RETIREE REIMBURSEMENT		781.27
51147580	02/25/2019	BANKCARD CENTER	010-4300	CORNELL CREDIT CARD EXPENSES	197.05	
				SELPA CREDIT CARD EXPENSES	108.77	
			010-5200	SELPA CREDIT CARD EXPENSES	389.93	
			010-5930	SELPA CREDIT CARD EXPENSES	322.24	1,017.99
Total Number of Checks					208	2,309,737.44

	Count	Amount
Cancel	1	25.64
Net Issue		2,309,711.80

Fund Summary

Fund	Description	Check Count	Expensed Amount
010	General Fund	163	1,047,217.97
120	Child Development Fund	12	8,067.55
130	Cafeteria Fund	35	63,008.38
140	Deferred Maintenance Fund	1	175.60
210	Building Fund Primary	2	11,986.17
211	Measure B 2016A	6	1,111,196.36
212	Measure E 2016A	4	62,346.36

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 11 of 12

ReqPay12c

Board Report

February 2019 Warrant Listing

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Summary

Fund	Description	Check Count	Expensed Amount
250	Capital Facilities Fund	1	5,830.91
	Total Number of Checks	207	2,309,829.30
	Less Unpaid Sales Tax Liability		117.50
	Net (Check Amount)		2,309,711.80

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 12 of 12

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: **2017-2018 BOND MEASURE B AND E FINANCIAL AND PERFORMANCE AUDIT REPORTS**

PREPARED BY: **JACKIE KIM, CHIEF BUSINESS OFFICIAL**

TYPE OF ITEM: **REVIEW AND ACTION**

PURPOSE: To Accept the 2017-2018 Bond Measure B and E Financial and Performance Audit Reports

BACKGROUND INFORMATION:

California State requirements specify that the proceeds from the sale of school facilities bonds are expended only on the specific projects listed in the proposition authorizing the sale of bonds. Both the State Constitution and the Education Code require an annual independent performance audit to verify Bond proceeds are used on Listed Projects. An annual financial audit is also required by these rules. Generally Accepted Government Auditing Standards (GAGAS) are required and define the term performance audit and related professional standards

DETAILS: The audit firm, Christy White and Associates, performed the 2017-2018 audit service and prepared the report. The auditor has issued an unmodified “clean” report for the Albany Unified School District. The firm will be present at the Board Meeting to discuss the audit report and answer any questions.

KEY QUESTIONS/ANSWERS:

1. What is a performance audit?
 - a. In addition to the auditing of expenditures, a performance audit reviews the expenditures were made solely within with the ballot language of the bond measure, internal controls are evaluated, bid procedures are reviewed, and a site walk of the project is conducted, if necessary.
2. What oversight committee is overseeing this bond?
 - a. The Citizens’ Bond Oversight Committee will review all activity for the 2008 Measure E Authorization, 2016 Measure B Authorization, and the 2016 Measure E Authorization. Having one committee provide oversight over multiple authorizations provides efficiencies, but more importantly does not impact the restrictions and accountability measures each bond authorization has. Each bond authorization has its own performance and financial audit report.

FINANCIAL INFORMATION: None.

STRATEGIC GOALS ADDRESSED: This Board Item addresses



Objective #3: Communicate and Lead Together.

Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

RECOMMENDATION: To Accept the 2017-2018 Bond Measure B and E Financial and Performance Audit Reports

**MEASURE B 2016 BOND BUILDING FUND OF
ALBANY UNIFIED SCHOOL DISTRICT**

FINANCIAL AND PERFORMANCE AUDIT REPORT

JUNE 30, 2018

San Diego

Los Angeles

**San Francisco
Bay Area**

christywhite
A PROFESSIONAL
ACCOUNTANCY CORPORATION *associates*

MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
TABLE OF CONTENTS
JUNE 30, 2018

	<u>Page</u>
Introduction and Citizens' Bond Oversight Committee Member Listing	1
Independent Auditors' Report	2

FINANCIAL SECTION

Balance Sheet	4
Statement of Revenues, Expenditures and Changes in Fund Balance	5
Notes to Financial Statements	6

OTHER INDEPENDENT AUDITORS' REPORTS

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	15
Independent Auditors' Report on Performance	17
Audit Procedures and Results	19

FINDINGS AND RESPONSES SECTION

Schedule of Findings and Recommendations	22
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MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
INTRODUCTION AND CITIZENS' BOND OVERSIGHT COMMITTEE MEMBER LISTING
JUNE 30, 2018

The Albany Unified School District was established in the early 1900's and is comprised of an area of approximately one square mile. There were no changes to the boundaries of the District during the current year. The District serves the City of Albany and offers instruction for Grades TK-12. The District is currently operating three elementary schools, one middle school, one comprehensive high school, one continuation school, and one child development program.

On June 7, 2016, the voters of Alameda County passed ballot Measure B, authorizing the issuance of \$70,000,000 of general obligation bonds. The sale of the general obligation bonds (Series A) closed in October 2016, for a principal amount of \$23,500,000. The funds were deposited into the Alameda County Treasury. All warrants are pre-audited and processed by the Alameda County Office of Education. All Measure B bond building funds are accounted for in Fund 21 of the District's general ledger.

Measure B was a Proposition 46 bond. The passage of Proposition 46 in June 1986 amended the California Constitution to restore the authority to issue general obligation bonds to counties, cities and school districts. Proposition 46 bonds must be approved by a 2/3 majority vote.

The ballot language of Measure B requires an independent Citizens' Bond Oversight Committee and annual independent financial and performance audits until all bond proceeds have been spent.

As of June 30, 2018, the Citizens' Bond Oversight Committee was comprised of the following members:

Name	Title	Representation
Matt Smith	President	Active in Business Organization
Howard McNenny	Representative	Senior Citizen
Jackie Kim	Member	Parent/Guardian
Kat Bliss	Member	Parent Teacher Association
B. Melange Matthews	Secretary	Public at Large
Gary Class	Member	Public at Large
Pareen Shah	Member	Public at Large
Barbara Wezelman	Member	Public at Large
<i>Vacant</i>	<i>Member</i>	<i>Bona Fide Taxpayer's Organization*</i>

*The Citizens' Bond Oversight Committee has a vacant position, which the District is actively seeking to fill.



INDEPENDENT AUDITORS' REPORT

Governing Board Members and
Measure B Citizens' Bond Oversight Committee
Albany Unified School District
Albany, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure B 2016 Bond Building Fund of Albany Unified School District (the "District") as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Measure B 2016 Bond Building Fund's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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 of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's 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 entity's internal control. Accordingly, we express no such opinion. 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

SAN DIEGO

LOS ANGELES

SAN FRANCISCO/BAY AREA

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*Licensed by the California
State Board of Accountancy*

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure B 2016 Bond Building Fund of Albany Unified School District, as of June 30, 2018, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1A, the financial statements present only the Measure B 2016 Bond Building Fund and do not purport to, and do not present fairly the financial position of the Albany Unified School District, as of June 30, 2018, the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 19, 2019, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters specific to the Measure B 2016 Bond Building Fund of Albany Unified School District. The purpose of that 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 the effectiveness of the Measure B 2016 Bond Building Fund of Albany Unified School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Report of Other Legal and Regulatory Requirements

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have issued our performance audit dated March 19, 2019, on our consideration of the District's compliance with the requirements of Proposition 39 as it directly relates to the Measure B 2016 Bond Building Fund. That report is an integral part of our audit of the Measure B 2016 Bond Building Fund of Albany Unified School District, as of and for the year ended June 30, 2018, and should be considered in assessing the results of our financial audit.

Christy White Associates

San Diego, California
March 19, 2019

FINANCIAL SECTION

MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
BALANCE SHEET
JUNE 30, 2018

ASSETS

Cash in county treasury	\$	19,844,005
Accounts receivable		66,500
		<hr/>

Total Assets	\$	19,910,505
		<hr/>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	1,023,843
Due to other funds		30,328
		<hr/>

Total Liabilities		1,054,171
		<hr/>

FUND BALANCE

Restricted for Measure B projects		18,856,334
		<hr/>

Total Liabilities and Fund Balance	\$	19,910,505
		<hr/>

The accompanying notes are an integral part of the financial statements.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2018**

REVENUES	
Local revenues - interest	\$ 314,483
Total Revenues	<u>314,483</u>
EXPENDITURES	
Plant services	113,128
Facilities acquisition and construction	<u>4,738,966</u>
Total Expenditures	<u>4,852,094</u>
Net Change in Fund Balance	(4,537,611)
Fund Balance, July 1, 2017	<u>23,393,945</u>
Fund Balance, June 30, 2018	<u>\$ 18,856,334</u>

The accompanying notes are an integral part of the financial statements.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Albany Unified School District was established in the early 1900's and is comprised of an area of approximately one square mile. The District serves the City of Albany and offers instruction for Grades TK-12. The District is currently operating three elementary schools, one middle school, one comprehensive high school, one continuation high school, and one child development program.

On June 7, 2016, the voters of the District approved by 69% vote Measure B, authorizing the issuance of \$70,000,000 of general obligation bonds to rebuild Marin and Ocean View Elementary Schools with seismically safe school facilities, support modern learning standards in various subjects and improve other school facilities. The Bond required a 2/3 yes vote in accordance with Proposition 46. The Measure B ballot language required the District to establish a citizens' bond oversight committee and to conduct annual financial and performance audits.

The Committee's oversight goals include ensuring expenditures are within the language of the ballot measure and advising the District's Governing Board on various projects. The citizens' bond oversight committee must include, among others, representation of a bona fide taxpayers association, a business organization, and a senior citizens organization. No District employees or vendors are allowed to serve on the citizens' bond oversight committee.

The fund financial statements are for the Measure B 2016 Bond Building Fund. Since this is just one component of the district, these financial statements are not intended to be a complete presentation of the District's financial position or results of operations. Accordingly, these fund statements do not include a government wide financial statement, management discussion and analysis or related organizational disclosures. The audited financial statements of Albany Unified School District include the Measure B 2016 Bond Building Fund activities, related debt and disclosures as well as the management discussion and analysis

An advisory committee to the District's Governing Board and Superintendent, the Measure B Citizens' Bond Oversight Committee ("CBOC") was established pursuant to the provisions of Measure B. The purpose of the CBOC is to inform the public concerning the use of bond proceeds. The CBOC is required by state law to actively review and report on the proper expenditure of taxpayers' money for school construction. The CBOC provides oversight and advises the public as to whether the District is spending the Measure B 2016 Bond Building Funds for school capital improvements within the scope of projects outlined in the Measure B Project List. In fulfilling its duties, the CBOC reviews, among other things, the District's annual performance and financial audits of Measure B activity.

MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

The statements presented are for the individual Measure B General Obligation Bond as issued by the District, through the County of Alameda, and are not intended to be a complete presentation of the District's financial position or results of operations.

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

B. Accounting Policies

The District accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board ("GASB") and the American Institute of Certified Public Accountants ("AICPA").

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

D. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Cash and Investments

In accordance with Education Code Sections 15357 and 41001, the Measure B 2016 Bond Building Fund maintains its cash in the Alameda County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

G. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government funds. By state law, the District's Governing Board must adopt a budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

H. Fund Balance

Under GASB Statement No. 54, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The fund balance in Measure B 2016 Bond Building Fund is considered restricted.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS

Summary of Cash and Investments

Cash and investments as of June 30, 2018 consisted of \$19,844,005 held in cash in county treasury.

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations. Investments of debt proceeds held by trustees are governed by the provisions of debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities up to 30 years.

Cash in County Treasury – The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS (continued)

General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. The table below identifies examples of the investment types permitted in the investment policy:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are described below:

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains an investment with the Alameda County Investment Pool with a fair value of approximately \$19,804,987 and an amortized book value of \$19,844,005. The weighted average maturity for this pool as of June 30, 2018 is 357 days.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS (continued)

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest only in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk.

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. District investments that are greater than 5 percent of total investments are in either an external investment pool or mutual funds and are therefore exempt.

Fair Value

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, either directly or indirectly.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Alameda County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements at June 30, 2018 were as follows:

	Uncategorized
Investment in county treasury	\$ 19,804,987
Total fair market value of investments	\$ 19,804,987

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 3 – ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2018 consisted of interest earned on investments totaling \$66,500.

NOTE 4 – ACCRUED LIABILITIES

Accrued liabilities at June 30, 2018 consisted of construction related payables totaling \$1,023,843.

NOTE 5 – INTERFUND TRANSACTIONS

Interfund Receivables/Payables (Due From/Due To)

The individual interfund receivable and payable balance at June 30, 2018 consisted of \$30,328 due from the Measure B 2016 Bond Building Fund to the Deferred Maintenance Fund to reclassify bond expenditures.

NOTE 6 – MEASURE B GENERAL OBLIGATION BONDS

In October 2016, the District issued Election of 2016 General Obligation Bonds, Series A in the aggregate principal amount of \$23,500,000. The bonds are payable from the proceeds of *ad valorem* property taxes which the Board of Supervisors of the Alameda County are obligated to levy and collect on all taxable property in the District for the payment of and interest on the bonds. The bonds carry interest rates ranging from 2.0% to 4.0% and mature August 1, 2045.

Proceeds from the sale of the bonds may only be used for construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of such facilities; or for the acquisition or lease of real property for school facilities. In addition, proceeds may only be used for the projects listed in the Measure, which include rebuilding Marin and Ocean View Elementary Schools with seismically safe school facilities, supporting modern learning standards in various subjects and improving other school facilities. Proceeds may not be used for any other purpose, such as teacher and administrator salaries nor operating expenses.

The bonded debt is paid through the *ad valorem* property taxes through Alameda County and the debt liability is carried on the Albany Unified School District's Government Wide financial statements.

The District's general obligation bonds represent general obligations payable solely from *ad valorem* property taxes. The general obligation debt for the Measure B bonds at June 30, 2018, was as follows:

Series	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds			Bonds	
					Outstanding July 01, 2017	Additions	Deductions	Outstanding June 30, 2018	
2016 Series A	10/4/2016	8/1/2045	2.0 - 4.0%	\$ 23,500,000	\$ 23,500,000	\$ -	\$ 940,000	\$ 22,560,000	

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 6 – MEASURE B GENERAL OBLIGATION BONDS (continued)

The remaining bonds outstanding at June 30, 2018 related to Measure B were as follows:

2016 Series A			
Year Ended June 30,	Principal	Interest	Total
2019	\$ -	\$ 760,206	\$ 760,206
2020	-	760,206	760,206
2121	-	760,206	760,206
2022	-	760,206	760,206
2023	-	760,206	760,206
2024 - 2028	1,180,000	3,712,480	4,892,480
2029 - 2033	3,135,000	3,367,459	6,502,459
2034 - 2038	5,000,000	2,586,000	7,586,000
2039 - 2043	7,450,000	1,465,325	8,915,325
2044 - 2046	5,795,000	268,125	6,063,125
Total	\$ 22,560,000	\$ 15,200,419	\$ 37,760,419

NOTE 7 – MEASURE B BOND EXPENDITURES BY SITE

The following table presents the expenditure amounts by site for the year ended June 30, 2018:

Site	Amount
Marin School	\$ 11,173
Ocean View Elementary School	26,443
Albany Middle School	4,205,759
Albany High School	446,731
District-Wide/Bond Administration	161,988
	<u>\$ 4,852,094</u>

NOTE 8 – COMMITMENTS AND CONTINGENCIES

A. Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2018.

B. Construction Commitments

The Measure B 2016 Bond Building Fund had construction commitments outstanding of \$7.6 million as of June 30, 2018.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 9 – SUBSEQUENT EVENTS

Albany Unified School District has evaluated subsequent events for the period from June 30, 2018 through March 19, 2019, the date the financial statements were available to be issued. Management identified a new bond issuance under Measure B (2016) of \$27,000,000 on July 10, 2018.

OTHER INDEPENDENT AUDITORS' REPORTS



**INDEPENDENT AUDITORS' 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**

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

Independent Auditors' Report

Governing Board Members and
Measure E 2008 Citizens' Bond Oversight Committee
Albany Unified School District
Albany, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure B 2016 Bond Building Fund of Albany Unified School District (the "District"), as of and for the year ended June 30, 2018 and the related notes to the financial statements, which collectively comprise the Albany Unified School District's basic financial statements of Measure B 2016 Bond Building Fund, and have issued our report thereon dated March 19, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements of the Measure B 2016 Bond Building Fund, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Internal Control over Financial Reporting (continued)

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements of the Measure B 2016 Bond Building Fund are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Christy White Associates". The script is cursive and fluid.

San Diego, California
March 19, 2019



REPORT ON PERFORMANCE

Independent Auditors' Report

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

Governing Board Members and
Measure B Citizens' Bond Oversight Committee
Albany Unified School District
Albany, California

Report on Performance

We have audited Albany Unified School District's compliance with the performance audit procedures described in the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810, that could have a direct and material effect on Measure B 2016 Bond Building Fund of Albany Unified School District for the fiscal year ended June 30, 2018, as identified below.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to local school construction bonds.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance of Albany Unified School District's Measure B 2016 Bond Building Fund based on our performance audit of the types of compliance requirements referred to above. We conducted our performance audit in accordance with generally accepted government auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810. Those standards require that we plan and perform the performance audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. An audit includes examining, on a test basis, evidence about Albany Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that the evidence obtained in our performance audit provides a reasonable basis for our findings and conclusions based on our audit objectives. However, our audit does not provide a legal determination of Albany Unified School District's compliance with those requirements.

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Opinion on Performance

In our opinion, Albany Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the Measure B 2016 Bond Building Fund noted below for the year ended June 30, 2018.

Procedures Performed

In connection with the performance audit referred to above, we selected and tested transactions and records to determine Albany Unified School District's compliance with the state laws and regulations applicable to the Financial Audit Procedures and Performance Audit Procedures over the Measure B 2016 Bond Building Fund. Additional agreed upon procedures relating the Measure B 2016 Bond Building Fund may also be included.

The results of the procedures performed and the related results are further described in the accompanying performance audit results following this Report on Performance.

A handwritten signature in cursive script that reads "Christy White Associates".

San Diego, California
March 19, 2019

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
AUDIT PROCEDURES AND RESULTS
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION I – FINANCIAL AUDIT PROCEDURES AND RESULTS

Financial Statements

As mentioned in the Report on Financial Statements, we have issued an unmodified opinion over the financial statements of the Measure B 2016 Bond Building Fund as of and for the fiscal year ended June 30, 2018.

Internal Control Evaluation

We tested internal controls over financial reporting and compliance with laws, regulations, or provisions of contracts or agreements and have determined through our inquiry of management and our evaluation of District processes that no significant deficiencies were noted.

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS

Facility Project Expenditures

We selected a representative sample of expenditures charged to the Measure B 2016 Bond Building Fund and reviewed supporting documentation to ensure funds were properly expended on specific projects listed in the text of the Measure B 2016 Bond Building Fund ballot.

We tested approximately \$3.7 of non-personnel expenditures or 76% of total 2017-18 Measure B 2016 Bond Building Fund expenditures for validity, allowability and accuracy and concluded that the sampled expenditures were in compliance with the terms of Measure B 2016 Bond ballot language, the District approved facilities plan, and applicable state laws and regulations.

Personnel Expenditures

We reviewed salaries and benefits charged to the Measure B 2016 Bond Building Fund to verify that the personnel expenditures were allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General, which concluded that “a school district may use Proposition 39 school bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on construction projects authorized by a voter approved bond measure.”

Based on our review of expenditures, we noted that there were no salaries or benefits charged to the Measure B 2016 Bond Building Fund during the fiscal year ended June 30, 2018. Audit procedures over personnel expenditure were not applicable.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
AUDIT PROCEDURES AND RESULTS
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS (continued)

Facilities Site Walk

We verified that funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects by review of supporting documentation as previously noted under Facility Project Expenditures but also through performance of a facilities site walk.

A facilities site walk was performed at Albany Middle School for the Annex Project. We toured the school site of Albany Middle School and physically observed the newly erected building, electrical and HVAC. Based on our site walk, the project for the school site appear to be successfully completed and funds appear to be expended for authorized bond projects.

Contract and Bid Procedures

We reviewed a listing of contracts awarded during the fiscal year ended June 30, 2018 and selected a sample to ensure that contracts for public projects followed appropriate bidding procedures per applicable Public Contract Code. Additionally, we reviewed overall expenditures by vendor in order to determine if multiple projects under the applicable bidding threshold were identified to suggest any possible bid-splitting.

We tested the one formal contract awarded during the year, we noted that applicable bidding procedures were followed and that contract were appropriately awarded to the lowest responsible bidder for Albany High School Addition Project.

Based on our review of overall expenditures and projects by vendor, no instances or possible indications of bid-splitting were identified. The District appears to be properly reviewing projects and applying appropriate procedures over contract and bidding procedures.

Contracts and Change Orders

We reviewed a listing of contracts and change orders during the fiscal year ended June 30, 2018 and selected a sample to ensure that change orders were properly approved and in accordance with District policies. Additionally, cumulative change orders for any given contract were reviewed to ensure that total change orders did not exceed ten percent of the total original contract.

We reviewed one (1) change order for the Albany High School Addition Project and verified that the total of the change order did not exceed ten percent of the total contract with Alten Construction. The change order was properly reviewed and approved by management and the governing board in accordance with District policy.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
AUDIT PROCEDURES AND RESULTS, CONTINUED
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS (continued)

Citizens' Bond Oversight Committee (CBOC)

In accordance with Assembly Bill (AB) 1908 and Education Code (Ed Code) Section 15278, the District is required to establish a bond citizen's oversight committee for Proposition 39 bonds to include one active member from each of the following sectors: a business organization, senior citizens organization, bona fide taxpayers' association, parent/guardian of a child enrolled in the District and a parent/guardian of a child enrolled in the District who is also a member of a parent teacher association. Additionally, no employee or official of the District shall be appointed to the citizens' bond oversight committee.

We found that the District has made attempts to compile a CBOC with all required representatives. However, the District has not yet been successful in recruiting an active member in a business organization. The District appears to be have been making ongoing efforts to fill the vacancies and has exercised due diligence with regard to the requirements of AB 1908 and Ed Code 15278. No members of the citizens' bond oversight committee are also employees, official, vendor or consultant of the District. Refer to the Introduction and Citizens' Bond Oversight Committee Member listing for a listing of current members as of June 30, 2018.

**MEASURE B 2016 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2018**

PART I – SUMMARY OF AUDITORS’ RESULTS

FINANCIAL STATEMENTS	<u>Unmodified</u>
Type of auditors’ report issued	
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Non-compliance material to the financial statements?	<u>No</u>
 PERFORMANCE AUDIT	
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Type of auditor’s report issued on performance for local school construction bonds:	<u>Unmodified</u>

PART II – FINANCIAL STATEMENT FINDINGS

There were no findings related to the financial statements in 2017-18.

PART III – PERFORMANCE AUDIT FINDINGS

There were no findings or recommendations related to local school construction bonds in 2017-18.

PART IV – PRIOR AUDIT FINDINGS

There were no findings and recommendations during the year ended June 30, 2017.

**MEASURE E (2016) BOND BUILDING FUND OF
ALBANY UNIFIED SCHOOL DISTRICT**

**FINANCIAL AND PERFORMANCE AUDIT REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2018**

San Diego

Los Angeles

**San Francisco
Bay Area**

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**MEASURE E BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
TABLE OF CONTENTS
JUNE 30, 2018**

	<u>Page</u>
Introduction and Citizens' Bond Oversight Committee Member Listing	1
Independent Auditors' Report.....	2

FINANCIAL SECTION

Balance Sheet	4
Statement of Revenues, Expenditures and Changes in Fund Balance.....	5
Notes to Financial Statements.....	6

OTHER INDEPENDENT AUDITORS' REPORTS

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	14
Independent Auditors' Report on Performance.....	16
Performance Audit Procedures and Results	18

FINDINGS AND RESPONSES SECTION

Schedule of Findings and Responses	20
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**MEASURE E BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
INTRODUCTION AND CITIZENS' BOND OVERSIGHT COMMITTEE MEMBER LISTING
JUNE 30, 2018**

The Albany Unified School District was established in the early 1900's and is comprised of an area of approximately one square mile. There were no changes to the boundaries of the District during the current year. The District serves the City of Albany and offers instruction for Grades TK-12. The District is currently operating three elementary schools, one middle school, one comprehensive high school, one continuation school, and one child development program.

On June 7, 2016, the voters of Alameda County passed ballot Measure E (2016), authorizing the issuance of \$25,000,000 of general obligation bonds. The sale of the general obligation bonds (Series A) closed in October 2016, for a principal amount of \$9,000,000. The funds were deposited into the Alameda County Treasury. All warrants are pre-audited and processed by the Alameda County Office of Education. All Measure E (2016) bond building funds are accounted for in Fund 21 of the District's general ledger.

Measure E (2016) was a Proposition 39 Bond. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 (Chapter 44, Statutes of 2000), was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Measure E (2016) including formation, composition and purpose of the Citizens' Bond Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

As of June 30, 2018, the Citizens' Bond Oversight Committee was comprised of the following members:

Name	Title	Representation
Matt Smith	President	Active in Business Organization
Howard McNenny	Representative	Senior Citizen
Jackie Kim	Member	Parent/Guardian
Kat Bliss	Member	Parent Teacher Association
B. Melange Matthews	Secretary	Public at Large
Gary Class	Member	Public at Large
Pareen Shah	Member	Public at Large
Barbara Wezelman	Member	Public at Large
<i>Vacant</i>	<i>Member</i>	<i>Bona Fide Taxpayer's Organization*</i>

**The Citizens' Bond Oversight Committee has several vacant positions, which the District is actively seeking to fill.*



INDEPENDENT AUDITORS' REPORT

Measure E (2016) Citizens' Bond Oversight Committee and
Governing Board Members of the
Albany Unified School District
Albany, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure E (2016) Bond Building Fund of Albany Unified School District (the "District"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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 of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's 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 entity's internal control. Accordingly, we express no such opinion. 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.

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure E (2016) Bond Building Fund of Albany Unified School District, as of June 30, 2018, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1A, the financial statements present only the Measure E (2016) Bond Building Fund and do not purport to, and do not present fairly the financial position of the Albany Unified School District, as of June 30, 2018, the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 19, 2019, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters specific to the Measure E (2016) Bond Building Fund. The purpose of that 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 the effectiveness of the Measure E (2016) Bond Building Fund's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Report of Other Legal and Regulatory Requirements

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have issued our performance audit dated March 19, 2019, on our consideration of the District's compliance with the requirements of Proposition 39 as it directly relates to the Measure E (2016) Bond Building Fund. That report is an integral part of our audit of the Measure E (2016) Bond Building Fund of Albany Unified School District, as of and for the year ended June 30, 2018, and should be considered in assessing the results of our financial audit.



San Diego, California
March 19, 2019

FINANCIAL SECTION

MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
BALANCE SHEET
JUNE 30, 2018

ASSETS

Cash in county treasury	\$	8,236,433
Accounts receivable		27,600
Due from other funds		5,046

Total Assets	\$	8,269,079
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LIABILITIES AND FUND BALANCE

Liabilities

Accounts payable	\$	32,313
------------------	----	--------

Total Liabilities		32,313
--------------------------	--	---------------

Fund Balance

Restricted for Measure E Projects		8,236,766
-----------------------------------	--	-----------

Total Liabilities and Fund Balance	\$	8,269,079
---	-----------	------------------

The accompanying notes are an integral part of the financial statements.

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2018**

REVENUES

Local revenues - interest	\$ 121,350
Total Revenues	<u>121,350</u>

EXPENDITURES

Plant services	25,185
Facilities acquisition and construction	654,116
Total Expenditures	<u>679,301</u>

Net Change in Fund Balance	(557,951)
-----------------------------------	-----------

Fund Balance, July 1, 2017	<u>8,794,717</u>
-----------------------------------	------------------

Fund Balance, June 30, 2018	<u>\$ 8,236,766</u>
------------------------------------	---------------------

The accompanying notes are an integral part of the financial statements.

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Albany Unified School District was established in the early 1900's and is comprised of an area of approximately one square mile. The District serves the City of Albany and offers instruction for Grades TK-12. The District is currently operating three elementary schools, one middle school, one comprehensive high school, one continuation high school, and one child development program.

On June 7, 2016, the voters of the District approved by 74% vote Measure E (2016), authorizing the issuance of \$25,000,000 of general obligation bonds to relieve Albany Middle School overcrowding, construct classrooms, science labs, and flexible spaces that met seismic safety and accessibility codes. In addition, they will replace portables with modern classrooms and acquire technology and equipment to support various subjects. Because the Bond required only 55% of the vote in accordance with Proposition 39 (Article XIII of the California State Constitution), the District was required to establish a citizens' bond oversight committee and to conduct a financial and performance audit.

The Committee's oversight goals include ensuring expenditures are within the language of the ballot measure and advising the District's Governing Board on various projects. The Citizens' Bond Oversight committee must include, among others, representation of a bona fide taxpayers association, a business organization, and a senior citizens organization. No District employees or vendors are allowed to serve on the Citizens' Bond Oversight committee.

The fund financial statements are for the Measure E (2016) Bond Building Fund. Since this is just one component of the district, these financial statements are not intended to be a complete presentation of the District's financial position or results of operations. Accordingly, these fund statements do not include a government wide financial statement, management discussion and analysis or related organizational disclosures. The audited financial statements of Albany Unified School District include the Measure E (2016) Bond Building Fund activities, related debt and disclosures as well as the management discussion and analysis

An advisory committee to the District's Governing Board and Superintendent, the Measure E (2016) Citizens' Bond Oversight Committee ("CBOC") was established pursuant to the requirements of state law and the provisions of Measure E (2016). The purpose of the CBOC is to inform the public concerning the use of bond proceeds. The CBOC is required by state law to actively review and report on the proper expenditure of taxpayers' money for school construction. The CBOC provides oversight and advises the public as to whether the District is spending the Measure E (2016) Bond Building Funds for school capital improvements within the scope of projects outlined in the Measure E (2016) Project List. In fulfilling its duties, the CBOC reviews, among other things, the District's annual performance and financial audits of Measure E (2016) activity.

MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

The statements presented are for the individual Measure E (2016) General Obligation Bond as issued by the District, through the County of Alameda, and are not intended to be a complete presentation of the District's financial position or results of operations.

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

B. Accounting Policies

The District accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board ("GASB") and the American Institute of Certified Public Accountants ("AICPA").

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

D. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid.

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Cash and Investments

In accordance with Education Code Sections 15357 and 41001, the Measure E (2016) Bond Building Fund maintains its cash in the Alameda County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

G. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government funds. By state law, the District's Governing Board must adopt a budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

H. Fund Balance

Under GASB Statement No. 54, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The fund balance in Measure E (2016) Bond Building Fund is considered restricted.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS

Summary of Cash and Investments

Cash and investments as of June 30, 2018 consisted of \$8,236,433 held in cash in county treasury.

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations. Investments of debt proceeds held by trustees are governed by the provisions of debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities up to 30 years.

Cash in County Treasury – The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS (continued)

General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. The table below identifies examples of the investment types permitted in the investment policy:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are described below:

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains an investment with the Alameda County Investment Pool with a fair value of approximately \$8,220,238 and an amortized book value of \$8,236,433. The weighted average maturity for this pool as of June 30, 2018 is 357 days.

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS (continued)

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest only in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk.

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. District investments that are greater than 5 percent of total investments are in either an external investment pool or mutual funds and are therefore exempt.

Fair Value

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, either directly or indirectly.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Alameda County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements at June 30, 2018 were as follows:

	Uncategorized
Investment in county treasury	\$ 8,220,238
Total fair market value of investments	\$ 8,220,238

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 3 – ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2018 consisted of interest earned on investments totaling \$27,600.

NOTE 4 – ACCRUED LIABILITIES

Accrued liabilities at June 30, 2018 consisted of construction related payables totaling \$32,313.

NOTE 5 – INTERFUND TRANSACTIONS

Interfund Receivables/Payables (Due From/Due To)

Individual Interfund receivable and payable balances at June 30, 2018 consisted of \$5,046 due from the General Fund to the Measure E 2016 Bond Building Fund to reclassify SFC costs.

NOTE 6 – MEASURE E (2016) GENERAL OBLIGATION BONDS

In October 2016, the District issued Election of 2016 General Obligation Bonds, Series A in the aggregate principal amount of \$9,000,000. The bonds are payable from the proceeds of *ad valorem* property taxes which the Board of Supervisors of the Alameda County are obligated to levy and collect on all taxable property in the District for the payment of and interest on the bonds. The bonds carry interest rates ranging from 2.0% to 4.0% and mature August 1, 2035.

Proceeds from the sale of the bonds may only be used for construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of such facilities; or for the acquisition or lease of real property for school facilities. In addition, proceeds may only be used for the projects listed in the Measure, which include projects to relieve Albany Middle School overcrowding, construct classrooms, science labs, and flexible spaces that met seismic safety and accessibility codes. In addition, they will replace portables with modern classrooms and acquire technology and equipment to support various subjects. Proceeds may not be used for any other purpose, such as teacher and administrator salaries nor operating expenses.

The bonded debt is paid through the *ad valorem* property taxes through Alameda County and the debt liability is carried on the Albany Unified School District's Government Wide financial statements.

The District's general obligation bonds represent general obligations payable solely from *ad valorem* property taxes. The general obligation debt for the Measure E (2016) bonds at June 30, 2018, was as follows:

Series	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Outstanding July 01, 2017	Additions	Deductions	Bonds Outstanding June 30, 2018
2016 Series A	10/4/2016	8/1/2035	2.0 - 4.0%	\$ 9,000,000	\$ 9,000,000	\$ -	\$ 190,000	\$ 8,810,000

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 6 – MEASURE E (2016) GENERAL OBLIGATION BONDS (continued)

The remaining bonds outstanding at June 30, 2018 related to Measure E (2016) were as follows:

Year Ended June 30,	Principal	Interest	Total
2019	\$ 340,000	\$ 252,112	\$ 592,112
2020	-	248,713	248,713
2021	155,000	245,612	400,612
2022	180,000	240,713	420,713
2023	200,000	236,912	436,912
2024-28	2,235,000	1,027,737	3,262,737
2029-33	3,335,000	627,221	3,962,221
2034-36	2,365,000	141,247	2,506,247
Total	<u>\$ 8,810,000</u>	<u>\$ 3,020,267</u>	<u>\$ 11,830,267</u>

NOTE 7 – MEASURE E (2016) – BOND EXPENDITURES BY SITE

The following table presents the expenditure amounts by site for the fiscal year ended June 30, 2018:

Site	Amount
Albany Middle School	\$ 586,900
District Wide	73,935
Albany High School	18,466
	<u>\$ 679,301</u>

NOTE 8 – COMMITMENTS AND CONTINGENCIES

A. Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2018.

B. Construction Commitments

The Measure E (2016) Bond Building Fund had no outstanding construction commitments as of June 30, 2018.

NOTE 9 – SUBSEQUENT EVENTS

Albany Unified School District has evaluated subsequent events for the period from June 30, 2018 through March 19, 2019, the date the financial statements were available to be issued. Management identified a new bond issuance under Measure E (2016) of \$8,000,000 on July 10, 2018.

OTHER INDEPENDENT AUDITORS' REPORTS



**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**

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

Independent Auditors' Report

Measure E (2016) Citizens' Bond Oversight Committee and
Governing Board Members of the
Albany Unified School District
Albany, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure E (2016) Bond Building Fund of Albany Unified School District (the "District"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Albany Unified School District's basic financial statements of the Measure E (2016) Bond Building Fund, and have issued our report thereon dated March 19, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Albany Unified School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements of the Measure E (2016) Bond Building Fund, but not for the purpose of expressing an opinion on the effectiveness of Albany Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Albany Unified School District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Internal Control over Financial Reporting (continued)

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Albany Unified School District's financial statements of the Measure E (2016) Bond Building Fund are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



San Diego, California
March 19, 2019



REPORT ON PERFORMANCE

Independent Auditors' Report

Measure E (2016) Citizens' Bond Oversight Committee and
Governing Board Members of the
Albany Unified School District
Albany, California

Report on Performance

We have audited Albany Unified School District's compliance with the performance audit procedures described in the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810, that could have a direct and material effect on Albany Unified School District's Measure E (2016) Bond Building Fund for the fiscal year ended June 30, 2018, as identified below.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to local school construction bonds.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance of Albany Unified School District's Measure E (2016) Bond Building Fund based on our performance audit of the types of compliance requirements referred to above. We conducted our performance audit in accordance with generally accepted government auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810. Those standards require that we plan and perform the performance audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. An audit includes examining, on a test basis, evidence about Albany Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that the evidence obtained in our performance audit provides a reasonable basis for our findings and conclusions based on our audit objectives. However, our audit does not provide a legal determination of Albany Unified School District's compliance with those requirements.

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

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Opinion on Performance

In our opinion, Albany Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the Measure E (2016) Bond Building Fund noted below for the year ended June 30, 2018.

Procedures Performed

In connection with the performance audit referred to above, we selected and tested transactions and records to determine Albany Unified School District's compliance with the state laws and regulations applicable to the Financial Audit Procedures and Performance Audit Procedures over the Measure E (2016) Bond Building Fund. Additional agreed upon procedures relating the Measure E (2016) Bond Building Fund may also be included.

The results of the procedures performed and the related results are further described in the accompanying performance audit results following this Report on Performance.

A handwritten signature in cursive script that reads "Christy White Associates".

San Diego, California
March 19, 2019

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
AUDIT PROCEDURES AND RESULTS
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION I – FINANCIAL AUDIT PROCEDURES AND RESULTS

Financial Statements

As mentioned in the Report on Financial Statements, we have issued an unmodified opinion over the financial statements of the Measure E (2016) Bond Building Fund as of and for the fiscal year ended June 30, 2018.

Internal Control Evaluation

We tested internal controls over financial reporting and compliance with laws, regulations, or provisions of contracts or agreements and have determined through our inquiry of management and our evaluation of District processes that no significant deficiencies were noted.

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS

Facility Project Expenditures

We selected a representative sample of expenditures charged to the Measure E (2016) Bond Building Fund and reviewed supporting documentation to ensure funds were properly expended on specific project(s) listed in the text of the Measure E (2016) ballot.

We tested approximately \$510,114 of non-personnel expenditures or 75% of total 2017-18 Measure E (2016) Bond Building Fund expenditures for validity, allowability and accuracy and concluded that the sampled expenditures were in compliance with the terms of Measure E (2016) ballot language, the District approved facilities plan, and applicable state laws and regulations.

Personnel Expenditures

Based on review of expenditure information, we noted that there were no salaries or benefits charged to the Measure E (2016) Bond Building Fund during the fiscal year ended June 30, 2018. Audit procedures over personnel expenditures was not applicable.

Facilities Site Walk

We verified that funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects by review of supporting documentation as previously noted under Facility Project Expenditures but also through performance of a facilities site walk.

A facilities site walk was performed with assistance from the Program Manager at Derivi Castellanos Architects. We toured the Albany Middle School Annex site; due to access to the site, the auditor was only able to view the interior of two classroom buildings. Auditor noted that in both classrooms, the walls had been erected and painted a blue shade color. The auditor also walked around the construction site and noted the exterior of the following buildings: a two-story building and two separate 1-story building. Auditor noted a total of twelve classrooms, one drama theatre, and three administrative spaces built during the fiscal year ended June 30, 2018. Based on our site walk, the projects at the Albany Middle School Annex appear to be successfully advancing as expected and funds appear expended for authorized bond projects.

The previous Report on Performance is an integral part of the above performance audit results.

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
AUDIT PROCEDURES AND RESULTS, CONTINUED
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS (continued)

Contract and Bid Procedures

Per review of expenditures and inquiry with management, auditor determined there were no contracts issued during the year ended June 30, 2018. Additionally, we reviewed overall expenditures by vendor in order to determine if multiple projects under the applicable bidding threshold were identified to suggest any possible bid-splitting.

Based on our review of overall expenditures and projects by vendor, no instances or possible indications of bid-splitting were identified.

Contracts and Change Orders

We reviewed a listing of contracts and change orders during the fiscal year ended June 30, 2018 and selected a sample to ensure that change orders were properly approved and in accordance with District policies. Additionally, cumulative change orders for any given contract were reviewed to ensure that total change orders did not exceed ten percent of the total original contract.

We reviewed a total of one (1) change order for the Albany Middle School Annex Project and verified that the total of the change orders did not exceed ten percent of the total contract with Rodan Builders, Inc. All change orders were properly reviewed and approved by management and the governing board in accordance with District policy.

Citizens' Bond Oversight Committee (CBOC)

In accordance with Assembly Bill (AB) 1908 and Education Code (Ed Code) Section 15278, the District is required to establish a bond oversight committee for Proposition 39 bonds to include a bona fide taxpayers' association, parent/guardian of a child enrolled in the District and a parent/guardian of a child enrolled in the District who is also a member of a parent teacher association. Additionally, no employee or official of the District shall be appointed to the citizens' bond oversight committee.

We found that the District has made attempts to compile a CBOC with all required representatives, but has not yet been successful in recruiting an active member of a bona fide taxpayer's organization. The District appears to have been making ongoing efforts to fill the vacancy and has exercised due diligence with regard to the requirements of AB 1908 and Ed Code 15278. Refer to the Introduction and CBOC Member Listing for current members and the noted vacancies as of June 30, 2018.

**MEASURE E (2016) BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2018**

PART I – SUMMARY OF AUDITORS’ RESULTS

FINANCIAL STATEMENTS	<u>Unmodified</u>
Type of auditors’ report issued	
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Non-compliance material to the financial statements?	<u>No</u>
 PERFORMANCE AUDIT	
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Type of auditor’s report issued on performance for local school construction bonds:	<u>Unmodified</u>

PART II – FINANCIAL STATEMENT FINDINGS

There were no findings related to the financial statements in 2017-18.

PART III – PERFORMANCE AUDIT FINDINGS

There were no findings or recommendations related to local school construction bonds in 2017-18.

PART IV – PRIOR AUDIT FINDINGS

There were no findings and recommendations during the year ended June 30, 2017.

**MEASURE E 2008 BOND BUILDING FUND OF
ALBANY UNIFIED SCHOOL DISTRICT**

FINANCIAL AND PERFORMANCE AUDIT REPORT

JUNE 30, 2018

San Diego

Los Angeles

**San Francisco
Bay Area**

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ACCOUNTANCY CORPORATION *associates*

MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
TABLE OF CONTENTS
JUNE 30, 2018

	<u>Page</u>
Introduction and Citizens' Bond Oversight Committee Member Listing	1
Independent Auditors' Report	2

FINANCIAL SECTION

Balance Sheet	4
Statement of Revenues, Expenditures and Changes in Fund Balance	5
Notes to Financial Statements	6

OTHER INDEPENDENT AUDITORS' REPORTS

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	14
Independent Auditors' Report on Performance	16
Audit Procedures and Results	20

FINDINGS AND RESPONSES SECTION

Schedule of Findings and Recommendations	21
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MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
INTRODUCTION AND CITIZENS' BOND OVERSIGHT COMMITTEE MEMBER LISTING
JUNE 30, 2018

The Albany Unified School District was established in the early 1900's and is comprised of an area of approximately one square mile. There were no changes to the boundaries of the District during the current year. The District serves the City of Albany and offers instruction for Grades TK-12. The District is currently operating three elementary schools, one middle school, one comprehensive high school, one continuation school, and one child development program.

On February 5, 2008, the voters of Alameda County passed ballot Measure E 2008, authorizing the issuance of \$10,000,000 of general obligation bonds. The sale of the general obligation bonds (Series A) closed in August 2009, for a principal amount of \$10,000,000. The funds were deposited into the Alameda County Treasury. All warrants are pre-audited and processed by the Alameda County Office of Education. All Measure E 2008 bond building funds are accounted for in Fund 21 of the District's general ledger.

Measure E 2008 was a Proposition 39 Bond. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability measures.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 (Chapter 44, Statutes of 2000), was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Measure E 2008 including formation, composition and purpose of the Citizens' Bond Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

As of June 30, 2018, the Citizens' Bond Oversight Committee was comprised of the following members:

Name	Title	Representation
Matt Smith	President	Active in Business Organization
Howard McNenny	Representative	Senior Citizen
Jackie Kim	Member	Parent/Guardian
Kat Bliss	Member	Parent Teacher Association
B. Melange Matthews	Secretary	Public at Large
Gary Class	Member	Public at Large
Pareen Shah	Member	Public at Large
Barbara Wezelman	Member	Public at Large
<i>Vacant</i>	<i>Member</i>	<i>Bona Fide Taxpayer's Organization*</i>

*The Citizens' Bond Oversight Committee has vacant positions, which the District is actively seeking to fill.



INDEPENDENT AUDITORS' REPORT

Governing Board Members and
Measure E 2008 Citizens' Bond Oversight Committee
Albany Unified School District
Albany, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure E 2008 Bond Building Fund of Albany Unified School District (the "District") as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Measure E 2008 Bond Building Fund's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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 of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's 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 entity's internal control. Accordingly, we express no such opinion. 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Christy White, CPA

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure E 2008 Bond Building Fund of Albany Unified School District, as of June 30, 2018, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1A, the financial statements present only the Measure E 2008 Bond Building Fund and do not purport to, and do not present fairly the financial position of the Albany Unified School District, as of June 30, 2018, the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 19, 2019, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters specific to the Measure E 2008 Bond Building Fund of Albany Unified School District. The purpose of that 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 the effectiveness of the Measure E 2008 Bond Building Fund of Albany Unified School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Report of Other Legal and Regulatory Requirements

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have issued our performance audit dated March 19, 2019, on our consideration of the District's compliance with the requirements of Proposition 39 as it directly relates to the Measure E 2008 Bond Building Fund. That report is an integral part of our audit of the Measure E 2008 Bond Building Fund of Albany Unified School District, as of and for the year ended June 30, 2018, and should be considered in assessing the results of our financial audit.



San Diego, California

March 19, 2019

FINANCIAL SECTION

MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
BALANCE SHEET
JUNE 30, 2018

ASSETS

Cash in county treasury	\$	227,418
Accounts receivable		800

Total Assets	\$	228,218
---------------------	-----------	----------------

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	62,636
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Total Liabilities		62,636
--------------------------	--	---------------

FUND BALANCE

Restricted for Measure E 2008 projects		165,582
--	--	---------

Total Liabilities and Fund Balance	\$	228,218
---	-----------	----------------

The accompanying notes are an integral part of the financial statements

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2018**

REVENUES	
Local revenues - interest	\$ 1,591
	<hr/>
Total Revenues	1,591
	<hr/>
EXPENDITURES	
Facilities acquisition and construction	55,864
	<hr/>
Total Expenditures	55,864
	<hr/>
Net Change in Fund Balance	(54,273)
Fund Balance, July 1, 2017	219,855
	<hr/>
Fund Balance, June 30, 2018	\$ 165,582
	<hr/>

The accompanying notes are an integral part of the financial statements

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2018**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Albany Unified School District was established in the early 1900's and is comprised of an area of approximately one square mile. The District serves the City of Albany and offers instruction for Grades TK-12. The District is currently operating three elementary schools, one middle school, one comprehensive high school, one continuation high school, and one child development program.

On February 5, 2008, the voters of the District approved by 72% vote Measure E 2008, authorizing the issuance of \$10,000,000 of general obligation bonds to reconstruct and replace the Albany School District Community Pool (including showers, lockers and related facilities) to provide students and the community with adequate swimming facilities for school; adult school; athletic competition; recreational and community use, including therapeutic and instructional swim, with additional high school classrooms. Because the Bond required only 55% of the vote in accordance with Proposition 39 (Article XIII of the California State Constitution), the District was required to establish a citizens' bond oversight committee and to conduct a financial and performance audit.

The Committee's oversight goals include ensuring expenditures are within the language of the ballot measure and advising the District's Governing Board on various projects. The citizens' bond oversight committee must include, among others, representation of a bona fide taxpayers association, a business organization, and a senior citizens organization. No District employees or vendors are allowed to serve on the citizens' bond oversight committee.

The fund financial statements are for the Measure E 2008 Bond Building Fund. Since this is just one component of the district, these financial statements are not intended to be a complete presentation of the District's financial position or results of operations. Accordingly, these fund statements do not include a government wide financial statement, management discussion and analysis or related organizational disclosures. The audited financial statements of Albany Unified School District include the Measure E 2008 Bond Building Fund activities, related debt and disclosures as well as the management discussion and analysis

An advisory committee to the District's Governing Board and Superintendent, the Measure E 2008 Citizens' Bond Oversight Committee ("CBOC") was established pursuant to the requirements of state law and the provisions of Measure E 2008. The purpose of the CBOC is to inform the public concerning the use of bond proceeds. The CBOC is required by state law to actively review and report on the proper expenditure of taxpayers' money for school construction. The CBOC provides oversight and advises the public as to whether the District is spending the Measure E 2008 Bond Building Funds for school capital improvements within the scope of projects outlined in the Measure E 2008 Project List. In fulfilling its duties, the CBOC reviews, among other things, the District's annual performance and financial audits of Measure E 2008 activity.

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

The statements presented are for the individual Measure E 2008 General Obligation Bond as issued by the District, through the County of Alameda, and are not intended to be a complete presentation of the District's financial position or results of operations.

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

B. Accounting Policies

The District accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board ("GASB") and the American Institute of Certified Public Accountants ("AICPA").

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

D. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid.

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Cash and Investments

In accordance with Education Code Sections 15357 and 41001, the Measure E 2008 Bond Building Fund maintains its cash in the Alameda County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

G. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government funds. By state law, the District's Governing Board must adopt a budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

H. Fund Balance

Under GASB Statement No. 54, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The fund balance in Measure E 2008 Bond Building Fund is considered restricted.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS

Summary of Cash and Investments

Cash and investments as of June 30, 2018 consisted of \$227,418 held in cash in county treasury.

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations. Investments of debt proceeds held by trustees are governed by the provisions of debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities up to 30 years.

Cash in County Treasury – The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS (continued)

General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. The table below identifies examples of the investment types permitted in the investment policy:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are described below:

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains an investment with the Alameda County Investment Pool with a fair value of approximately \$226,971 and an amortized book value of \$227,418. The weighted average maturity for this pool as of June 30, 2018 is 357 days.

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 2 – CASH AND INVESTMENTS (continued)

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The county is restricted by Government Code Section 53635 pursuant to Section 53601 to invest only in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk.

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. District investments that are greater than 5 percent of total investments are in either an external investment pool or mutual funds and are therefore exempt.

Fair Value

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, either directly or indirectly.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Alameda County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements at June 30, 2018 were as follows:

	Uncategorized
Investment in county treasury	\$ 226,971
Total fair market value of investments	\$ 226,971

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018**

NOTE 3 – ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2018 consisted of interest earned on investments totaling \$800.

NOTE 4 – ACCRUED LIABILITIES

Accrued liabilities at June 30, 2018 consisted of construction related liabilities totaling \$62,636.

NOTE 5 – MEASURE E 2008 GENERAL OBLIGATION BONDS

In July 2009, the District issued Election of 2008 General Obligation Bonds, Series A in the aggregate principal amount of \$10,000,000. The bonds are payable from the proceeds of *ad valorem* property taxes which the Board of Supervisors of the Alameda County are obligated to levy and collect on all taxable property in the District for the payment of and interest on the bonds. The bonds carry interest rates ranging from 2.0% to 5.0% and were refunded with the 2016 Refunding Bonds.

In March 2016, the District issued 2016 Refunding Bonds in the aggregate principal amount of \$13,055,000, of which \$9,670,000 was used to refund the 2008 Series A bonds in their entirety and the remaining portion was to refund the Election of 2004, Series B bonds.

Proceeds from the sale of the bonds may only be used for construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of such facilities; or for the acquisition or lease of real property for school facilities. In addition, proceeds may only be used for the projects listed in the Measure, which include the construction of a new swimming pool for student, adult school, athletic competition, and Albany community use; locker rooms and related facilities; and additional high school classrooms. Proceeds may not be used for any other purpose, such as teacher and administrator salaries nor operating expenses.

The bonded debt is paid through the *ad valorem* property taxes through Alameda County and the debt liability is carried on the Albany Unified School District's Government Wide financial statements.

The District's general obligation bonds represent general obligations payable solely from *ad valorem* property taxes. The general obligation debt for the Measure E 2008 bonds at June 30, 2018, was as follows:

Series	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds			Bonds	
					Outstanding July 01, 2017	Additions	Deductions	Outstanding June 30, 2018	
2016 Refunding Bonds	3/1/2016	8/1/2027	2.0 - 5.0%	\$ 9,670,000	\$ 9,500,000	\$ -	\$ -	\$ 9,500,000	
					\$ 9,500,000	\$ -	\$ -	\$ 9,500,000	

MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
NOTES TO THE FINANCIAL STATEMENTS, CONTINUED
JUNE 30, 2018

NOTE 5 – MEASURE E 2008 GENERAL OBLIGATION BONDS, continued

The remaining bonds outstanding at June 30, 2018 related to Measure E 2008 were as follows:

2016 Refunding			
Year Ended June 30,	Principal	Interest	Total
2019	\$ -	447,300	\$ 447,300
2020	-	447,300	447,300
2021	50,000	446,300	496,300
2022	1,070,000	418,550	1,488,550
2023	1,415,000	363,500	1,778,500
2024 - 2028	6,965,000	883,350	7,848,350
Total	\$ 9,500,000	\$ 3,006,300	\$ 12,506,300

NOTE 6 – MEASURE E BOND EXPENDITURES BY SITE

The following table presents the expenditure amounts by site for the year ended June 30, 2018:

Site	Amount
Pool	\$ 55,797
District-Wide/Bond Administration	67
	<u>\$ 55,864</u>

NOTE 7 – COMMITMENTS AND CONTINGENCIES

A. Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2018.

B. Construction Commitments

The Measure E 2008 Bond Building Fund had no outstanding construction commitments as of June 30, 2018.

OTHER INDEPENDENT AUDITORS' REPORTS



**INDEPENDENT AUDITORS' 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**

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

Independent Auditors' Report

Governing Board Members and
Measure E 2008 Citizens' Bond Oversight Committee
Albany Unified School District
Albany, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure E 2008 Bond Building Fund of Albany Unified School District (the "District"), as of and for the year ended June 30, 2018 and the related notes to the financial statements, which collectively comprise the Albany Unified School District's basic financial statements of Measure E 2008 Bond Building Fund, and have issued our report thereon dated March 19, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements of the Measure E 2008 Bond Building Fund, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Internal Control over Financial Reporting (continued)

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements of the Measure E 2008 Bond Building Fund are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Christy White Associates".

San Diego, California
March 19, 2019



REPORT ON PERFORMANCE

Independent Auditors' Report

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

Governing Board Members and
Measure E 2008 Citizens' Bond Oversight Committee
Albany Unified School District
Albany, California

Report on Performance

We have audited Albany Unified School District's compliance with the performance audit procedures described in the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810, that could have a direct and material effect on Measure E 2008 Bond Building Fund of Albany Unified School District for the fiscal year ended June 30, 2018, as identified below.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to local school construction bonds.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance of Albany Unified School District's Measure E 2008 Bond Building Fund based on our performance audit of the types of compliance requirements referred to above. We conducted our performance audit in accordance with generally accepted government auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810. Those standards require that we plan and perform the performance audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. An audit includes examining, on a test basis, evidence about Albany Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that the evidence obtained in our performance audit provides a reasonable basis for our findings and conclusions based on our audit objectives. However, our audit does not provide a legal determination of Albany Unified School District's compliance with those requirements.

SAN DIEGO

LOS ANGELES

SAN FRANCISCO/BAY AREA

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Opinion on Performance

In our opinion, Albany Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the Measure E 2008 Bond Building Fund noted below for the year ended June 30, 2018.

Procedures Performed

In connection with the performance audit referred to above, we selected and tested transactions and records to determine Albany Unified School District's compliance with the state laws and regulations applicable to the Financial Audit Procedures and Performance Audit Procedures over the Measure E 2008 Bond Building Fund. Additional agreed upon procedures relating the Measure E 2008 Bond Building Fund may also be included.

The results of the procedures performed and the related results are further described in the accompanying performance audit results following this Report on Performance.

A handwritten signature in cursive script that reads "Christy White Associates".

San Diego, California
March 19, 2019

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
AUDIT PROCEDURES AND RESULTS
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION I – FINANCIAL AUDIT PROCEDURES AND RESULTS

Financial Statements

As mentioned in the Report on Financial Statements, we have issued an unmodified opinion over the financial statements of the Measure E 2008 Bond Building Fund as of and for the fiscal year ended June 30, 2018.

Internal Control Evaluation

We tested internal controls over financial reporting and compliance with laws, regulations, or provisions of contracts or agreements and have determined through our inquiry of management and our evaluation of District processes that no significant deficiencies were noted.

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS

Facility Project Expenditures

We selected a representative sample of expenditures charged to the Measure E 2008 Bond Building Fund and reviewed supporting documentation to ensure funds were properly expended on specific projects listed in the text of the Measure E 2008 Bond Building Fund ballot.

We tested approximately \$38,518 of non-personnel expenditures or 69% of total 2017-18 Measure E 2008 Bond Building Fund expenditures for validity, allowability and accuracy and concluded that the sampled expenditures were in compliance with the terms of Measure E 2008 Bond ballot language, the District approved facilities plan, and applicable state laws and regulations.

Personnel Expenditures

We reviewed salaries and benefits charged to the Measure E 2008 Bond Building Fund to verify that the personnel expenditures were allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General, which concluded that “a school district may use Proposition 39 school bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on construction projects authorized by a voter approved bond measure.”

Based on our review of expenditures, we noted that there were no salaries or benefits charged to the Measure E 2008 Bond Building Fund during the fiscal year ended June 30, 2018. Audit procedures over personnel expenditure were not applicable.

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
AUDIT PROCEDURES AND RESULTS, CONTINUED
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS (continued)

Facilities Site Walks

We did not perform a site walk related to Measure E 2008 funds expended for year ended June 30, 2018 because of the nature of the funds spent. Per inquiry and review of expenditures, Measure E 2008 funds were spent on soft costs and equipment costs during the fiscal year under review.

Included in our expenditure testing, we reviewed supporting documentation for Measure E 2008 project costs. This is done to review if amounts charged to the Measure E 2008 bond appear reasonable based on actual work performed.

Contract and Bid Procedures

For the fiscal year ended June 30, 2018, we inquired with District management to determine if any projects were sent to bid during the fiscal year. As a result, we determined that there were no contracts awarded during the year ended June 30, 2018.

Based on our review of overall expenditures and projects by vendor, no instances or possible indications of bid-splitting were identified. The District appears to be properly reviewing projects and applying appropriate procedures over contracts and bidding procedures.

Contracts and Change Orders

For the fiscal year ended June 30, 2018, we inquired with District management to determine if any projects related to Measure E 2008 had change orders during the fiscal year. As a result, we determined that there were change orders executed related to Measure E 2008 during the year ended June 30, 2018.

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
AUDIT PROCEDURES AND RESULTS, CONTINUED
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS (continued)

Citizens' Bond Oversight Committee (CBOC)

In accordance with Assembly Bill (AB) 1908 and Education Code (Ed Code) Section 15278, the District is required to establish a bond citizen's oversight committee for Proposition 39 bonds to include one active member from each of the following sectors: a business organization, senior citizens organization, bona fide taxpayers' association, parent/guardian of a child enrolled in the District and a parent/guardian of a child enrolled in the District who is also a member of a parent teacher association. Additionally, no employee or official of the District shall be appointed to the citizens' oversight committee.

We found that the District has made attempts to compile a CBOC with all required representatives. However, the District has not yet been successful in recruiting an active member in a business organization. The District appears to be have been making ongoing efforts to fill the vacancies and has exercised due diligence with regard to the requirements of AB 1908 and Ed Code 15278. No members of the citizens' bond oversight committee are also employees, official, vendor or consultant of the District. Refer to the Introduction and Citizens' Bond Oversight Committee Member listing for a listing of current members as of June 30, 2018.

**MEASURE E 2008 BOND BUILDING FUND
ALBANY UNIFIED SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2018**

PART I – SUMMARY OF AUDITORS’ RESULTS

FINANCIAL STATEMENTS	<u>Unmodified</u>
Type of auditors’ report issued	
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Non-compliance material to the financial statements?	<u>No</u>
 PERFORMANCE AUDIT	
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Type of auditor’s report issued on performance for local school construction bonds:	<u>Unmodified</u>

PART II – FINANCIAL STATEMENT FINDINGS

There were no findings related to the financial statements in 2017-18.

PART III – PERFORMANCE AUDIT FINDINGS

There were no findings or recommendations related to local school construction bonds in 2017-18.

PART IV – PRIOR AUDIT FINDINGS

There were no findings and recommendations during the year ended June 30, 2017.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: INDEPENDENT CONTRACTOR AGREEMENT WITH DERIVI CASTELLANOS ARCHITECHS (DCA) FOR ELEMENTARY TEMPORART HOUSING MODIFICATIONS AT ALBANY HIGH SCHOOL

PREPARED BY: JACKIE KIM, CHIEF BUSINESS OFFICIAL

TYPE OF ITEM: REVIEW AND ACTION

PURPOSE: To review and approve the Independent Contractor Agreement with Derivi Castellanos Architects (DCA) for Elementary Temporary Housing Modifications at Albany High School

BACKGROUND INFORMATION:

As part of the voter-approved Measures B & E bond program, the Albany Unified School District must provide temporary housing for elementary students relocated during the construction of Ocean View and Marin Elementary Schools. DCA has been working with the District, the City of Albany, Albany Fire and school stakeholders to identify a feasible location to place portable classrooms for temporary housing. After considering the pros and cons of locating portables and/or permanent buildings at each of the District's school sites and other locations not owned by the District, it is recommended that three leased portable classrooms be located at Albany High School as shown on attached Exhibit A. The project scope of work will include placing of the portables and ramps on existing asphalt, extensions of underground utilities (electrical, low voltage, fire alarm), removal of existing basketball backstops and relocation of existing bike racks on-site to maintain a fire department access lane. Plans and Specifications will be submitted for review and approval to Albany Fire and the Division of State Architect (DSA). The recommended portables are DSA-pre-approved units. It is expected the Plans and Specifications will be submitted to DSA in June for over-the-counter review, followed by a bid period, selection of a general contractor and installation in November/December 2019.

DETAILS:

SCOPE OF SERVICES TO BE PROVIDED BY DCA

- Review as-built information provided by District
- Site review, field-measurement
- Schematic Design
- Construction Documents
 - ✓ Overall site plan

- ✓ Site demolition plan
- ✓ Site prep details
- ✓ Accessible path of travel to the new location of the relocatable buildings
- ✓ Electrical, low voltage, fire alarm plan and details
- ✓ Technical Specifications
- Design reviews by District
- Review by local Fire authority
- Coordination of audio-visual, phones, IT equipment to be installed by District
- Final Construction Documents incorporating feedback from District
- Over-the-counter (OTC) submittal and review by DSA
- Support to District during Bid Phase
- Support to District during Construction Phase
- Project closeout & Certification

FINANCIAL INFORMATION: Bond Measure B \$89,093

STRATEGIC OBJECTIVES ADDRESSED:



Objective #3: *Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

RECOMMENDATION: To review and approve the Independent Contractor Agreement with Derivi Castellanos Architects (DCA) for Elementary Temporary Housing Modifications at Albany High School



Silicon Valley
95 S Market St, Suite 480
San Jose, CA 95113

Central Valley
3031 W March Ln, Suite 334
Stockton, CA 95219

dcaia.com

March 18, 2019

DCA # P19.018

Ms. Valerie Williams, Superintendent
ALBANY UNIFIED SCHOOL DISTRICT
819 Bancroft Way
Berkeley, CA 94710

Re: **PROPOSAL FOR ARCHITECTURAL DESIGN SERVICES**
Temporary Housing of Elementary Students at Albany High School
Installation of Three Portable Classrooms

Dear Ms. Williams:

Thank you for inviting Derivi Castellanos Architects (DCA) to submit a Proposal for Architectural Design Services related to the above-referenced project.

PROJECT BACKGROUND

As part of the voter-approved Measures B & E bond program, the Albany Unified School District must provide temporary housing for elementary students relocated during the construction of Ocean View and Marin Elementary Schools. DCA has been working with the District, the City of Albany, Albany Fire and school stakeholders to identify a feasible location to place portable classrooms for temporary housing. After considering the pros and cons of locating portables and/or permanent buildings at each of the District's school sites and other locations not owned by the District, it is recommended that three leased portable classrooms be located at Albany High School as shown on attached Exhibit A. The project scope of work will include placing of the portables and ramps on existing asphalt, extensions of underground utilities (electrical, low voltage, fire alarm), removal of existing basketball backstops and relocation of existing bike racks on-site to maintain a fire department access lane. Plans and Specifications will be submitted for review and approval to Albany Fire and the Division of State Architect (DSA). The recommended portables are DSA-pre-approved units. It is expected the Plans and Specifications will be submitted to DSA in June for over-the-counter review, followed by a bid period, selection of a general contractor and installation in November/December 2019.

SCOPE OF SERVICES TO BE PROVIDED BY DCA

- Review as-built information provided by District
- Site review, field-measurement
- Schematic Design
- Construction Documents
 - Overall site plan
 - Site demolition plan
 - Site prep details
 - Accessible path of travel to the new location of the relocatable buildings

- Electrical, low voltage, fire alarm plan and details
- Technical Specifications
- Design reviews by District
- Review by local Fire authority
- Coordination of audio-visual, phones, IT equipment to be installed by District
- Final Construction Documents incorporating feedback from District
- Over-the-counter (OTC) submittal and review by DSA
- Support to District during Bid Phase
- Support to District during Construction Phase
- Project closeout & Certification

TIMELINE

The project timeline is proposed as set forth below:

a. Notice to Proceed issued to DCA	3/27/19
b. Submittal to DSA	6/3/19
c. Bid Period	June/July 2019
d. Installation of Underground Utilities	November 2019
e. Installation of portables	December 2019

COMPENSATION

The basis of Client payments to DCA shall be Lump Sum by Phase by Percent Complete as set forth below:

1. Schematic Design	\$30,875
2. Construction Documents	\$31,824
3. Bid Phase Support	\$6,697
4. DSA Submittal	\$4,142
5. Construction Administration	\$11,944
6. Project Closeout	\$3,611
Total	\$89,093

Notes:

- a. Please refer to Fee Estimate Summary attached for further details
- b. Printing by outside blueprinter will be paid directly by District
- c. Additional Services requested by Client shall be provided at T&M rates
- d. Assumes all tasks above will be completed in one phase (if project is broken up into multiple phases, or if project is put on hold more than 90 days, Client will incur additional costs)

Client will be billed monthly. Invoiced amounts are payable and due within thirty (30) days from receipt of invoice. DCA Hourly Rate Schedule dated January 1, 2018 is attached.

ASSUMPTIONS & CLARIFICATIONS

1. The portables will be procured by District separately (outside this agreement) and will come with a DCA "Pre-check" approval with all required documentation provided prior to DCA beginning the design work.
2. The proposed units will not have sinks, therefore extensions of water and sewer to units is not required.
3. Electrical, low voltage, fire alarm services will be extended from the existing on-site utilities within the project site.
4. This proposal excludes storm drain, SWPPP, stormwater detention/treatment
5. DCA will base the design on standard soil bearing values in the UBC. District will provide a geotechnical report if it is required.
6. It is assumed the relocatable units will be set on wood sleepers designed by the modular vendor, not on concrete foundations.
7. Code-compliant accessible ramps will be provided by the modular vendor.
8. Fire sprinklers are excluded.
9. Additional restrooms are excluded.
10. Fire alarm will be interconnected to the main system located on site.
11. Landscaping, tree removal, tree protection is excluded.
12. No work other than the scope of work identified in this proposal is included in this proposal.
13. Design Services related to building structures and accessible ramps are excluded from this proposal; these services are to be provided by the modular vendor.
14. Design responsibility, inspection, site observation, final verified reports for the relocatable buildings will be delegated to the vendor providing the buildings; this item is excluded from DCA's scope.
15. District will provide most recent DSA-approved drawings for this site, showing compliance with accessibility, fire/life safety, restroom fixture count.
16. District will provide a topographic survey of the project area if required for the design work.
17. District will provide an underground utility survey of the project area if required for the design work.
18. District will be responsible for preparing all Division 00 and 01 "Front End" specifications.
19. DCA's support services during the bid/construction phase are only advisory in nature; DCA does not provide Construction Management services.
20. DCA will not be responsible for project cost or schedule.
21. DCA will not be responsible for the performance of District vendors or contractors.
22. DCA will accept no responsibility for existing site conditions, deficiencies, violations, hazardous materials, contamination that may exist on the site.
23. DCA will not work with hazardous or contaminated materials.
24. District will be responsible to confirm that no easements or other encumbrances exist within the project area.
25. District will be responsible for any permit, agency or utility company fees.

26. District is advised to investigate any-and-all uncertified projects on this site prior to proceeding with this work. DSA can assist the District with certification of old/uncertified projects at T&M rates.
27. DCA's deliverables will be produced in two-dimensional industry-standard drawing format and will be transmitted to District in PDF format.
28. Changes to design requested by District after substantial completion of design will incur additional cost at T&M rates.
29. Any other services not specifically included above will incur additional cost at T&M Rates.
30. DCA provides the following standard insurance coverages; if additional coverages are requested by District, they will be provided upon acceptance by District of additional premium:
 - a. General Liability: \$1 million per occurrence/\$2 million aggregate
 - b. Auto: \$1 million per occurrence/\$2 million aggregate
 - c. Workers Comp: per statute
 - d. Professional Errors & Omissions: \$2 million per occurrence/\$2 million aggregate

Client will be billed monthly. Invoiced amounts are payable and due within thirty (30) days from receipt of invoice. DCA Hourly Rate Schedule dated January 1, 2018 is attached.

NON-DISCRIMINATION

DCA, its employees and consultants do not discriminate against any person on account of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, ancestry, disability or upon any other unlawful basis.

TERMINATION OF AGREEMENT

This agreement may be terminated by either party upon not less than twenty-one days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

THIS PROPOSAL IS RESPECTFULLY SUBMITTED

DERIVI CASTELLANOS ARCHITECTS



Juan G. Barroso
 Managing Partner

THIS PROPOSAL IS ACCEPTED AS PRESENTED

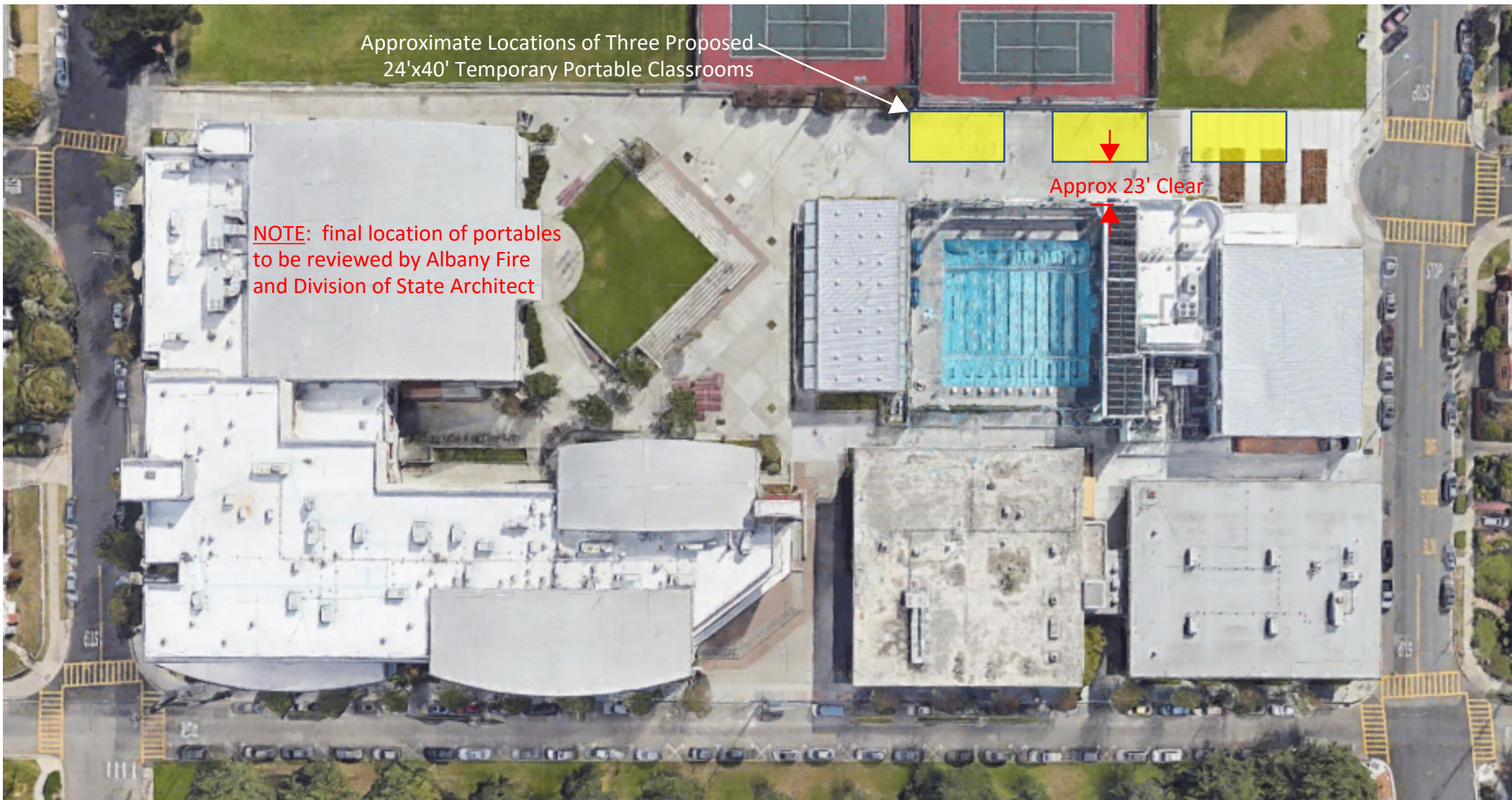
ALBANY UNIFIED SCHOOL DISTRICT

 Signature of Authorized Representative

 Printed Name and Title

 Date

Exhibit "A"



PROPOSED TEMPORARY PORTABLE CLASSROOMS
ALBANY HIGH SCHOOL
02.27.19

DERIVI CASTELLANOS ARCHITECTS**FEE ESTIMATE SUMMARY**

Albany Unified School District
 Elem Temp Housing at AHS
 Albany High School

Fee Estimate Date: 3/16/19
 Fee Estimate by: Juan Barroso

Phase	Duration Weeks	DCA Staff Hours	DCA Staff Cost	Consultant Cost	Project Expenses	Total Cost
Schematic Design	4	122	18,980	11,220	675	30,875
Design Development	0	-	-	-	-	-
Construction Documents	4	96	14,880	16,544	400	31,824
DSA Review	16	28	4,480	1,892	325	6,697
Bid Support	8	12	1,720	2,222	200	4,142
Construction Administration	6	48	6,600	4,444	900	11,944
Closeout/Certification	4	16	2,200	1,111	300	3,611
Total/Average:	42	322	48,860	37,433	2,800	89,093

HOURLY RATE SCHEDULE
Effective January 1, 2018

The following rate schedule shall be used as a basis for establishing "time and materials" compensation:

Partner	\$220.00
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ARCHITECTURAL SERVICES

Principal Architect	\$190.00
Director of Engineering	\$190.00
Architect	\$165.00
Sr. Designer	\$135.00
Sr. Project Coordinator	\$135.00
Designer	\$120.00
Project Coordinator	\$120.00
Drafter	\$100.00
Intern	\$80.00
Clerical Assistant	\$65.00
Consultants	actual cost +10%

PROJECT MANAGEMENT/CONSULTING SERVICES:

Funding Advisor	\$220.00
Director of Engineering	\$190.00
Sr. Project Manager	\$190.00
Project Manager	\$165.00
Cost Estimator	\$165.00
Sr. Project Coordinator	\$135.00
Project Coordinator	\$120.00
Intern	\$80.00
Clerical Assistant	\$65.00
Consultants	actual cost +10%

Reimbursable costs shall be billed at actual cost plus 10% and include reproduction, office consumables, mileage, shipping, telephone, software services, meeting costs, travel time, lodging, other miscellaneous services and expenses required to accomplish the work. Mileage will be reimbursed at the IRS standard mileage rate. These expenses shall not be considered a part of the overall maximum fee. All invoices are due and payable within 30 days of invoice date. All invoices for which payment is not received within 45 days will be assessed a 1.5% per month late charge (18% Annual Percentage Rate). This schedule is subject to adjustment every January 1st.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: INDEPENDENT CONTRACTOR AGREEMENT WITH SVA ARCHITECTS, INC. FOR DESIGN OF A REPLACEMENT FIRE ALARM SYSTEM FOR ALBANY HIGH SCHOOL

PREPARED BY: JACKIE KIM, CHIEF BUSINESS OFFICIAL

TYPE OF ITEM: REVIEW AND ACTION

PURPOSE: To review and approve the Independent Contractor Agreement with SVA Architects, Inc. for Design of a Replacement Fire Alarm System for Albany High School as these services are required by the Albany Fire Department and the Division of State Architect (DSA).

BACKGROUND INFORMATION: Over the past year, the fire alarm system at Albany High School has been experiencing failures resulting in numerous interruptions to service. The problems include devices with trouble signals, deteriorated wiring and panel failures. Staff has consulted with the system manufacturer (Johnson Controls/Simplex), Albany Fire Department and DSA to try to find a permanent solution. The system is approximately twenty years old and the manufacturer no longer sells parts required for routine maintenance. Parts have had to be sourced from eBay and other after-market providers. It is becoming increasingly difficult to locate parts in a timely manner. Further, the manufacturer is reluctant to install parts that may or may not have the proper warranties and quality control. Presently, Staff is working with Albany Fire Department to implement a temporary solution acceptable to the Fire Chief with the understanding that a new fire alarm system will be designed and installed later this year. The proposed agreement with SVA will provide design and construction administration services as required by DSA for a fire alarm replacement project. Once complete, the new fire alarm system will be tied into the system being provided with the new classroom wing by Alten Construction.

DETAILS: DSA Architect/Engineer of Record Services for the Albany High School Fire Alarm Replacement project. Expected Timeframe: April 2018 to November 2021

Services will be provided on a Fixed-fee basis and shall include:

- Creation of new building CAD backgrounds from existing District-provided PDF drawings
- Design, Albany Fire Department approval and DSA approval of a new fire alarm system for the existing buildings
- Construction Administration services by the Architect and Engineer of Record

The District solicited and received fee proposals from four Architecture Firms. The fee proposals ranged from \$120,500 to \$194,750. The recommendation of SVA is based on their understanding of the project scope, familiarity with the facilities and represents the best overall value to the District.

FINANCIAL INFORMATION: Total Agreement (Fixed Fee, Not-to-Exceed): \$122,900.00 in Bond Measure B

STRATEGIC OBJECTIVES ADDRESSED:



Objective #3: Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

RECOMMENDATION: To review and approve the Independent Contractor Agreement with SVA Architects, Inc. for Design of a Replacement Fire Alarm System for Albany High School as these services are required by the Albany Fire Department and the Division of State Architect (DSA).

**ALBANY UNIFIED SCHOOL DISTRICT
INDEPENDENT CONTRACTOR SERVICES AGREEMENT**

This agreement is hereby entered into this ____ day of _____, _____ in the County of Alameda, State of California, by and between the Albany Unified School District, hereinafter referred to as "DISTRICT," and

CONTRACTOR

MAILING ADDRESS

CITY

STATE

ZIP

hereinafter referred to as 'CONTRACTOR.' DISTRICT and CONTRACTOR shall be collectively referred to as the Parties.

1. Contractor Services. Contractor agrees to provide the following services to District (collectively, the "Services"):

2. Contractor Qualifications. Contractor represents and warrants to District that Contractor and all of Contractor's employees, agents or volunteers (the "Contracted Parties") have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other legal qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement. If any of the Services are performed by any of Contractor's Parties, such work shall only be performed by competent personnel under the supervision of and in the employment of Contractor.

3. Term. CONTRACTOR shall:

☐

Provide services under this AGREEMENT on the following specific date's

_____, _____, _____, _____, _____, _____, _____, and

complete performance no later than _____;

OR

☐

Commence providing services under this AGREEMENT on _____, _____ and

complete performance no later than _____, _____.

There shall be no extension of the Term of this Agreement without the express written consent from all parties. Written notice by the District Superintendent or designee shall be sufficient to stop further performance of the Services by Contractor or the Contracted Parties. In the event of early termination, Contractor shall be paid for satisfactory work performed to the date of termination. Upon payment by District, District shall be under no further obligation to Contractor, monetarily or otherwise, and District may proceed with the work in any manner District deems proper.

4. Termination. Either party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other party; however the parties may agree in writing to a shorter time period for the effectiveness of such termination. Notwithstanding the foregoing, District may terminate this Agreement at any time by giving written notice to Contractor if Contractor materially violates any of the terms of this Agreement, any act or omission by Contractor or the Contracted Parties exposes District to potential liability or may cause an increase in District's insurance premiums, Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Such termination shall be effective immediately upon Contractor's receipt of said notice.
5. Compensation. DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT. DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

- a. Such compensation shall be based on:
- ☐ An hourly rate of \$_____ for a total amount of _____ hours.
- ☐ A daily rate of \$_____ for a total amount of _____ days.
- ☐ \$ _____
- b. Payment method shall be:
- ☐ Upon Completion.
- ☐ Date of Service
- ☐ **Other (Specify):** _____

Any work performed by Contractor in excess of said amount shall not be compensated.

Payment shall be made upon approval of DISTRICT and receipt of an invoice from CONTRACTOR one copy clearly marked original. CONTRACTOR's invoice shall be sent to: Albany Unified School District, Attention: Accounts Payable, 1051 Monroe Street, Albany, CA, 94706.

6. Equipment and Materials. Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, "Equipment") which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor of the Contracted Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contracted Parties by District. Furthermore, any Equipment or workmanship that does not conform to the regulations of this Agreement may be rejected by District and in such case must be promptly remedied or replaced by Contractor at no additional cost to District and subject to District's reasonable satisfaction.
7. California Residency. Contractor and the Contracted Parties shall be residents of the State of California.
8. Indemnity. Contractor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Education, members of the Board of Education (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from the performance of this Agreement, including but not limited to Contractor's or the Contracted Parties' use of the site; Contractor's or the Contracted Parties' performance of the Services; Contractor's or the Contracted Parties' breach of any of the representations or warranties contained in this Agreement; injury to or death of persons or damage to property or delay or damage to District or the District Parties; or for any act, error, omission, negligence, or willful misconduct of Contractor, the Contracted Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity,

which would otherwise exist as to a party, person, or entity described in this paragraph.

9. Insurance. Without in any way limiting Contractor's liability or indemnification obligations set forth in Paragraph 8 above, District reserves the right to require contractor to procure and maintain throughout the Term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits not less than \$1,000,000.00 each occurrence and \$1,000,000.00 in the aggregate; (ii) commercial automobile liability insurance with limits not less than \$100,000.00 each occurrence and \$100,000.00 in the aggregate; if applicable; and neither Contractor nor any of the Contracted Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insured. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to District. If any of the required insurance is not reinstated, District may, at its sole option, terminate this Agreement. All of the policies shall also include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties.
10. Independent Contractor Status. Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that s/he and the Contracted Parties shall not be considered officers, employees, agents, partners, or joint ventures of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.
11. Taxes. All payments made by District to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from compensation payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor and the Contracted Parties and otherwise in connection with this Agreement.
12. Fingerprinting/Criminal Background Investigation Certification. Contractor and the Contracted Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:
 - ☐ Contractor and the Contracted Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.
 - ☐ The following Contracted Parties have **more than limited contact** (as

determined by District) with District students during the Term of this Agreement:

[Attach and sign additional pages, as needed.]

☐ All of the Contracted Parties noted above, at no cost to District, have completed background checks and have been fingerprinted under procedures established by the California Department of Justice and the Federal Bureau of Investigation, and the results of those background checks and fingerprints reveal that none of these Contracted Parties have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting and background check requirements have been satisfied and District determines whether any such contact is permissible.

13. Tuberculosis Certification. Contractor and the Contracted Parties shall at all times comply with the tuberculosis ("TB") certification requirements of Education Code section 49406. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

☐ Contracted Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

☐ The following Contracted Parties shall have **more than limited contact** (as determined by District) with District students during the Term of this Agreement and, at no cost to District, have received a TB test in full compliance with the requirements of Education Code section 49406:

Contractor shall maintain on file the certificates showing that the Contracted Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any such contact is permissible.

14. Confidential Information. Contractor shall maintain the confidentiality of and protect from unauthorized disclosure any and all individual student information received from the District, including but not limited to student names and other identifying

information. Contractor shall not use such student information for any purpose other than carrying out the obligations under this agreement. Upon termination of this Agreement, Contractor shall turn over to District all educational records related to the services provided to any District student pursuant to this Agreement.

15. Assignment. Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District.
16. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon Contractor and District and their respective successors and assigns.
17. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
18. Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.
19. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California and venue shall be in the appropriate court in Alameda County, California.
20. Non-Discrimination. Contractor shall not discriminate on the basis of a person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in employment or operation of its programs.
21. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to Contractor at the address located next to the party signatures below, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.
22. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.
23. Attorney Fees. If any legal action is taken to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and other reasonable costs and expenses incurred in connection with that legal action.

24. Liability of District. Notwithstanding anything stated herein to the contrary, District shall not be liable for any special, consequential, indirect or incident damages, including but not limited to lost profits in connection with this Agreement.
25. Entire Agreement. This Agreement is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.
26. Subject To Approval of Board. This Agreement confers no legal or equitable rights until it is approved by the District Board of Education at a lawfully conducted public meeting.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

DISTRICT:

ALBANY UNIFIED SCHOOL DISTRICT

By: _____
 Name: _____
 Title: _____

Address for District Notices:

Albany Unified School District
 819 Bancroft Way
 Berkeley, CA 94710

Date of Board Approval: _____

CONTRACTOR: _____

Tax Identification Number: _____

By _____
 Name: _____
 Title: _____

Address for Contractor Notices:



Santa Ana + Oakland + San Diego + Honolulu

SVA Architects, Inc.

2335 Broadway Suite 301
Oakland, CA 94612
T 510.267.3180

info@sva-architects.com
www.sva-architects.com

March 8, 2019

Adam Bayer / Prachi Amin

On Behalf Of

Albany Unified School District

819 Bancroft Way
Berkeley, CA 94710

Re: Proposal for Albany High School Fire Alarm Replacement

To Whom It May Concern:

SVA is proud to present the following proposal for the replacement of the Albany HS Fire Alarm system. The scope of this project shall include the replacement of the existing fire alarm at Albany High School, including the adjacent Aquatics Center, which will be separated into a stand-alone system. The fire alarm system for the new addition currently under construction will be tied into this system, but the fire alarm within that building is part of that scope and not included within this project. As the existing system is not functional, our proposal would re-use existing conduits and pathway to the greatest extent possible without impacting operation of the current system.

I. Scope of Services

Our proposed scope for this project includes the creation of new building CAD backgrounds from existing district-provided PDF drawings, and the design and approval of a new fire alarm system for the existing buildings as noted above. No additional scope is planned for these buildings or included in our fee. The project will be submitted to the Division of the State Architect for review and approval, and SVA and our electrical engineer will provide construction administration and assist with certification of the system with DSA.

II. Project Schedule

Based upon the information provided and the work required, our proposed schedule would be for 8 week from the date of NTP to finalizing the DSA submittal set for review. The design work would be completed in a single phase given the urgency of the proposed project.

III. Compensation

Albany Unified School District
Albany HS Fire Alarm Replacement
 March 8, 2019
 Page 2



- A. The Client agrees to compensate Architect, in accordance with the terms and conditions of this Agreement, for services rendered hereunder of a fee equal to **One Hundred Twenty-Two Thousand Nine Hundred Dollars (\$122,900.00)**.

Service	Fee
Electrical Engineering	\$ 79,900.00
Architectural	\$ 43,000.00
Total Fee	\$122,900.00

- B. Payment to SVA will be made monthly in the proportion to services performed.
- C. SVA does not anticipate any reimbursable expenses for the project given an electronic submittal to DSA. However, should the district request any printed sets for district and/or contractor use, those will be billed to the district at 1.10 times the actual expense.
- D. SVA's hourly rates are as follows:
- Partners at the fixed rate of Two Hundred Ninety-Five Dollars (\$295) per hour
 - Principals at the fixed rate of Two Hundred Seventy-Five Dollars (\$275) per hour
 - Senior Project Architect/Manager at the fixed rate of Two Hundred Fifty Dollars (\$250) per hour
 - Senior Project Designer at the fixed rate of Two Hundred Fifty Dollars (\$250) per hour
 - Project Architect/Manager at the fixed rate of Two Hundred Twenty-Five Dollars (\$225) per hour
 - Project Designer at the fixed rate of Two Hundred Twenty-Five Dollars (\$225) per hour
 - Job Captain at the fixed rate of One Hundred Eighty-Five Dollars (\$185) per hour
 - Intermediate Designer and Intermediate Draftsman at the fixed rate of One Hundred Thirty-Five Dollars (\$135) per hour
 - Junior Designer and Junior Draftsman at the fixed rate of One Hundred Ten Dollars (\$110) per hour
 - Administrative Staff at the fixed rate of Eighty-Five Dollars (\$85) per hour

If the above is agreeable and consistent with our mutual understanding, please sign one original of this Letter of Understanding and return it to us as soon as possible. Please note that the requirements of Section 5536.22 of the Business and Professions Code of the state of California require an executed written agreement by both parties prior to proceeding with any work. The attached terms and conditions are hereby fully referenced and incorporated.

Sincerely,

SVA Architects, Inc.

Robert M. Simons, AIA
President & Partner
License No.: C18301

AGREED AND ACCEPTED:

Albany Unified School District

Signature

Name & Title

Date

Attachment: Terms and Conditions

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

**ITEM: PROCESS FOR DETERMINING STAKEHOLDER PANEL FOR
SUPERINTENDENT FINALIST INTERVIEWS**

PREPARED BY: KIM TRUTANE, PRESIDENT - BOARD OF EDUCATION

TYPE OF ITEM: REVIEW AND ACTION

PURPOSE: For the Board to determine what process should be used to select the Stakeholder Panel that will participate in the Superintendent Finalist interviews on May 5 and 6, 2019.

BACKGROUND INFORMATION: At the February 12, 2019 Board of Education meeting, the Board voted unanimously to retain the firm of McPherson & Jacobson to assist the Board in hiring a new Superintendent for Albany Unified School District on the retirement of current Superintendent Valerie Williams. Superintendent Williams announced her retirement in November, 2018 with her last day being June 30, 2019. In addition to the extensive community engagement process McPherson & Jacobson uses to help select "best fit" candidates for the district, they also recommend involving the community when the finalist candidates are interviewed. William Huyett and Nicole Anderson of McPherson & Jacobson recommend that a Stakeholder Panel comprising fifteen community members be selected to take part in the finalist interviews.

DETAILS: The fifteen member panel is usually has the following composition:

- 2 Administrators, one from the District Office and one Site Administrator (school principal)
- 2 Classified employee representatives (chosen by the CSEA and SEIU unions)
- 3 Teachers (chosen by Albany Teachers Association)
- 1 Albany High School student (often a student board member)
- 7 community members
- 15 members total

The goal of this item is for the Board to confirm the composition of the Stakeholder Panel and to determine how the seven community members will be chosen. There is no set standard recommended by McPherson & Jacobson for this.

Community engagement meetings were held with the following groups:

- Jewish Parent Advisory Group
- Black Parent Advisory Group
- Familias Latinas
- Albany Coming Together
- Special Education Parents
- DELAC (District English Learners Advisory Committee)
- Cornell, Marin, Ocean View, and AMS PTAs
- AHS PTSA
- All Fundraising Organizations--SchoolCARE, Albany Athletic Boosters, Albany Education Foundation, Albany Music Fund, Albany Performing and Fine Arts Boosters, Albany Community Foundation

Private meetings with staff at every site and level were also held, in addition to meetings with Albany city officials and previous Board of Education trustees. Representatives from these groups could also be seated on the Stakeholder Panel. McPherson & Jacobson strongly advises against a panel larger than fifteen.

The Board could discuss from which seven of these organizations it would like to request a representative. Alternatively, the Board could ask each member to recruit a single panelist. Student Board members could be asked if they would like to participate--if so, this process would generate seven panelists. If not, the Board could agree on two essential organizations and then individually select the other members. There are many possible methods of choosing, these are the two most common, according to McPherson & Jacobson.

KEY QUESTIONS AND ANSWERS:

Q. Will the Stakeholder Panel recommend a specific candidate to the Board of Education?

A. No. The Stakeholder Panel will submit a list of the strengths and weaknesses of each finalist.

Q. Can a panelist participate in interviews on only one of the two days of interviews, allowing someone else to participate on the other day?

A. No. The same panel must interview all finalists. Panelists must be willing to commit to interviews on both May 5 and May 6.

FINANCIAL INFORMATION: N/A

STRATEGIC OBJECTIVES ADDRESSED:



Objective #3: *Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

RECOMMENDATION: Confirm the composition of the Stakeholder Panel and determine a method for selecting the community members.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: TRANSITIONAL KINDERGARTEN/KINDERGARTEN (TK/K) PROGRAM

PREPARED BY: VALERIE WILLIAMS, SUPERINTENDENT

TYPE OF ITEM: REVIEW AND DISCUSSION

PURPOSE: For the Board of Education to receive an update on the Transitional Kindergarten/Kindergarten program during temporary housing of students at Marin and Cornell Elementary Schools, and for the Board to discuss this program.

BACKGROUND INFORMATION: At the January 22, 2019 Board of Education meeting, the Board approved an AM/PM Transitional Kindergarten/Kindergarten program while students are temporarily housed at Marin and Cornell Elementary Schools. There have been many questions raised about the logistics of the TK/K program which include, but are not limited to, before and after school care, lunch schedule, enrichment programs, instructional time, quality of instruction, school placement, AM/PM choice, and support services for students.

On January 29, 2019, Transition Kindergarten/Kindergarten parent night was held where information was shared on the TK/K program and the enrollment process. The presentation from that evening was posted on the [District website](#). Questions were solicited, and the questions and answers were placed on the district's website under "[Enrollment](#)" as an [FAQ](#). The parents who provided their email addresses with their questions were individually provided responses via email.

DETAILS: A Transition Housing Team (THT) was created by the Superintendent and consists of parents, teachers, and administrators. The purpose of the THT is to work collaboratively on issues TK/K - 5th grade as we plan for OV students to move to Marin, Cornell, AMS Annex, and the AHS New Addition during construction. The THT met for the first time on February 28th.

The elementary principals, ACC Director, Director of Student Services, and the Superintendent have met several times to continue planning for the TK/K transition and to address questions from parents. Principals are also holding tours of their schools, and they have been able to answer many parent questions. Attached are additional questions provided by parents with responses from staff. These additional questions and responses were added to the "FAQ" on the District's [Enrollment](#) website.

STRATEGIC OBJECTIVES ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*



Objective #3: *Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

RECOMMENDATION: Receive an update on the Transitional Kindergarten/Kindergarten Program during temporary housing of students at Marin and Cornell Elementary Schools, and for the Board to discuss this program.

ACC School-Age Childcare 2019-20

Before & After School Childcare Aligned with
Temporary Housing



Planning Process: steps taken to ensure quality while developing and growing the program

Item	Status
Locate facility space	Complete
Secure enrollment #	<i>Ongoing</i> - constant communication and collaboration with Student Services
Hire ACC staff	In negotiations
Expand food service	Collaborating with Sabina Feinberg, Executive Chef
Maintain & enhance programming	<i>Complete</i> - will maintain all current school-age childcare programming <i>In progress</i> - discussing how to expand current practices to work in new locations and for longer hours
Set-up classrooms	Collaborating with AUSD Facilities and site Principals

2019-20 ACC School-Age Childcare Locations

AUSD School Site	Grade Level/ Program	Location	Hours of Operation
Albany Children's Center	TK	1 room	7:30am - 6:00pm
Cornell Elementary	K	2 rooms	7:30am - 6:00pm
	K-3 / Chinese School	1 room	10:30am-6:00pm
Marin Elementary	K/ Tupelo	2 rooms	7:30am - 6:00pm
	1-5/ Tupelo	MUR	7:30-9:30, 2:00-6:00
Albany Middle School	1-2/ Redwoods	Portable	7:30-9:30, 2:00-6:00
	1-2/ Redwoods & Chinese	2 rooms @ Annex	3:00-6:00
Ocean View Elementary*	3-5/ Maples & Chinese	ACC portables	7:30-9:30, 2:00-6:00

Albany Children's Center Website



- Tabs provide links to ACC programs (preschool, TK and school-age childcare)
- ACC program pages will be updated when modifications are made
 - Staffing updates
 - Specific classroom numbers

Example: Transitional Kindergarten Childcare

Program Description

Transitional Kindergarten childcare will be located on-site, at Albany Children's Center. This full day childcare program has been designed specifically to support transitional kindergarten children and families as we move to an AM/PM schedule. It is aligned to the TK school day, providing high-quality, developmentally appropriate childcare in a familiar setting. All children enrolled in this program will be engaged in thematic learning experiences that involve reading, writing, arts and crafts, science, math, and social studies. The learning is play-based and offered both inside the classroom and outside on the yard. We implement a developmentally appropriate and culturally responsive program. We enable children to feel pride about their identity and we enable them to develop respect and appreciation for differences.

Albany Children's Center will provide this full day childcare program for TK children in one of our existing TK classrooms, room 12. This program will be available to provide before and after care services, including meal times.

Program Schedule:

TK Childcare (Full Day Program):

Time	Activity
7:30	Childcare program opens: free choice time & breakfast
8:10	Walk AM TK students to class
8:30	Whole group instruction, project time, outdoor play time, and free choice time
11:05	Lunch (PM TK students)
11:30	Pick up AM TK students and bring them to childcare
11:50	Walk PM TK students to class Lunch (AM TK students)
12:15	Outdoor play time, project time, whole group instruction, and free choice time
3:10	Pick up PM TK students and bring them to childcare
3:15	Snack
3:30	Outdoor play time
4:30	Indoor activities
6:00	Program closes

Transitional Kindergarten
Schedule

TK Childcare

Staff

- Select Transitional Kindergarten tab
- Select TK Childcare
- View daily schedule for the full day childcare classroom

TK/K Temporary Housing FAQs

The screenshot shows the Albany Unified School District website. At the top, there is a navigation bar with links for Login, social media (Facebook, Twitter, Instagram), Select Language, Staff Resources, Webmaster, and a search bar. Below this is a main navigation bar with links for About Us, School Board, Community, Enrollment, Parents, Calendar, Departments, and Volunteers. The Enrollment menu is open, showing options: Enroll in AUD, Enrollment Timeline (highlighted), Annual Residency Verification, School Change Request Form, School Exit Form, and Interdistrict Permit Information. The background features a banner for MacGregor High School with four people (three students and one adult) holding a sign that says "MacGregor". At the bottom, there is a row of logos for various school districts: MacGregor, Albany, MacGregor, Albany, Albany, Albany, Albany, and Albany.

- Great resource available on the AUD website - TK & K frequently asked questions
- Click on the Enrollment Tab
- Select Enrollment Timeline

TK/K Temporary Housing FAQs



[Enrollment](#) » 2019 TK/ Kindergarten Q & A

2019 TK/ Kindergarten Q & A

During the 2019 parent night, families were encouraged to write down any questions they had regarding 2019-2020 TK/ Kindergarten. Since then, we have received more questions and have compiled the questions and answers on this page.

- **Is the AM/PM kinder program going to be held at all elementary schools?** Yes
- **I've heard AUSD is having a budget problem, if this is true why is construction occurring?** School renovation expenses come from school bond funds that are separate from the district's general fund which goes towards items like staff salaries, classroom materials, programs, etc. Bond monies can only be used for their intended purpose, in this case, the construction of schools.
- **In the future will AUSD accept more out of district students?** We only accept students from outside Albany when space permits.
- **What is the average student teacher ratio for Kindergarten 2019-2020?** The maximum number of students allowed is 28. The average teacher ratio depends on the number of kindergartners we have each year. This year it was 24:1
- **I've heard once you are enrolled in AUSD, you can continue attendance in AUSD schools even if you move outside of Albany, is this true?** Any student who moves and lives outside of Albany must apply for an interdistrict permit. Interdistrict permit approval is **never guaranteed**. We approve permits when space is available.
- **Will the district provide a free before/after school enrichment activity in lieu of a full school day?** There

[Enroll in AUSD](#)

[Enrollment Timeline](#)

[Transitional Kindergarten Information](#)

[Kindergarten Information](#)

[2019 TK/ Kindergarten Q & A](#)

[Elementary Enrollment FAQs](#)

[Childcare Resources for Before & After School](#)

[Middle and High School Enrollment Information](#)

[Immunizations](#)

[Annual Residency Verification](#)

[School Change Request Form](#)

- On the right hand side of the screen, select “2019 TK/Kindergarten Q&A”
- Many questions, and answers, from the enrollment night are posted here.
- Additional questions and answers, related to TK/K, have been added.

TK/K Program Draft Sample Day

8:00 - 8:30	Morning Meeting/Movement with primary teacher
8:30 - 9:00	Mini lesson/Reading or Writing Workshop: Partner teachers joins the class and will set up for co-teaching. Centers or could do assessments
9:00 - 9:15	Body Movement/ Calendar/ Star of the Day
9:15 - 10:15	Mini lesson/whole group activity or 2 days a week Centers: (4 centers rotated throughout 2 days with students doing 2 centers per day. Sample Centers: Math, STEM, Art. Other days would include 30 minutes of handwriting or Second Step or phonics. Assessments and intervention could also be during this time.
10:15 - 10:40-45	Snack and recess: Partner teacher many times will assist and help with recess and snack
10:45 - 11:00	Read Aloud/Shared Reading
11:00 - 11:20	Choice
11:20 - 11:30	Read Aloud/ Wrap Up

TK/K Sample Daily Schedule

Time:	Teacher #1 (AM class & support)	Teacher #2 (PM class & support)
8:10am	AM Class 8:10 am -11:30 am Balanced Literacy Differentiated Instruction Independent Choice Time Project-based Learning Emergent & Thematic Curriculum • math, science, social studies, art	
9am		
		90+ min support
10am		
11am		• Teacher #2 lunch break • Class #2 (PM): lunchtime offered in childcare room prior to the start of class for those who attend. Class #2 begins at 11:50.
12pm	• Teacher #1 lunch break • Class #1 (AM): released at 11:30, lunchtime offered in childcare room for those who attend.	PM Class 11:50am - 3:10pm Balanced Literacy Differentiated Instruction Independent Choice Time Project-based Learning Emergent & Thematic Curriculum • math, science, social studies, art
	90+ min support	
1pm		
2pm		
3:10pm		

TK/K Program	
Additional Questions:	Responses/Information:
Is P.E required for Kindergarteners? Will, that continue to be 30 minutes 2 times a week?	By law it is not required however, we provide two 30 minute blocks of P.E. per week to mirror the first through third grade.
Will the music program still be used?	As long as funding is available through the music fund, TK/K will receive music for 14 weeks as they have in prior years.
Will the library schedule stay the same?	The number of minutes in library will stay the same. The prep schedule dictates what time each class goes to library which changes year to year.
Will students still receive free choice time?	Yes
How many and how long is recess expected to be?	Each K-team within each school site will determine the length and frequency. Estimated snack recess is 15 - 20 minutes.
Will TK/K still be able to do field trips? If, how will this work? If not, what will replace it?	Field trips can still take place. Sites will work it within the AM/PM schedule.
Is it correct to say that the teachers will be required to spend 90 minutes of overlap time in the class and that time will not include prep-time?	Teachers will overlap together for 90 minutes. This does not include during prep period.
Will the 90 minutes have small group time? How long will it be?	Yes. The time duration will depend on the specific activity. The strength of the 90 minute co-teaching is the enhanced ability to have small groups.
What plans are being made to ensure that the class sizes for kinder students are kept to the current or lower numbers?	We try to keep our kinder class sizes as low as possible. The average teacher to student ratio depends on the number of Kindergarteners we have each year. This year it was 24:1.
How will the different therapies outside the classroom work? For example speech therapy/occupational therapy for Kindergarteners, when will they go and how will they make up that time missed in class?	Any service that a student qualifies for will be provided during their school day. It is not considered missed class time as it is part of their educational program.
Will the before/aftercare program have more access to the school? Such as library time and more time on the play structures?	Each site will have adequate space for playtime and indoor programming during childcare hours.
How will subsidies work for families?	We have subsidies for both preschool and before/after care. AUSD needs to implement protocols set forth by the State of California. The CSPP contract awards subsidies for eligible preschool children, and the CCTR contract awards subsidies for eligible school age children. In order for families to show their eligibility, they need to qualify based on their income, family size, and need. The need could be parents working or going to school and need child care. Then we utilize the Alameda County Pilot Family Fee schedule to determine the family's income eligibility. Parents need to produce documentation of their income and their family size.
Will all families who need tuition assistance receive it?	It depends on space availability.
What will the after school class sizes look like? What will be the ratio of students to teachers?	Our ratio for school age program is 14:1

TK/K Program	
Additional Questions:	Responses/Information:
Moving multiple times per day to different care providers may be disruptive. What plans are made to build continuity into students' days?	We work diligently to build strong relationships with the students, but we cannot guarantee that students will in one or two classrooms all day.
On the website it states, "kindergarteners will be kept in a separate program for 'most of the day'" what does 'most' mean? Is there a way to make sure the before/after care classrooms are consistent?	During the school day, Kinders will have their own part of the school, playground time. We cannot guarantee that students will have the same classroom for before and after care.
How will before/after care program change in terms of programming?	For K and TK, before and after care will be open all day. ACC staff will have the opportunity to provide more robust programming.
What types of resources are being dedicated to improving the before/aftercare program?	We will maximize the resources we currently have to continue the exemplary programs we offer to our students. This past Fall, ACC received a 5-star rating, and the before/after care program received an audit/contract monitoring review in January, and it received a 0 error rate.
Will there be enough space in the before/after care program for all the Kindergarteners? If not, how will that work? Whoever fills out the application first will get a spot? Will subsidized families have a priority? Or will returning students (TK students who got care this year)? Students with siblings in the program? Etc.	Yes, we anticipate enough space for all TK/K students. Subsidized families have priority by law.
How will the before/aftercare program schedule change? We have heard at several board meetings that it will become more academic. What will that schedule look like? When can we expect to see a tentative schedule for this?	The before/aftercare program for TK/K is now an all day program. As in prior years, the program will continue to include whole group instruction, small group learning, choice time, and play.
At the board meetings, it has also been said that some of the before/after school staff are Credentialed teachers. Who are these teachers? How many of them have teaching credentials? And are those staff members who do have teaching credentials split up evenly between the before/after care sites?	All ACC teachers who have credentials are teaching in the 12 month pre-school program.
-How can the school staff/administrators and before/after care work together as a team? As of now, the programs are pretty separate.	While there is collaboration, they are two separate programs.
-As of now, it looks like the first group of incoming Kindergarteners at Marin will have the following schedule: *Kindergarten & 1st grade at Marin, *2nd grade off-site likely at the middle school annex, *3rd grade off-site at the high school, *4th and 5th grade at Marin.	Currently the plan is Kinders will go to MA and CO; Grades 1-2 will go to the AMS Annex; Grades 3-5 will remain at OV until the AHS New Addition is complete.
Marin will be a new school when they return and unfamiliar. Can we start the planning process of Marin's construction with the understanding that students may have to move to multiple sites throughout the process?	All plans are based on available space.
Some parents have no way to get their children to the other elementary schools (they use public transportation from UC Village). Can the schools facilitate a carpool program?	AUSD has reached out to UCB and their response is they cannot facilitate a carpool program due to liability issues. However, we will continue to work with UC Village to see if there are other options available. We will also explore other options such as a "walking school bus".

TK/K Program	
Additional Questions:	Responses/Information:
Can the district offer/pay for classes (E.C.D or Education related) if the before/after school staff (including the paras) wants to take any classes over the summer? Or is there a program already in place like this for them?	The district is in a structural deficit and is in the process of making ongoing budget reductions. There are no classes that are paid for by the district. However, we do have a program in place for the 21 required hours per year that the ACC staff must take. We have a partnership with Alameda County and many of the classes are free.
Can the district ask to use the soda tax funds from the city for enrichment programs for the Kindergarteners? And/or before/after school improvements?	The City of Albany has asked AUSD to submit one or two ideas for use of the soda tax. We will be advocating for crossing guards and the Healthy Me program at ACC. Residents of Albany can attend the meeting and vote on how they want the funds to be allocated.
For the parents who pick OV as a first choice, are they also getting a preference option for Marin or Cornell for the Kindergarten year?	The enrollment process follows Board Policy which is listed on the website.
Can more enrichment programs be added to the schools? For children who are not in the before/after care program. The program paid for by the parents. Similar to the Chess program often offered at Marin.	Afterschool Enrichment programs are based on space.
How can outside enrichment be offered and coordinated with the existing program? What subsidies or funds will be available to ensure that they can be offered class-wide?	There are currently no additional funds for outside enrichment other than what is currently offered. Currently, TK/K students receive PE, Music, Library enrichment.
How will the lunches work? Will students who receive free or reduced lunch still get lunch? Do they have to be enrolled in the before/after care program to get this lunch?	1. We have not finalized the lunch schedule 2. All students on free and reduced lunch will get lunch. 3. Students enrolled in before/after can either buy or bring lunch. Students not enrolled in before/after care will not get lunch, unless they are on free and reduced.
How will we make sure the students receiving free/reduced lunch are not singled out?	The children in the ACC program will not be singled out because they will all eat together.
How are we considering the achievement gap with this new schedule? What programs, interventions, and extra support are going to give to the students of color who statistically will suffer the most with a shortened school day?	We are in weekly conversation at the District Leadership meetings to address issue of equity, anti-bias, and support for all students not meeting or exceeding California state standards.
Exactly why is the placement being disclosed at the end of July? Can it be moved up?	AM/PM placement cannot occur prior to mid-end of July. We need to allow enough time for the majority of enrollments knowing University Village students enroll later. Placements cannot be moved earlier because we need to maintain school and classroom size balance. July is the earliest that we make an educated guess on class size and the number of kindergarten classes at each school.

TK/K Program	
Additional Questions:	Responses/Information:
Can you explain how the placement for an am/pm schedule will be chosen? It is likely more parents will want the Am schedule so how will the lottery work for this schedule.	<p>Per Board Policy, AM/PM placement will follow the same priority placement as kindergartners:</p> <ol style="list-style-type: none"> 1: SPED placements 2: Priority enrollment if there are siblings 3: All other priority enrollment 4: Parent requests <p>If there are more requests than space available at any point in the priority process we will hold a lottery for the spaces available.</p>
What is the most likely plan if enrollment drops? Will the classroom sizes just be smaller? Or will a classroom be closed? Or open Inter-District transfers for Kindergarteners?	We will be monitoring enrollment closely. If enrollment drops, we will look at spaces that may be available for interdistrict transfers. We also carefully look at class sizes to make sure we do not overload K classes.
Is there a way to make sure the before/after care is consistent? For example the students who go to before care go back to that same classroom for after care.	The care will be consistent. The room may not.
Can we consider a later start/ later finish? (Later than 8:10.) And how much are the other school start schedules being considered when planning this? For example if Kindergarteners start at 8:20 instead can the other elementary grades start at 8:35 to give parents time to get to other sites.	Some of the Ocean View parents may have to travel to three sites. This start time allows them to do so.
How will it work for parents who have multiple children and can't make the pick-up/drop offs but don't want to pay the full 1-2 hour chunks required for after school care? I.e. Parent who has child at Middle School and Marin needs 15-20 minutes but doesn't want to pay aftercare for this. Can the before/after care be broken down in smaller slots such as 30 minutes? Will there be on-site playground monitors who can facilitate the needs of these parents?	We are looking at school start times to accomodate for this. There are currently no plans to provide playground monitors.
What is the current procedure for getting incoming TK/K parent feedback, concerns, suggestions? How is the district getting input from parents while changes are being made.	For site-specific questions/feedback/suggestions, parents can contact their principal. For enrollment, contact Kristin Nichols at the Enrollment Center. The Transition Housing Team (THT) members can also be contacted. Principals also provide information to incoming parents via their site newsletters, website, school tours, and the welcome packet that they will receive over the summer.
Has the topic of using bond money to fund aspects of the transition be revisited? Is there an opportunity, for example, to provide tuition assistance for families impacted by the increased tuitions costs?	No, Bond funds are for our construction projects. Every dollar will be needed to complete the projects at AMS, AHS, OV, and MA.

TK/K Program

Additional Questions:	Responses/Information:
Is using SchoolCARE for after school tuition or enrichment subsidies an option?	SchoolCARE has a process for determining how they will expend their funds through a community wide survey process and by speaking to principals, parents and staff..There is a SchoolCARE Board that facilitates this process. SchoolCARE historically prioritizes funding positions for teachers and staff and specifically during the school day.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: BOARD POLICY 5144 (Discipline)

**PREPARED BY: MARIE WILLIAMS,
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

TYPE OF ITEM: REVIEW AND DISCUSSION

PURPOSE: The purpose of this item is for the Board to review and discuss Board Policy and Administrative Regulation 5144 (Discipline).

BACKGROUND INFORMATION:

At the November 14, 2017 AUSD Governing Board Meeting, the Governing Board approved the establishment of a District Board Policy Committee to do the following:

1. Make recommendations to the Governing Board regarding the creation, revision, and deletion of Board Policy and Administrative Regulation.
2. Monitor the implementation of Board Policies/Administrative Regulation districtwide.

The Board Policy Committee is composed of AUSD Trustees, classroom teachers, site and district administrators, and community members. Since February 2018, the Committee has held monthly meetings to discuss AUSD Board Policies and Administrative Regulations. In accordance with the Brown Act, all meetings are open to the public and meeting materials (agenda and minutes) are posted on the District's website 72 hours prior to the meeting.

As stated in AUSD Board Policy 9310 (Board Policies), written board policies and administrative regulations "convey expectations for actions taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community." To that end, it is important Districts establish processes for maintaining current board policies and administrative regulations.

DETAILS:

The Board Policy Committee identified a series of board policies pertaining to student conduct for review and revision. The process of revision began with comparing sample language from California School Boards Association (CSBA) to current District board policy and administrative regulation. CSBA regularly provides updates to sample board policy and administrative regulation language to reflect new and updated legislation. The Committee then discussed potential revisions to reflect District philosophy and practice and sought additional input from site administrators to ensure alignment between language and site practice.

Language that appears struck out is recommended for removal from the current AUSD board policy and/or administrative regulation; language that is underlined is recommended for inclusion in the

current board policy and/or administrative regulation.

The following is a summary of changes made to AUSD's current Board Policy and Administrative Regulation 5144 (Discipline) with the rationale for said changes:

- Language regarding recess restriction was added to the Board Policy as recess restriction language currently exists in the Administrative Regulation yet was not referenced in the Board Policy. The Committee agreed that any language in the Administrative Regulations should first be referenced in the accompanying Board Policy. However, language appearing in the Board Policy does not also need to be referenced in the Administrative Regulation (if no specific procedures or regulations require explanation or description).
- Language regarding corporal punishment does not appear in the California School Boards Association sample; however, this language was recommended for continued inclusion in the Board Policy to clarify that the District does not support the use of corporal punishment as a means of corrective action. Language regarding corporal punishment was removed from the Administrative Regulation as no additional procedures or regulations require explanation.
- The disciplinary strategies identified in Administrative Regulation 5144 were reviewed by site and district administration and were revised to more accurately reflect current District practice. While not currently implemented, Saturday School was retained as a feasible strategy for possible implementation in the future.
- "Reassignment to an alternative educational environment" was removed as a disciplinary strategy in the Administrative Regulation as the District does not maintain an alternative education program. MacGregor High School is classified as a continuation high school and students are not involuntarily transferred to MacGregor High School as a disciplinary strategy.
- Gender specific pronouns were replaced with non-gender specific language.

STRATEGIC OBJECTIVES ADDRESSED:



Objective #3: Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

RECOMMENDATION: REVIEW AND DISCUSS BOARD POLICY 5144 (DISCIPLINE)
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Albany USD

Board Policy

Discipline

BP 5144

Students

The Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.

(cf. 5020 - Parent Rights and Responsibilities)
 (cf. 5137 - Positive School Climate)
 (cf. 5138 - Conflict Resolution/Peer Mediation)
 (cf. 5145.3 - Nondiscrimination/Harassment)
 (cf. 5145.9 - Hate-Motivated Behavior)
 (cf. 6020 - Parent Involvement)

Each school shall develop disciplinary rules to meet the school's particular needs. The rules shall be consistent with law, Board policy, and district regulations.

(cf. 5131 - Conduct)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

(cf. 0450 - Comprehensive Safety Plan)
 (cf. 3515 - Campus Security)
 (cf. 4158/4258/4358 - Employee Security)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
 (cf. 6159.4 - Behavioral Interventions for Special Education Students)
 (cf. 6164.5 - Student Success Teams)
 (cf. 6184 - Continuation Education)

Staff shall enforce disciplinary rules fairly, consistently and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills, implementing effective disciplinary techniques and establishing cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Recess Restriction

A teacher may restrict recess when the teacher believes that recess restriction is the most effective way to bring about improved behavior. (Education Code 44807.5)

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of ~~his/her~~ their voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect ~~himself/herself~~ themselves, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 6145.2 - Athletic Competition)

Legal Reference:

EDUCATION CODE

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5-35291.7 School-adopted discipline rules

37223 Weekend classes
 44807.5 Restriction from recess
 48900-48926 Suspension and expulsion
 48980-48985 Notification of parent/guardian
 49000-49001 Prohibition of corporal punishment
 49330-49335 Injurious objects

CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus
 353 Detention after school

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

Policy ALBANY UNIFIED SCHOOL DISTRICT

adopted: October 6, 2009 Albany, California

revised: October 9, 2012

revised: March 28, 2013

Albany USD

Administrative Regulation

Discipline

AR 5144
Students

Site-Level Rules

In developing site-level disciplinary rules, the school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

The final version of the rules shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school. Each school shall file a copy of its rules with the Superintendent or designee.

The rules shall be consistent with law, Board policy and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Each school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

To the extent possible, staff shall use disciplinary strategies that emphasize a positive behavior approach and keep students in school and participating in the instructional program. Disciplinary strategies provided in Board policy, regulation and law may be used in developing site-level rules. These strategies include but are not limited to:

1. Referral of the student to the school counselor or other school support service personnel for case management, ~~advice~~, and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

2. Discussion or conference between school staff, the student, and ~~his/her~~ the student's parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

3. Convening of a ~~study, guidance, resource panel, or other intervention-related team~~ a student success team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and ~~his/her~~ the student's parents/guardians

(cf. 6164.5 - Student Success Teams)

4. ~~Enrollment~~ Participation in a program for teaching prosocial behavior or anger management

5. Participation in a restorative justice program including education, reflection and making amends as appropriate

6. ~~A positive behavior support approach with~~ Tiered interventions that occur during the school day on campus

7. ~~After-school programs~~ Participation in programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

8. Detention during lunch and after school hours provided the student is given adequate time to use the restroom and get a drink or eat lunch, as appropriate

9. Community service

10. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities and school events as appropriate

(cf. 6145 - Extracurricular/Cocurricular Activities)

~~11. Reassignment to an alternative educational environment~~

~~12.11. Suspension and expulsion in accordance with law, Board policy, and administrative regulation; however, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others~~

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

~~Corporal Punishment~~

~~Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)~~

~~For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)~~

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131.7 - Weapons and Dangerous Instruments)

~~Recess Restriction~~

~~A teacher may restrict a student's recess time when he/she believes it is believed that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:~~

- ~~1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.~~
- ~~2. The student shall remain under a certificated employee's supervision during the period of restriction.~~
- ~~3. Teachers may inform the principal of any recess restrictions they impose.~~

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353).

~~Students shall remain under the supervision of a certificated employee during the period of detention. Notification to parents/guardian or after-school care provider shall occur prior to detention (grades K-5).~~

If a student is going to be detained after school, the principal or designee shall notify parents/guardians of the detention at least one day in advance. The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at ~~his/her~~ their discretion, require a student to perform community service during nonschool hours on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Regulation ALBANY UNIFIED SCHOOL DISTRICT
approved: October 6, 2009 Albany, California
revised: October 9, 2012
revised: March 28, 2013
revised:

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 26, 2019

ITEM: LOCAL CONTROL ACCOUNTABILITY PLAN UPDATE

**PREPARED BY: MARIE WILLIAMS
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

TYPE OF ITEM: STAFF REPORT

PURPOSE: The purpose of this staff report is to provide a preliminary district-level preview of the Annual Update in the Local Control Accountability Plan (LCAP).

BACKGROUND INFORMATION:

The LCAP is a planning and accountability tool that highlights the district's annual goals, actions, services and expenditures within a fixed three-year planning cycle.

DETAILS:

The Annual Update is a required component of the LCAP that asks districts to do the following:

1. Describe the overall implementation of actions and services to achieve the goals in the LCAP.
2. Describe the overall effectiveness of the actions and services.
3. Explain differences between budgeted and actual expenditures.
4. Describe changes to goals, actions and services as a result of analyzing items 1-3 above.

In order to analyze implementation and budget expenditures, the 2018-2019 LCAP Actions/Services are associated with a dollar amount, budget string, and LCAP code in the District's financial system, Escape. This system allows the District to monitor the implementation of LCAP Actions/Services and LCAP budget expenditures.

The overall effectiveness of the Actions/Services is measured by reviewing data on state and local indicators of district, school and student success as reported on the [California School Dashboard](#).

A preliminary analysis of the overall District-level implementation of non-personnel related LCAP Actions/Services, reveals many areas of progress and some next steps/areas for refinement. Additional information regarding actual LCAP expenditures (including personnel) will be provided to the Governing Board and public during the staff report.

Areas of Progress:

Actions/Services 1.1.3: *Support for reading and language arts instructional materials in TK-5*

- Professional development to support implementation of Units of Study in Reading curriculum
- Purchase of Schoolwide libraries to support Units of Study in Reading curriculum

- Coaching for Teachers on Special Assignment (K-5) to codify systems, processes and procedures

Actions/Services 1.1.4: ***Culturally Responsive Teaching Professional Development***

- “Culturally Responsive Teaching and the Brain” (Zaretta Hammond)
- Tools for Tolerance (Sara Wicht)
- Social Justice Mathematics (Alameda County Office of Education)

Actions/Services 1.5.2: ***Purchase materials and supplies for Career Technical Education Programs***

- Equipment for Engineering Design Principles
- Equipment for Culinary Arts

Actions/Services 3.1.6: ***Implementation of ACT recommendations***

- Challenge Day (Albany High School)
- Trauma Informed Practices Professional Development (Alameda County Office of Education and Candice Valenzuela)
- Restorative Practices Professional Development (Alameda Unified School District)
- Summer Bridge (AMS and AHS) and ELD Summer Bridge Programs (K-5)

Next Steps/Areas for Refinement:

- Actions/Services 1.1.4 and 3.1.6. and their associated budget strings are used interchangeably. One area for refinement is to clarify what Actions/Services and expenditures specifically should be associated with each of these Actions/Services.
- Actions/Services have been implemented in 1.3.3 and 1.3.4 (***English learner instructional materials and professional development***); however, additional strategic planning for ongoing district wide ELD professional development is needed.
- Action 2.4 (***Providing students with schools that maintain a safe, inclusive, and positive climate***) includes a number of Actions/Services that are taking place district wide; however, a limited number of tools exist to systematically quantify or assess the impact of the tremendous efforts being undertaken by staff to implement these social emotional learning Actions/Services.
- Goal 3: Communicate and Lead Together includes several Actions/Services: parent engagement, Bond Measures B and E, school facilities, and District communication systems. An area for refinement is to hone the focus of Goal 3 in the new LCAP planning cycle in 2020-2021.

STRATEGIC OBJECTIVES ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*



Objective #3: *Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

RECOMMENDATION: RECEIVE THE LOCAL CONTROL ACCOUNTABILITY PLAN UPDATE