



**Sunnyvale SD**

Published: Jan 07, 2019 04:44 PM

**BOARD OF EDUCATION Regular Board Meeting**

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session: 6:30 PM

Sunnyvale School District

819 West Iowa Avenue, Board Room, Sunnyvale California 94086, United States

Our Mission: Sunnyvale School District provides every student with a strong foundation of academic, behavioral, and social-emotional skills to prepare them for success in a diverse, challenging, and changing world.

- *Agenda materials are available online and in the Superintendent's Office upon request.*
- *Individuals requiring special accommodations should contact the Superintendent's Office at least two working days before the meeting date.*

A. OPENING OF MEETING BY BOARD PRESIDENT

**Quick Summary/Abstract:**

The Board president shall announce that a recording is being made at the direction of the Board and that the recording may capture sounds of those attending the meeting.

B. APPROVAL OF AGENDA

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

C. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

D. ADJOURN TO CLOSED SESSION

**Quick Summary/Abstract:**

Public Employment: K-8 Teacher, School Outreach Assistant, Bilingual Para Educator, Para Educator

Public Employee Discipline/Dismissal/Release (GC 54957)

Conference with Legal Counsel - Anticipated Litigation (GC 54956.9(b): Significant exposure to litigation - 1 case

Conference with Labor Negotiator (GC 54957.6): Conference with district's designated representative, Michael Gallagher, regarding negotiations with California School Employees Association (CSEA)

E. RECONVENE TO OPEN SESSION

1. Report from Closed Session
2. Pledge of Allegiance

F. APPROVAL OF MINUTES

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

1. Regular board meeting of December 11, 2018

G. COMMENTS FROM THE BOARD AND SUPERINTENDENT

H. PRESENTATIONS

1. 2018 California School Dashboard - Sarah Tellez
2. Instructional Technology Update - Jeremy Nishihara and Jonathan Watts

I. COMMENTS FROM THE PUBLIC

**Quick Summary/Abstract:**

This portion of the Agenda provides an opportunity for members of the public to directly address the Governing Board on any item of interest to the public; however, provisions of the Brown Act Government Code 54954.2(a) and .3 preclude any action being taken on any item not appearing on the posted agenda. Time limits allocated to public testimony are three (3) minutes per person and twenty (20) minutes per topic. Speakers are asked to give their name and affiliation so that an accurate record is reflected in the minutes.

J. COMMENTS FROM THE SUNNYVALE EDUCATION ASSOCIATION (3 minutes)

K. COMMENTS FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (3 minutes)

L. REVIEW AND DISCUSSION

1. Revised Board Policy 1100 - Communication with the Public (Wilson)
2. Revised Board Policy 3320 – Claims and Actions Against the District (van Gogh)
3. Revised Board Policy 5141.6 - School Health Services (Dean)
4. Board Bylaw 9322 - Agenda/Meeting Materials (Picard)
5. Board Bylaw 9324 - Minutes and Recordings (Picard)

M. REVIEW AND ACTION

1. Approval of Ground Lease with Plaza del Rey Owners, LLC (Smiley)

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

2. PUBLIC HEARING - Approval of Resolution No. 19-08 to Impose and Increase Statutory School Fees on Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 (Level 1 Fees) (Smiley)

**Quick Summary/Abstract:**

Sunnyvale School District's Level I Developer Fee Rate

Date: January 10, 2019

Time: 7:00 p.m.

Place: Board Room Sunnyvale School District, 819 W. Iowa Ave., Sunnyvale, CA 94086

At its regularly scheduled meeting on January 10, 2019, at approximately 7:00 pm, the Sunnyvale School District Board of Education will be holding a public hearing regarding the potential increase of Level I Developer Fees which it is considering to impose on new construction. Following that hearing, the Board of Education will be taking action on the proposed increase.

The information related to this hearing and the increase in Level I Developer Fees will be available for review at the Sunnyvale School District Office, located at 819 West Iowa Avenue, Sunnyvale, CA 94086. For more information, please contact Liz Chagoya at 408-522-8225.

Public Hearing Opened: \_\_\_\_\_

Public Hearing Closed: \_\_\_\_\_

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

3. Approval of 2017-2018 Financial Audit Report, Measure B Parcel Tax Report, and Measure G Bond Audit and Procedures Report (van Gogh)

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

4. Approval of Agreement for Professional Bond Counsel Services (Picard)

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

**N. CONSENT AGENDA ITEMS**

**Quick Summary/Abstract:**

Any item on the Consent Agenda is subject to review and discussion prior to being approved by the Board. If necessary, an item(s) may be removed for separate action. The public may address the Board regarding any item(s) on the Consent Agenda.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

1. Adoption of Revised Board Policy 3290 - Gift, Grants and Bequests (van Gogh)
2. Adoption of Revised Board Policy 6020 - Parent Involvement (Ahuja)
3. Adoption of Revised Board Policy 6111 - School Calendar (Gallagher)
4. Adoption of Revised Board Policy 6190 - Evaluation of Instructional Program (Ahuja)
5. Adoption of Revised Board Bylaw 9110 - Terms of Office (Picard)
6. Approval of Purchase Orders and Warrants December 2018 (van Gogh)
7. Approval of Change Order #10 – Bishop Elementary School Modernization – Increment 1 & 2 – USS Cal Builders (Smiley)
8. Approval of Change Order #03 - Cherry Chase Elementary School Modernization (Smiley)
9. Approval of Change Order #01 – Columbia MS Parking Lot – Guerra Construction Group (Smiley)

10. Approval of Consultant Contracts (Greenspan) (Gallagher)
11. Approval of General Contractor Agreements (Advance Medical Personnel Services, Community Services Agency of Mountain View, Northwest YMCA, SCCOE) (Gallagher)
12. Approval of Personnel Assignment Order 18-10 (Gallagher)
13. Acceptance of Donations to the District (Picard)

O. INFORMATION AGENDA

1. DELAC Meeting Minutes (Duggan)
2. Revised Administrative Regulation 3320 – Claims And Actions Against The District (van Gogh)
3. Revised Administrative Regulation 5141.6 - School Health Services (Dean)
4. Williams Uniform Complaint Settlement Quarterly Report

P. FUTURE MEETINGS/ADJOURNMENT

**Quick Summary/Abstract:**

Thursday, January 24 , 2018, 7:00 p.m.  
Special Board Development Meeting  
District Office Board Room

**Sunnyvale SD**  
BOARD OF EDUCATION Regular Board Meeting  
Thursday, January 10, 2019  
Open Session: 7:00 PM  
Sunnyvale School District | Closed Session:

**D ADJOURN TO CLOSED SESSION**

**Type:**

Closed Session

**Quick Summary/Abstract:**

Public Employment: K-8 Teacher, School Outreach Assistant, Bilingual Para Educator, Para Educator

Public Employee Discipline/Dismissal/Release (GC 54957)

Conference with Legal Counsel - Anticipated Litigation (GC 54956.9(b): Significant exposure to litigation - 1 case

Conference with Labor Negotiator (GC 54957.6): Conference with district's designated representative, Michael Gallagher, regarding negotiations with California School Employees Association (CSEA)



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**F.1. Regular board meeting of December 11, 2018**

**Type:**

Action

**Attachments:**

1. Board Minutes 12-11-18



Published: Dec 06, 2018 05:09 PM  
**Minutes for BOARD OF EDUCATION Regular Board Meeting**  
 Tuesday, December 11, 2018  
 Open Session: 6:30 PM  
 Sunnyvale School District

**Attendance:**

Attendees	Present/Absent	Arrival	Departure
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**Board of Education**

Jeff Arnett	Present	6:30 PM	9:05 PM
Michelle Maginot	Present	6:30 PM	9:05 PM
Reid Myers	Present	6:30 PM	9:05 PM
Nancy Newkirk	Present	6:30 PM	9:05 PM
Bridget Watson	Present	6:30 PM	9:05 PM

**Cabinet**

Mala Ahuja	Present	6:30 PM	9:05 PM
Tasha Dean	Absent	--	--
Michael Gallagher	Present	6:30 PM	9:05 PM
Benjamin Picard	Present	6:30 PM	9:05 PM

A. OPENING OF MEETING BY BOARD PRESIDENT

**Minutes:**

Board President Reid Myers called the meeting to order at 6:30 p.m.

B. APPROVAL OF AGENDA

**Votes:**

Motion: Approval of the agenda as presented

Motion By: Jeff Arnett

Seconded By: Nancy Newkirk

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES



Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

C. RECESS

**Minutes:**

Board President Myers adjourned the meeting to recess at 6:31 p.m.

1. Recognition of Departing Board Member Anita Herrmann

**Minutes:**

Superintendent Benjamin Picard thanked departing board member, Anita Herrmann, for her thirteen years of service to the Board and to Sunnyvale School District. Ms. Herrmann was presented with a commemorative bowl as a gift from the Board. She was also honored with a resolution, presented by Alex Kobayashi from the office of Senator Jerry Hill and Leslie Bulbuk from the office of Assemblymember Marc Berman, recognizing Ms. Herrmann's service, and wishing her well in her future endeavors.

2. Administration of Oath of Office for Elected Incumbent and New Board Members: Jeffrey Arnett, Michelle Maginot, and Bridget Watson

**Minutes:**

Dr. Picard administered the oath of office to Jeffrey Arnett, Michelle Maginot, and new board member, Bridget Watson.

D. RECONVENE TO OPEN SESSION

**Minutes:**

Board President Myers reconvened the meeting to open session at 7:00 p.m.

1. Pledge of Allegiance

E. APPROVAL OF MINUTES

1. Special board organizational meeting of November 14, 2018

**Minutes:**

Motion passed 5-0.

**Votes:**

Motion: Approval of minutes for special board organizational meeting of November 14, 2018

Motion By: Michelle Maginot

Seconded By: Jeff Arnett

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

F. COMMENTS FROM THE BOARD AND SUPERINTENDENT

**Minutes:**

Jeffrey Arnett:

- Shared that he appreciates the chance to serve for another four years, is excited to work with new members, and that Anita Herrmann will be missed

Nancy Newkirk:

- Shared that she enjoyed the California School Boards Association Annual Education Conference (CSBA AEC); appreciated the collegiality and getting to know newest board member
- Took a tour of the school where she went as a youth in Florida

Michelle Maginot:

- Shared that she is grateful to have four years to serve with the Board
- Enjoyed the CSBA AEC
- Shared that now that campaign activities are over, she is able to participate in school activities more

Reid Myers:

- Visited Vargas Elementary School with Michelle Maginot
- Visited Ellis Elementary School
- Found the CSBA AEC to be very good
- Did more Sunnyvale Education Foundation work

Bridget Watson:

- Shared that she is excited to be on the Board
- Found CSBA AEC to be a great onboarding experience

Dr. Benjamin Picard, Superintendent

- Shared that he is very happy with the way the election turned out, has enjoyed working with the Board, and is looking forward to continuing that work
- Thanked Laurie Carlson for stepping up as Interim Principal at Cumberland Elementary School
- Reminded the Board that he will be away on 12/13/18 - 12/23/18; Deputy Superintendent Michael Gallagher will be the administrator in charge

G. PRESENTATIONS

1. Cumberland Elementary School - Laurie Carlson

**Minutes:**

Interim Principal Laurie Carlson shared that developing globally aware learners who are compassionate problem solvers and leaders is done through their work as professional learning communities, through community involvement, their passion and persistence, equity mindset, fundamentally strong, engaging, and rigorous instructional practices, and robust partnership with the PTA and staff. Assessment results show a high level of proficiency. The School Plan has data informed goals and actions to meet those goals. Instructional Coach Natalie Faure presented on coaching with a STEM focus.

2. Projected Enrollments 2018 to 2023 - Tom Williams

**Minutes:**

Tom Williams of Enrollment Projection Consultants presented on enrollment projections for the period of 2018 - 2023. Total enrollment in the Sunnyvale School District is forecasted to decline by 89 students from October 2018 to October 2019 and by cumulative amounts of 207 students in two years and 384 students in five years, to October 2023.

H. COMMENTS FROM THE PUBLIC

**Minutes:**

No comments

I. COMMENTS FROM THE SUNNYVALE EDUCATION ASSOCIATION (3 minutes)

**Minutes:**

No comments

J. COMMENTS FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (3 minutes)

**Minutes:**

No comments

## K. REVIEW AND DISCUSSION

1. Revised Board Policy 3290 – Gifts, Grants And Bequests (van Gogh)

**Minutes:**

Chief Financial Officer Lori van Gogh stated that Board Policy 3290 – Gifts, Grants And Bequests was updated to add the new section on "Online Fundraising" addressing considerations for approving a crowdfunding Internet platform to raise funds for district, school, or classroom projects or equipment. Policy also adds a prohibition against accepting any gift, grant, or bequest that promotes the use of non-nutritious foods or beverages and provides that any advertising used by a corporate sponsor meet the standards specified in BP 1325 - Advertising and Promotion.

Ms. van Gogh was instructed to return the policy on consent.

2. Revised Board Policy 6020 - Parent Involvement (Ahuja)

**Minutes:**

Assistant Superintendent Mala Ahuja stated that Board Policy 6020 - Parent Involvement has been updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's Local Control and Accountability Plan (LCAP).

Ms. Mala Ahuja was instructed to return the policy on consent.

3. Revised Board Policy 6111 - School Calendar (Gallagher)

**Minutes:**

Deputy Superintendent Michael Gallagher stated that Board Policy 6111 - School Calendar has been revised to clarify the state's requirement of 180 instructional days.. The policy also adds language indicating that teacher learning days and parent conference week will be included in the school calendar.

Dr. Gallagher was instructed to return the policy on consent.

4. Revised Board Policy 6190 - Evaluation of Instructional Program (Ahuja)

**Minutes:**

Ms. Mala Ahuja stated that Board Policy 6190 - Evaluation of Instructional Program has been updated to delete references to the obsolete API and add the California School Dashboard as a source for multiple state and local indicators of strengths and areas in need of improvement in each priority area addressed by the local control and accountability plan (LCAP). The section on "Federal Program Monitoring" has been deleted as the focus of the policy is on program effectiveness rather than compliance with program requirements.

Ms. Ahuja was instructed to return the policy on consent.

5. Revised Board Bylaw 9110 - Terms of Office (Picard)

**Minutes:**

Dr. Picard stated that Board Bylaw 9110 - Terms of Office was updated to reflect NEW LAW (AB2449) which changes the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. Bylaw also provides that, if the district chooses or is required to consolidate its board elections with the local municipal or state primary or general elections, elections could occur in even-numbered years and the term of incumbent board members would be extended to align with the next election.

Dr. Picard was instructed to return the policy on consent.

L. REVIEW AND ACTION

1. Fiscal Solvency Report – First Interim (Under Separate Cover) (van Gogh)

**Minutes:**

Ms. van Gogh stated that public school districts are required by the State to certify, twice each year, the ability to meet their financial obligations for the remainder of the fiscal year and two subsequent years. SSD continues to maintain its fiscal and financial health. The First Interim Report is based on the current State budget and reflects the District's ongoing commitment to maintaining a balanced investment in programs for all students.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve the First Interim Fiscal Solvency Report and certify that Sunnyvale School District will be able to meet its financial obligations through June 30, 2021.

Motion By: Nancy Newkirk

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

- Approval of the Comprehensive School Site Safety Plans (Under separate cover) (Dean)

**Minutes:**

Chief Operations Officer Rob Smiley spoke on behalf of Dr. Tasha Dean who is away. He stated that each school site reviewed and updated its safety plan which is required to address the needs of each school and its students including essential components as described by Education Code.

**Votes:**

Motion: The Superintendent recommends the Board of Education adopt the Comprehensive School Site Safety Plans.

Motion By: Nancy Newkirk

Seconded By: Jeff Arnett

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

- PUBLIC HEARING - Approval of the Initial Interest Statement of the Sunnyvale School District Governing Board and the Initial Interest Statement of the California School Employees Association (CSEA) for 2019-2020 Negotiations (Gallagher)

**Minutes:**

Public Hearing opened: 8:34 p.m.

Public Hearing closed: 8:35 p.m.

Dr. Gallagher stated that the initial interest statements of the Sunnyvale School District Governing Board and the California School Employees Association for 2019-2020 negotiations are being presented publicly in order to “sunshine” both proposals and provide an opportunity to accept public comments in accordance with California State Law.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve the initial interest statement of Sunnyvale School District and acknowledge receipt of the initial interest statement of the California School Employees Association for 2019-2020 negotiations.

Motion By: Jeff Arnett

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

- 4. Approval of the 2019-2020 and 2020-2021 School Year Calendars (Gallagher)

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve the attached calendars for the 2019-2020 and 2020-2021 school years.

Motion By: Jeff Arnett

Seconded By: Nancy Newkirk

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

5. Certification of Election Results - November 6, 2018 General Election for Governing Board Members (Picard)

**Minutes:**

Dr. Picard commented that the Board should formally accept the Certificate of Election Results from the Santa Clara County Registrar of Voters as the final results of the November 6, 2018 election. Jeffrey Arnett, Michelle Maginot, and Bridget Watson were the successful candidates.

**Votes:**

Motion: The Superintendent recommends that the Board of Education, pursuant to Elections Code Section 15400, accept the Statement of Votes and Certificate of Election Results and declare the totals to be the final results of the election.

Motion By: Nancy Newkirk

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

6. Adoption of Resolution No. 19-05 Certification of Measure GG Election Results (Picard)

**Minutes:**

Dr. Picard commented that the Board should formally accept the Certificate of Election Results from the Santa Clara County Registrar of Voters as the final results of the November 6, 2018 election.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve Resolution No. 19-05 certifying the results of the November 6, 2018, Measure GG general obligation bond election, accept the Statement of Votes and Certificate of Election Results, and declare the totals to be the final results of the election.

Motion By: Nancy Newkirk

Seconded By: Jeff Arnett

Jeff Arnett	YES
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Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

- Adoption of Resolution No. 19-06 Appointing Measure G Citizens' Bond Oversight Committee to Oversee Measure GG Bond Program (Picard)

**Minutes:**

Dr. Picard stated that a school district typically must be prepared to appoint a citizens' bond oversight committee (CBOC) within sixty days after certifying the election results. The District formed a CBOC after the Measure G election, which CBOC does and will continue to exist until all Measure G proceeds have been spent. Because expenditure of Measure G and Measure GG proceeds will overlap for a period of time, the District finds that it is in the best interest of the District and most administratively efficient to consolidate oversight of both Measure G and Measure GG into the existing CBOC. While an action to consolidate two measures under the oversight of one CBOC is not legally required, it is generally recommended that districts document this action to show that an oversight committee has been formally appointed to oversee a new measure.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve Resolution No. 19-06 appointing Measure G Citizens' Bond Oversight Committee to oversee the Measure GG bond program.

Motion By: Michelle Maginot

Seconded By: Jeff Arnett

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

8. Adoption of Resolution No. 19-07 Signature Authority for Sunnyvale School District (Picard)

**Minutes:**

Dr. Picard stated that this resolution reflects the new signature authority for Sunnyvale School District for the period of January 1, 2019 through December 31, 2019.

**Votes:**

Motion: The Superintendent recommends that the Board of Education adopt Resolution No. 19-07 Signature Authority for Sunnyvale School District.

Motion By: Jeff Arnett

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

9. Annual Election of Board Officers and Committee Representatives (Picard)

**Minutes:**

Dr. Picard stated that a Board of Education meeting in November is designated annually as the Board reorganizational meeting. At this meeting, the Board elects new officers and appoints Board representatives to various committees.

On November 14, 2018, the Board held a Special Organizational Meeting and selected the following officers for 2019:

- Board president: Nancy Newkirk
- Board Vice President: Michelle Maginot
- Board Clerk: Reid Myers
- Representative to the Santa Clara County School Boards Association: Reid Myers
- Representative to the Santa Clara County Committee on School District Organization: Jeffrey Arnett

- Liaison to the District's Wellness Committee: Bridget Watson, Michelle Maginot (alternate)
- Liaison to the District's Facilities and Finance Committee: Bridget Watson, Michelle Maginot
- City Council/School Board Meeting (Two by Two): Board President and Vice President

**Votes:**

Motion: The Superintendent recommends that the Board of Education take action to approve the new slate of officers and committee representatives for 2019.

Motion By: Michelle Maginot

Seconded By: Nancy Newkirk

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

10. Nomination of Candidate for the California School Boards Association Delegate Assembly (Picard)

**Minutes:**

Nancy Newkirk expressed her desire to be nominated for the CSBA Delegate Assembly. The original motion was amended to nominate Nancy Newkirk in addition to Reid Myers for the CSBA Delegate Assembly.

**Votes:**

Motion: The Superintendent recommends that the Board of Education nominate Reid Myers and Nancy Newkirk for the CSBA Delegate Assembly.

Motion By: Jeff Arnett

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES

Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

- Board of Education Meeting Schedule for the Period of July 1, 2019 through June 30, 2020 (Picard)

**Minutes:**

The Board of Education annually considers a schedule of board meeting dates for the coming year. Education Code 35140 and Government Code 54954 mandate the Board to fix the time and place for its regular meetings by rule and regulation.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve the Board of Education calendar of meetings for July 2019 through June 2020.

Motion By: Jeff Arnett

Seconded By: Bridget Watson

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

M. CONSENT AGENDA ITEMS

- Approval of Purchase Orders and Warrants November 2018 (van Gogh)

**Minutes:**

The motion to approve this consent agenda item passed unanimously 5-0.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve the following:

For Fiscal Year 2018-2019

Purchase Orders in the amount of \$886,201.67 per County Report #POX600, covering the period November 1, 2018 through November 30, 2018

Warrants in the total amount of \$2,718,113.15 per County Report #WARBRDSC, covering the period November 1, 2018 through November 30, 2018

Motion By: Nancy Newkirk

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

2. Approval of Change Order #09 – Bishop Elementary School Modernization – Increment 1 & 2 – USS Cal Builders (Smiley)

**Minutes:**

The motion to approve this consent agenda item passed unanimously 5-0.

**Votes:**

Motion: The Superintendent recommends the Board of Education approve Change Order #09 Bishop Elementary School Modernization – Increment 1 & 2 Project.

Motion By: Nancy Newkirk

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES
Mala Ahuja	[no vote recorded]

Tasha Dean	[no vote recorded]
Michael Gallagher	[no vote recorded]
Benjamin Picard	[no vote recorded]

Result: PASSED

3. Approval of the Proposed Music in the Parks Festival Anaheim for the Columbia Middle School Music Department (Ahuja)

**Minutes:**

The motion to approve this consent agenda item passed unanimously 5-0.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve the Music in the Parks Festival Anaheim field trip.

Motion By: Nancy Newkirk

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES
Mala Ahuja	[no vote recorded]
Tasha Dean	[no vote recorded]
Michael Gallagher	[no vote recorded]
Benjamin Picard	[no vote recorded]

Result: PASSED

4. Approval of General Contractor Agreements (Sage Consulting Associate, BMI Imaging Systems, Wildmind Science Learning, Apple) (Gallagher)

**Minutes:**

The motion to approve this consent agenda item passed unanimously 5-0.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve the proposed agreement(s) with contractor(s) as listed.

Motion By: Nancy Newkirk

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES
Mala Ahuja	[no vote recorded]
Tasha Dean	[no vote recorded]
Michael Gallagher	[no vote recorded]
Benjamin Picard	[no vote recorded]

Result: PASSED

5. Approval of Personnel Assignment Order 18-09 (Gallagher)

**Minutes:**

The motion to approve this consent agenda item passed unanimously 5-0.

**Votes:**

Motion: The Superintendent recommends that the Board of Education approve Personnel Assignment Order 18-09 as presented.

Motion By: Nancy Newkirk

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Mala Ahuja	[no vote recorded]
Tasha Dean	[no vote recorded]
Michael Gallagher	[no vote recorded]
Benjamin Picard	[no vote recorded]

Result: PASSED

6. Acceptance of Donations to the District (Picard)

**Minutes:**

The motion to approve this consent agenda item passed unanimously 5-0.

**Votes:**

Motion: The Superintendent recommends that the Board of Education accept the donation(s) to the District as listed with a letter of appreciation sent to the donor(s).

Motion By: Nancy Newkirk

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES
Mala Ahuja	[no vote recorded]
Tasha Dean	[no vote recorded]
Michael Gallagher	[no vote recorded]
Benjamin Picard	[no vote recorded]

Result: PASSED

N. INFORMATION AGENDA

1. Revised Administrative Regulation 6020 - Parent Involvement (Ahuja)

**Minutes:**

There were no questions or comments.



O. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

**Minutes:**

No comments

P. ADJOURN TO CLOSED SESSION

**Minutes:**

President Myers adjourned the meeting to closed session at 8:51 p.m.

Q. RECONVENE TO OPEN SESSION

**Minutes:**

Ms. Myers reconvened the meeting to open session at 9:05 p.m.

1. Report from Closed Session

**Minutes:**

Ms. Myers announced that during closed session, the Board discussed:

- Public Employment
- Public Employee Discipline/Dismissal/Release
- Conference with Legal Counsel - Anticipated Litigation
- Conference with Labor Negotiator: Conference with district's designated representative, Michael Gallagher, regarding negotiations with California School Employees Association

The Board did not take action on any item discussed in closed session.

R. FUTURE MEETINGS/ADJOURNMENT

**Minutes:**

President Myers announced that the next meeting of the Board of Education is a Regular Board meeting scheduled for Thursday, January 10, 2019, at the District Office Board Room. President Myers adjourned the meeting at 9:05 p.m.

**Sunnyvale SD**  
BOARD OF EDUCATION Regular Board Meeting  
Thursday, January 10, 2019  
Open Session: 7:00 PM  
Sunnyvale School District | Closed Session:

**H PRESENTATIONS**

**Type:**  
Informational



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**H.1. 2018 California School Dashboard - Sarah Tellez**

**Type:**

Informational

**Attachments:**

1. CA School Dashboards 2018

# California School Dashboards



Presented to the Board of Education on January 10, 2019

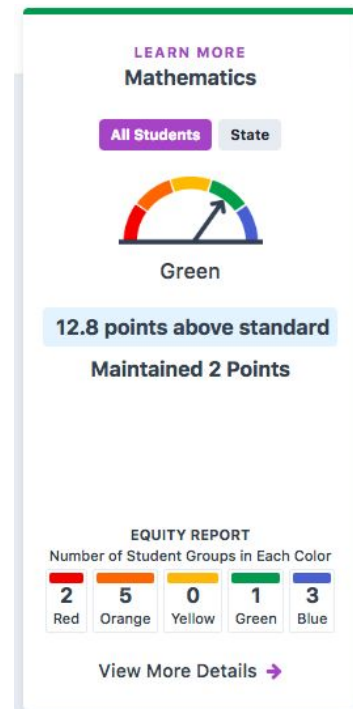
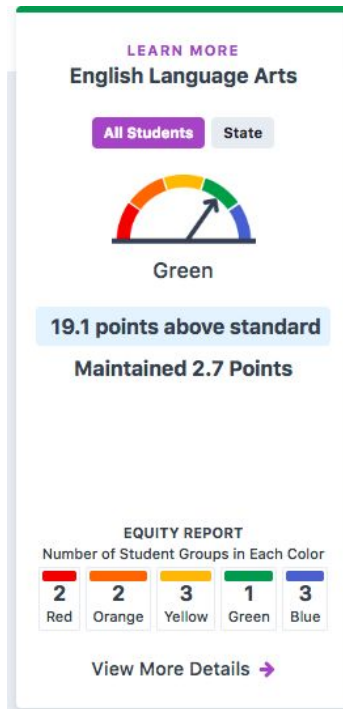
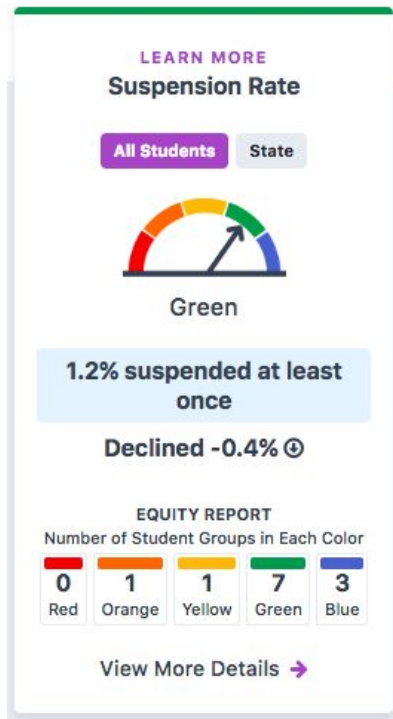
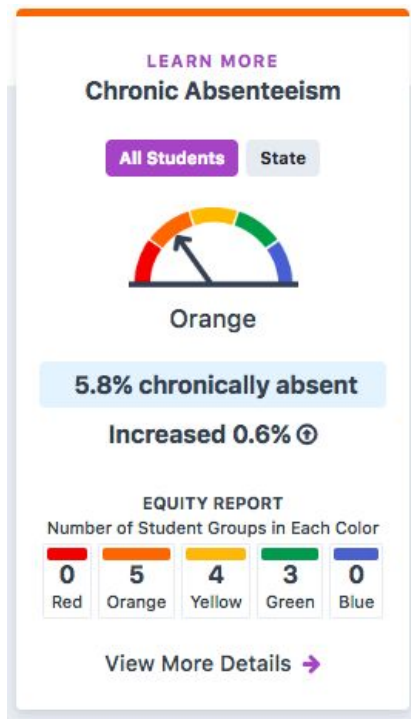
# State Indicators-Status and Change

- Chronic absenteeism (New for 2018)
- Suspension Rate
- English Learner Progress (No performance level for 2018)
- English Language Arts--Distance from Proficient
- Mathematics--Distance from Proficient

# Local Indicators (Populated by LEA)

- Appropriately assigned teachers, access to curriculum aligned instructional materials, and safe, clean and functional school facilities (Priority 1)
- Implementation of state academic standards (Priority 2)
- Parent engagement (Priority 3)
- School climate (Priority 6)
- Access to a broad course of study (Priority 7)

# Icons for Dashboard



# Chronic Absenteeism

- Orange- Columbia, Ellis, Fairwood, Vargas
- Yellow- Bishop, Cherry Chase, San Miguel, SMS
- Cumberland, Lakewood



# Suspension Rate

- Yellow: Lakewood, San Miguel
- Green: Columbia, SMS
- Bishop, Cherry Chase, Cumberland, Ellis, Fairwood, Vargas,

# English Learner Progress

- Level 4 - Well developed: 38.7%
- Level 3 - Moderately developed: 35.1%
- Level 2 - Somewhat developed: 16.1%
- Level 1 - Beginning stage: 10.1%

# English Language Arts

- Yellow: Bishop, Columbia, Ellis, Lakewood, San Miguel, Vargas
- Green: Sunnyvale, Fairwood
- Blue: Cherry Chase, Cumberland

# Mathematics

- Orange: Columbia, Vargas
- Yellow: Ellis, Lakewood, San Miguel
- Bishop, Fairwood
- Cherry Chase, Cumberland, SMS

# Changes to status

	Increased	Decreased	Maintained
Suspension Rate	Bishop (3), CMS (2), San Miguel, SMS (2), Vargas (3)	Lakewood	Cherry Chase, Cumberland, Ellis, Fairwood
ELA	Bishop, Vargas, CMS	SMS	Cherry Chase, Cumberland, Ellis, Fairwood, Lakewood, San Miguel
Math	Bishop, Lakewood, San Miguel	Ellis	Cherry Chase, Cumberland, Fairwood, Vargas, CMS, SMS

# Groups in Orange or Red

	Orange	Red
Chronic Absenteeism	American Indian, English learners, Foster youth, Hispanic, Socio-economically disadvantaged	None
Suspension Rate	African American	None
ELA	English learners, Hispanic	African American, Students with disabilities
Math	American Indian, English learners, Hispanic, Pacific Islander, Socio-economically disadvantaged	African American, Students with disabilities

# Highlights

- 3 of 4 indicators in green for district
- Suspensions: All but 1 school increased status (or maintained at blue), including four that increased by 2 or more. No student groups in red, only one in orange
- ELA: No schools in orange or red, Bishop moved into green
- ELA: Low SES students not in orange or red
- Across all areas, only three schools decreased
- Bishop increased in all three indicators

# Areas for focus

- Chronic absenteeism
- Students with disabilities in academic indicators
- African American students in all but chronic absenteeism
- Six schools in yellow for ELA
- Two in orange for mathematics



# LCAP Alignment

**Goal 1:** Rigorous STEAM instruction (Science, Technology, Engineering, Arts, Math)

**Goal 2:** Ensure school and classroom environments promote social-emotional well being.

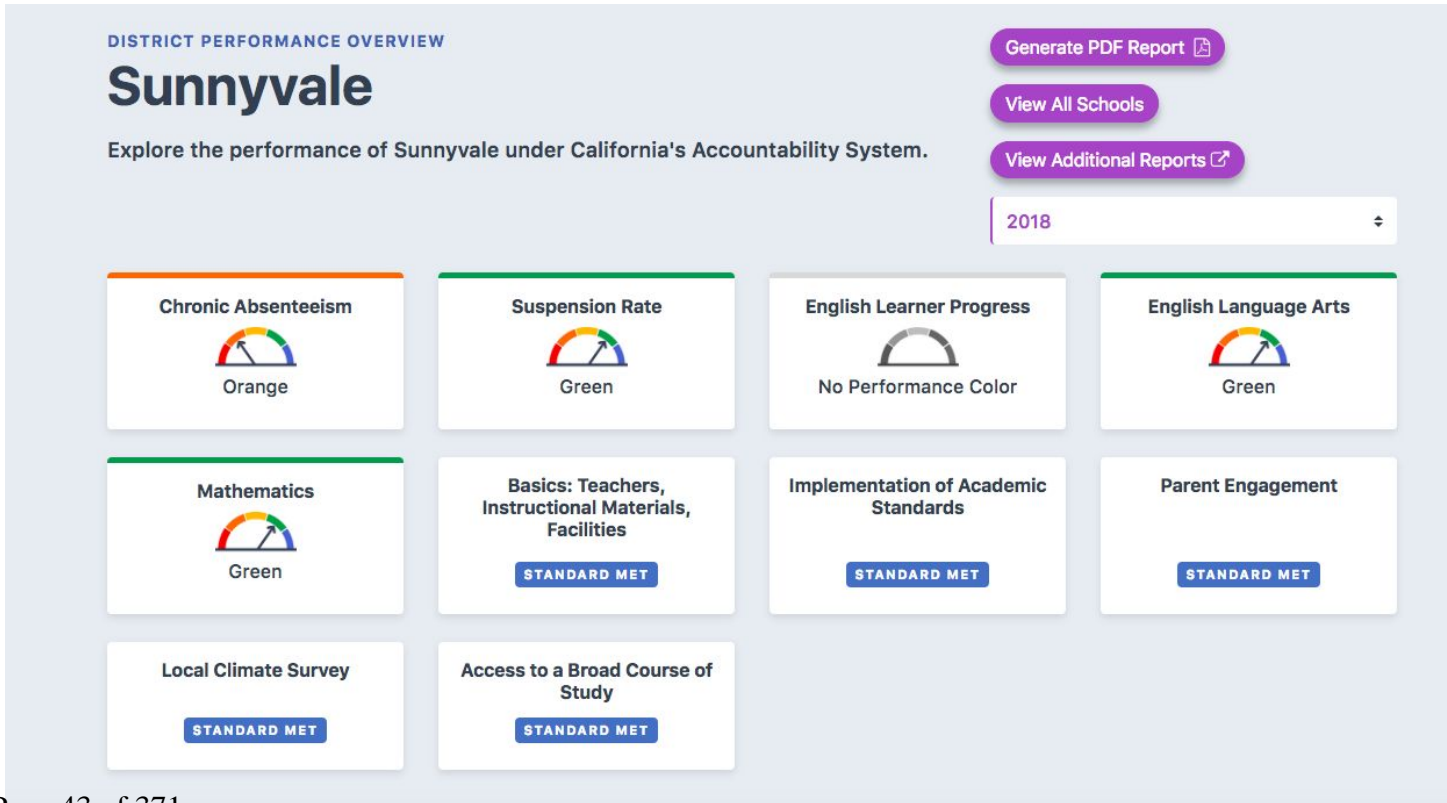
**Goal 3:** Literacy Instruction with a Focus on English Learners

**Goal 6:** Extended learning opportunities (after school programs and summer learning opportunities)

# 5 x 5 Grids

LEVEL	Declined Significantly	Declined	Maintained	Increased	Increased Significantly
Very High	Green (None)	Green (None)	Blue ▪ <a href="#">Cumberland Elementary</a> ▪ <a href="#">Sunnyvale Middle</a>	Blue ▪ <a href="#">Cherry Chase Elementary</a>	Blue (None)
High	Green (None)	Green (None)	Green <b>Sunnyvale (District Placement)</b>	Green ▪ <a href="#">Fairwood Elementary</a>	Blue (None)
Medium	Yellow (None)	Yellow ▪ <a href="#">Ellis Elementary</a>	Yellow (None)	Green ▪ <a href="#">Bishop Elementary</a>	Green (None)
Low	Orange (None)	Orange ▪ <a href="#">Columbia Middle</a>	Orange ▪ <a href="#">Vargas Elementary</a>	Yellow ▪ <a href="#">Lakewood Elementary</a> ▪ <a href="#">San Miguel Elementary</a>	Yellow (None)
Very Low	Red (None)	Red (None)	Red (None)	Orange (None)	Orange (None)

# Dashboard Website





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**H.2. Instructional Technology Update - Jeremy Nishihara and Jonathan Watts**

**Type:**

Informational

**Attachments:**

1. Presentation - Instructional Technology Update



# Instructional Technology Update

Sunnyvale School District  
Board of Education Presentation  
January 10, 2019





# Alignment with the District's Vision & Mission

**Vision Statement** - Each school in the Sunnyvale School District will be known for developing global-minded learners by providing an exemplary education for every student, building on individual strengths, embracing diversity, and fostering community responsibility.

**Mission Statement** - Sunnyvale School District Provides every student with a strong foundation of academic, behavioral, and social-emotional skills to prepare them for success in a diverse, challenging, and changing world.



## Who's guiding the work?



*Instructional Services*  
Sarah Tellez/Jonathan Watts



*Information Systems*  
Jeremy Nishihara



*Information Technology*  
Rob Smiley

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# How do we define the work?

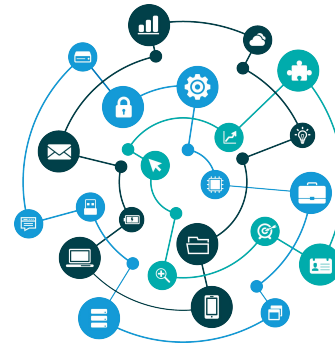
## Student Use of Instructional Tech:

- Assessment - Data Driven Decisions
- Single Use - Content Specific
- Open Ended - Creativity



## Instructional System:

- Grading and Assessment
- Learning Management System
- Access to applications







# Instructional Systems Collaboration



Language Review Team Process (LRT) - Jonathan, Dina, ELAC



Report Cards & Gradebook - Elvia, Jeremy, Jonathan, Diana, Camille

CLEVER - Jeremy, Jonathan



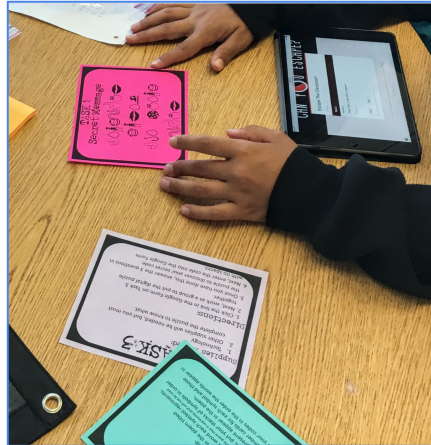
Google Domain - Jeremy, Mike S., Jonathan



Illuminate Tiles & Reports - Jonathan, Sarah, Diana

# Instructional Use of Technology in Action

- Hour of Code w/Clever integration
- Open-ended creative projects (Minecraft for book character descriptions and citing textual evidence)
- Digital Escape Room



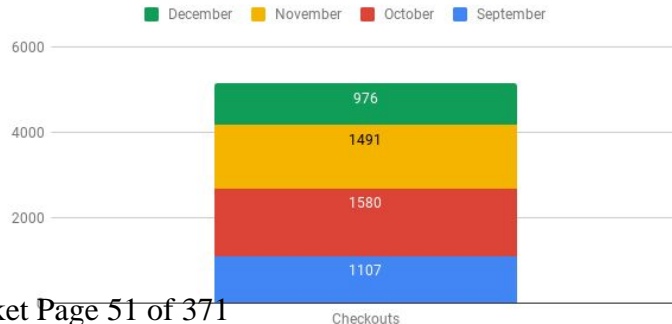
# Overdrive Usage

Overdrive is a customizable digital reading platform for the classroom, library and home. Through the online portal, students and parents have access to a large curated collection of non-fiction, fiction, and resources materials that compliment our school site libraries.



## 2018 SESD OverDrive Usage

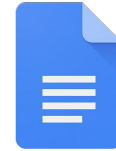
5154 Total Checkouts; 1107 Unique Users



We piloted the system during the spring of last year and now in our first full year, we are pleased to see that usage is up!

# Technology in Special Education

- Google Docs with:
  - Voice typing
  - Text to speech
- Read & Write Chrome Extensions
- Grammarly Chrome Extension
- Audio Books: Bookshare and Learning Ally
- Snap Type



Google Docs



grammarly





# Augmentative and Alternative Communication (AAC)

- iPad Applications
  - GoTalk Now
  - TouchChat
  - Proloquo2Go
  - Speak for Yourself
- Devices purchased through district or student insurance
- Low Tech: communication books, voice output buttons, Eye gaze boards



# Next Steps - District Technology Plan

- Plan focus on:

- Data Privacy and Security
- Essential Technology Skills
- Integration Throughout the Curriculum
- Hardware/Software Standards
- Professional Development
- Parent Education Partnership

- Timeline

- January - Launch Steering Committee
- February - April - Stakeholder Outreach
- May - June - Plan Development
- July - Adoption



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**L.1. Revised Board Policy 1100 - Communication with the Public (Wilson)**

**Type:**

Discussion

**Description:**

Board Policy 1100 - Community Relations was updated to add definition of the types of mass mailings that cannot be sent at district expense and to reflect law which prohibits certain mass mailings, which are otherwise permissible, from being sent within 60 days preceding an election. The policy also deletes references to repealed Title 2 regulation (Register 2018, No. 12).

All revisions are in bold text.

**Attachments:**

1. BP 1100 - Communication with the Public

## Community Relations

### Communication with the Public

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 9000 - Role of the Board)

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

(cf. 1112 - Media Relations)  
(cf. 1340 - Access to District Records)  
(cf. 2111 - Superintendent Governance Standards)  
(cf. 3580 - District Records)  
(cf. 5125 - Student Records)  
(cf. 5125.1 - Release of Directory Information)  
(cf. 9005 - Governance Standards)  
(cf. 9010 - Public Statements)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall utilize a variety of methods to provide the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social **media**, **electronic** communications, **mailings**, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

(cf. 0510 - School Accountability Report Card)  
(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 1700 - Relations Between Private Industry and the Schools)

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

(cf. 0410 - Nondiscrimination in District Programs and Activities)



The Superintendent or designee **may provide** staff members **with professional development to assist them in effectively responding** to requests **for information or assistance** by parents/guardians or members of the public.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

The Superintendent or designee shall provide multiple **avenues and** opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

(cf. 0460 - Local Control and Accountability Plan)  
(cf. 1220 - Citizen Advisory Committees)  
(cf. 1230 - School-Connected Organizations)  
(cf. 1240 - Volunteer Assistance)  
(cf. 1250 - Visitors/Outsiders)  
(cf. 1260 - Educational Foundation)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3555 - Nutrition Program Compliance)  
(cf. 6020 - Parent Involvement)  
(cf. 9322 - Agenda/Meeting Materials)  
(cf. 9323 - Meeting Conduct)

Mass Mailings at Public Expense

**Newsletters** or mass **mailings** regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

(cf. 1160 - Political Processes)

**A mass mailing is prohibited if all of the following criteria are met: (Government Code 89001-89002)**

- 1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box.**
- 2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.**
- 3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.**

**4. More than 200 substantially similar items, as defined in Government Code 89002, are sent in a single calendar month.**

**The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to: (Government Code 89002)**

**1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member**

**2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support**

**3. A business card that contains only one mention of the Board member's name and no photograph of the Board member**

**However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate. (Government Code 89003)**

#### Comprehensive Communications Plan

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

Legal Reference:

EDUCATION CODE

7054 Use of district property or funds re: ballot measures and candidates

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001-89003 Newsletter or mass mailing

CODE OF REGULATIONS, TITLE 2

18901.1 Campaign-related mailings sent at public expense

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Policy

adopted: ~~June 2, 2011~~

SUNNYVALE SCHOOL DISTRICT  
Sunnyvale, California



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**L.2. Revised Board Policy 3320 – Claims and Actions Against the District (van Gogh)**

**Type:**

Discussion

**Description:**

Board Policy 3320 – Claims and Actions Against the District was updated to clarify the applicability of the Government Claims Act to certain claims for money or damages against the district, and to reflect NEW COURT DECISION (Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne Court) which upheld the district's right to require that a claim be submitted using district procedures before a lawsuit may be filed.

The revised accompanying Administrative Regulation 3320 – Claims and Actions Against the District can be found under Information Agenda items for your review.

All revisions are in bold text.

**Attachments:**

1. BP3320 Claims and Actions Against the District REVISED 011019

Business and Noninstructional Operations

Claims and Actions Against The District

**The Governing Board desires to conduct district operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public.** Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with **the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.**

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

Roster of Public Agencies

**Within 10 days of any change in the name of the district, the mailing address of the Board, or the names and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk.** (Government Code 53051)

Legal Reference:

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

**CODE OF CIVIL PROCEDURE**

**340.1 Damages suffered as result of childhood sexual abuse**

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

**6500-6536 Joint exercise of powers**

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

**Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne County, (2018) 21 Cal.App.5th 403**

**City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730**

**Connelly v. County of Fresno, (2006) 146 Cal.App.4th 29**

**CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574**

**CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580**

Policy

adopted: ~~June 19, 2003~~

SUNNYVALE SCHOOL DISTRICT  
Sunnyvale, California



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**L.3. Revised Board Policy 5141.6 - School Health Services (Dean)**

**Type:**

Discussion

**Description:**

Board Policy 5141.6 - School Health Services was updated to delete references to the obsolete API, Healthy Start program, and Healthy Families program.

The revised accompanying Administrative Regulation 5141.6 - School Health Services can be found under Information Agenda items for your review.

All revisions are in bold text.

**Attachments:**

1. BP 5141.6 School Health Services

Students

### **School Health Services**

**The Governing Board recognizes** that good physical and mental health is critical to **a student's** ability to learn **and** believes that all students should have access to comprehensive health services. **The district may provide access to health services at or near district schools through the establishment of a school health center for community agencies.**

The Board and **the Superintendent or designee shall** collaborate with local and state **agencies and health care providers to assess the health needs of students** in district schools **and the community. Based on the results of the needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district.**

**(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)**

(cf. 5131.6 - Alcohol and Other Drugs)

**(cf. 5131.61 - Drug Testing)**

**(cf. 5131.62 - Tobacco)**

**(cf. 5131.63 - Steroids)**

**(cf. 5141 - Health Care and Emergencies)**

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

**(cf. 5141.23 - Asthma Management)**

**(cf. 5141.24 - Specialized Health Care Services)**

**(cf. 5141.25 - Availability of Condoms)**

**(cf. 5141.26 - Tuberculosis Testing)**

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

**(cf. 5141.33 - Head Lice)**

(cf. 5141.4 - Child Abuse Prevention and Reporting)

**(cf. 5141.52 - Suicide Prevention)**

**(cf. 6145.2 - Athletic Competition)**

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education **Under** Section 504)

**Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.**

**(cf. 1260 - Educational Foundation)**

**(cf. 1330.1 - Joint Use Agreement)**

**(cf. 3100 - Budget)**

**(cf. 7000 - Facilities Master Plan)**

**(cf. 0415 - Equity)**

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

(cf. 3312 - Contracts)

If a school nurse is employed by the school or district, he/she shall be involved in planning and implementing the school health services as appropriate.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, social workers, other staff, and parents/guardians.

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 5030 - Student Wellness)  
(cf. 6142.7 - Physical Education and Activity)  
(cf. 6142.8 - Comprehensive Health Education)

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

(cf. 3553 - Free and Reduced Price Meals)

#### **Consent and Confidentiality**

Parent/guardian consent is generally required prior to providing health services to a minor student. However, Family Code 6920-6929 specify exceptions under which minors do not need parent/guardian consent prior to receiving services, including an exception for a minor age 12 years or older to consent to medical care related to the prevention of a sexually transmitted disease. In addition, Health and Safety Code 124260 allows a minor age 12 or older to consent to outpatient mental health services if, in the opinion of a professional person, as defined, the minor is mature enough to participate intelligently in the mental health treatment or counseling services. In this case, the child's parent/guardian must be involved unless the professional person determines it would be inappropriate

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

The Health Insurance Portability and Accountability Act (HIPAA) (45 CFR 164.500-164.534) mandates actions that "covered entities" must take to protect the privacy of an individual's health information. Generally, entities covered by HIPAA may release or receive "protected health information" about an individual only if that individual gives permission or the Act expressly



permits its release.

**The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.**

**(cf. 5125 - Student Records)**

#### **Payment/Reimbursement for Services**

**Some school health services, such as medical and related services specified in an individualized education program for students with disabilities, must be provided free of charge. For other services, districts may charge a fee and are entitled to seek third-party reimbursement from students' private insurance and state or federal programs such as Medi-Cal or the Child Health and Disability Prevention program.**

**The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.**

**(cf. 5143 - Insurance)**

**Pursuant to Welfare and Institutions Code 14132.06 and 22 CCR 51051 and 51190.1, to the extent that federal funding is available, local educational agencies (LEAs) may receive partial Medi-Cal reimbursement through the LEA Medi-Cal Billing Option for health services provided to an enrolled student under age 22 who is certified for Medi-Cal and/or a member of the student's family. In addition, pursuant to Welfare and Institutions Code 14132.47, The District maybe reimbursed through the Medi-Cal Administrative Activities (MAA) program for some of their administrative costs associated with school-based health and outreach activities that are not claimable under the LEA Medi-Cal Billing Option or other programs.**

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

#### **Program Evaluation**

**In order to continuously improve school health services, the Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations.**

**(cf. 0500 - Accountability)**

Legal Reference:

EDUCATION CODE

49073-49079 Privacy of student records

49423.5 Specialized physical health care services

**49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal**

**FAMILY CODE**

**6920-6929 Consent by minor for medical treatment**

**GOVERNMENT CODE**

95020 Individualized family service plan

**HEALTH AND SAFETY CODE**

**104830-104865 School-based application of fluoride or other tooth decay-inhibiting agent**

**121020 HIV/AIDS testing and treatment; parental consent for minor under age 12**

**123110 Minor's right to access health records**

**123115 Limitation on parent/guardian access to minor's health records**

**123800-123995 California Children's Services Act**

**124025-124110 Child Health and Disability Prevention Program**

**124172-124174.6 Public School Health Center Support Program**

**124260 Mental health services; consent by minors age 12 and older**

**130300-130317 Health Insurance Portability and Accountability Act (HIPAA)**

**WELFARE AND INSTITUTIONS CODE**

**14059.5 Definition of "medically necessary"**

**14100.2 Confidentiality of Medi-Cal information**

**14115 Medi-Cal claims process**

**14115.8 LEA Medi-Cal Billing Option, program guide**

14124.90 Third-party health coverage

14132.06 Covered benefits; health services provided by local educational agencies

14132.47 Administrative claiming process and targeted case management

**CODE OF REGULATIONS, TITLE 172951 Testing standards for hearing tests**

**6800-6874 Child Health and Disability Prevention Program**

**CODE OF REGULATIONS, TITLE 22**

51009 Confidentiality

51050-**51192** Definitions of Medi-Cal providers and services

51200 Requirements for providers

51231.2 Wheelchair van requirements

51270 Local educational agency provider; conditions for participation

**51304 Limitations on specified benefits**

51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services

51323 Medical transportation services

51351 Targeted case management services

51360 Local educational agency; types of services

51491 Local educational agency eligibility for payment

51535.5 Reimbursement to local educational agency providers

**UNITED STATES CODE, TITLE 20**

1232g Family Educational **Rights** and Privacy Act (FERPA)

**UNITED STATES CODE, TITLE 42**

**1320c-9 Prohibition against disclosure of records**

**1397aa-1397mm State Children's Health Insurance Program**

**CODE OF FEDERAL REGULATIONS, TITLE 42**

**431.300 Use and disclosure of information on Medicaid applicants and recipients**

**CODE OF FEDERAL REGULATIONS, TITLE 45**

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

**CSBA PUBLICATIONS**

**Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy**

**Brief, November 2008**

**Promoting Oral Health for California's Students: New Role, New Opportunities for Schools, Policy Brief, November 2008**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

**Health Framework for California Public Schools, Kindergarten Through Grade Twelve**

**CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS**

California School-Based Medi-Cal Administrative Activities Manual

LEA Medi-Cal Provider Manual

**CALIFORNIA SCHOOL-BASED HEALTH ALLIANCE PUBLICATIONS**

**How to Fund Health Services in Your School District, September 2014**

**Documenting the Link Between School-Based Health Centers and Academic Success, May 2014**

**NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS**

**Confidential Medical Release: Frequently Asked Questions from Schools and Districts, November 2015**

**WEB SITES**

**CSBA: <http://www.csba.org>**

**CSBA, Practi-Cal Program: <http://www.csba.org/ProductsAndServices/AllServices/PractiCal>**

**California County Superintendents Educational Services Association: <http://www.ccsesa.org>**

**California Department of Education, Health Services and School Nursing:**

<http://www.cde.ca.gov/ls/he/hn>

**California Department of Health Care Services: <http://www.dhcs.ca.gov>**

**California Department of Public Health: <http://www.cdph.ca.gov>**

**California School-Based Health Alliance: <http://www.schoolhealthcenters.org>**

**California School Nurses Organization: <http://www.csno.org>**

**Center for Health and Health Care in Schools: <http://www.healthinschools.org>**

**Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS) Study:**

<http://www.cdc.gov/HealthyYouth/shpps>

**Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov>**

**National Center for Youth Law: <http://www.youthlaw.org>**

Policy

Adopted: ~~January 12, 2006~~

SUNNYVALE SCHOOL DISTRICT

Sunnyvale, California



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**L.4. Board Bylaw 9322 - Agenda/Meeting Materials (Picard)**

**Type:**

Discussion

**Description:**

Board Bylaw 9322 was updated to reflect the requirement effective January 1, 2019 that districts post a direct link on the homepage of their web site to the current board meeting agenda or to the district's agenda management platform. Bylaw also clarifies that the agenda need not provide an opportunity for public comment on any agenda item that has previously been considered at an open meeting of a committee comprised exclusively of board members.

**Attachments:**

1. BB 9322 Agenda/Meeting Materials

## Board Bylaw

### Agenda/Meeting Materials

#### Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Each agenda shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. **However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it.** (Government Code 54954.3)

The agenda **for a regular Board meeting** shall also provide members of the public an opportunity to **provide comment** on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

**Each agenda for a regular meeting** shall list the address designated by the Superintendent or designee for public inspection of documents **related to an open session item** that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall **include information regarding how, when, and to whom a request should be made if** an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

#### Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

(cf. 9121 - President)

(cf. 9122 - Secretary)

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before

the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request **from a member of the public** is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

**If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.**

**The Board president and Superintendent shall also** decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote **or** an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. **Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.** When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3320 - Claims and Actions Against the District)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Agenda Dissemination to Board Members

At least **72 hours** before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available documents pertinent to the meeting.

When special meetings are called, Board members **shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted.** (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, **outside of a noticed meeting**, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

#### Agenda Dissemination to Members of the Public

**Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)**

**At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)**

**In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)**

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 **Availability of public records**

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

**ATTORNEY GENERAL OPINIONS**

**99 Ops. Cal. Atty. Gen. 11 (2016)**

**78 Ops. Cal. Atty. Gen. 327 (1995)**

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, **2015**

The Brown Act: School Boards and Open Meeting Laws, rev. **2014**

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

Policy

adopted: ~~April 4, 2013~~

SUNNYVALE SCHOOL DISTRICT  
Sunnyvale, California





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**L.5. Board Bylaw 9324 - Minutes and Recordings (Picard)**

**Type:**

Discussion

**Description:**

Board Bylaw 9324 - Minutes and Recordings was updated to reflect NEW LAW (SB 1036) which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

**Attachments:**

1. BB 9324 Minutes and Recordings

## Board Bylaw

### Minutes and Recordings

The Governing Board recognizes that maintaining accurate minutes of Board meetings **helps foster public trust in Board governance and** provides a record of Board actions for use by district staff and the public.

(cf. 9000 - Role of the Board)  
(cf. 9005 - Governance Standards)  
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)  
(cf. 9122 - Secretary)  
(cf. 9323.2 - Actions by the Board)

The minutes **of Board meetings** shall **include, but not be limited to:**

1. **A notation of which Board members are present, in person or by teleconference,** and whether a member is not present for part of the meeting due to late arrival and/or early departure

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)  
**(cf. 9320 - Meetings and Notices)**

2. **A brief summary of the Board's discussion on each agenda topic, rather than** a verbatim record of each Board **member's** specific points **of view** during the discussion

3. **A summary of the public comments made on agendized items and unagendized topics**

4. **The** specific language of each motion and the names of the Board members who made and seconded the motion

5. **Any** action taken **by the Board,** and the vote or abstention on that action of each **Board** member present **(Education Code 35145; Government Code 54953)**

**Upon request by a student's parent/guardian, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)**

**(cf. 5125.1 - Release of Directory Information)**

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by Clerk of the Board of Education.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

#### Recording or Broadcasting of Meetings

The district may audio-record any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording is being made at the direction of the Board and that the recording may capture sounds of those attending the meeting. As practicable, the recorder shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

#### Legal Reference:

##### EDUCATION CODE

##### **35012 Number of members; terms; student board members**

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

##### **49061 Student records; definitions**

##### **49073.2 Privacy of student and parent/guardian personal information**

##### GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

##### PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

##### CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

#### Management Resources:

##### CSBA PUBLICATIONS

**Call to Order: A Blueprint for Great Board Meetings, 2015**

The Brown Act: School Boards and Open Meeting Laws, rev. **2014**  
WEB SITES  
CSBA, Agenda Online: <http://www.agendaonline.com>

Policy  
adopted: ~~August 21, 2014~~

SUNNYVALE SCHOOL DISTRICT  
Sunnyvale, California



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**M.1. Approval of Ground Lease with Plaza del Rey Owners, LLC (Smiley)**

**Type:**

Action

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

**Description:**

Plaza del Rey Owners, LLC has been a long term tenant of the District, operating a mobile home park on district property located at 1115 Hidden Lake Drive, Sunnyvale. The property has been under lease since 1979. The term of the lease was extended in August of 2010 via an Addendum to Lease for an additional ten-year period, and amended further in 2016 to permit a leasehold mortgage on the leased property. The Lease is due to expire on August 31, 2020.

Plaza del Rey Owners, LLC requested that the District enter into a new long-term ground lease, and after extensive negotiation of price and terms, the parties have successfully negotiated a new ground lease on the following key terms:

- Term - 30 years, commencing on September 1, 2020 and ending on August 31, 2050.
- Rent - Rather than a fixed sum, rent will be 35% of a proportionate share of Tenant's gross rental income from mobile home pad sites, increased annually for inflation and adjusted every five years during the term.
- Other - Premises leased in as-is condition; tenant bears full responsibility for operations, utilities, etc. on the Premises; limited rights of assignment or encumbrance after existing leasehold mortgage is repaid.

**Recommended Motion:**

It is recommended that the Board of Education approve the Ground Lease as presented.

**Attachments:**

1. Plaza del Rey Ground Lease

**GROUND LEASE**

**THIS GROUND LEASE** (“Ground Lease”) is made this \_\_\_\_ day of \_\_\_\_\_, 2019, between **SUNNYVALE SCHOOL DISTRICT**, hereinafter called “Owner,” and **PLAZA DEL REY OWNER, L.L.C.**, a Delaware limited liability company, hereinafter called “Tenant.”

**RECITALS**

A. Owner is the Owner of approximately 9.33 acres of real property identified as 1115 Hidden Lake Drive, Sunnyvale California, as more particularly defined below (“Leased Premises”).

B. Owner and Tenant’s predecessor in interest, Plaza del Rey (“Original Tenant”) are parties to that certain Lease dated September 27, 1979, as evidenced of record by that certain Memorandum of Lease recorded November 7, 1979 in Book E922, Page 1, under Instrument No. 6552652, of the County of Santa Clara Clerk-Recorder’s Office (the “Official Records”), as amended by that certain unrecorded Addendum to Lease dated as of August 31, 2010 (as amended, the “Original Agreement”), as further evidenced by that certain Assignment and Assumption of Ground Lease dated October 23, 2015, recorded October 23, 2015, as Instrument No. 23124150, of Official Records, and as further amended by that Amendment to Lease by Owner and Tenant dated December 11, 2015, recorded on March 3, 2016, as Instrument No. 23235922, of Official Records, (together with the Original Agreement, the “Existing Ground Lease”).

C. Tenant has succeeded to the interest of Original Tenant and collectively such tenant parties have occupied the Leased Premises continuously for a period of approximately forty (40) years. Tenant desires to enter into a new lease of the Leased Premises from Owner to continue its use of the Leased Premises as a mobile home park, which is a portion of the community known as “Plaza del Rey” (“Plaza del Rey”).

D. Accordingly, the parties desire to enter into this Ground Lease on the terms and conditions set forth herein, which Ground Lease will commence upon expiration of the Existing Ground Lease.

**AGREEMENT**

In consideration of their mutual covenants, and for good and sufficient consideration, the parties agree as follows:

1. **LEASED PREMISES.** Owner hereby leases to Tenant and Tenant hereby leases from Owner the Leased Premises depicted on the location map attached hereto as **Exhibit A** and incorporated herein by reference. A legal description of the Leased Premises is attached hereto as **Exhibit B** and incorporated herein by reference.

2. **TERM; EXISTING GROUND LEASE.** The term of this Ground Lease shall be thirty (30) years, commencing on September 1, 2020 (“Commencement Date”) and ending on

August 31, 2050 (“Term”). The parties acknowledge that prior to the Commencement Date the Existing Ground Lease, a copy of which is attached hereto as Exhibit C and incorporated herein by reference, shall remain in full force and effect.

3. **RENT.** Annual Base Rental payments shall be a percentage of Tenant’s annual gross rental income from mobile home pad rental, as follows:

3.1 **Annual Base Rent.** Starting Annual Base Rent will be 35% of the proportionate share that the Leased Premises represents of the total of the current 800 mobile home pads at Plaza del Rey; i.e. 78 pads divided by 800 = 9.75% x 35% or 3.4125% of Tenant’s annual gross rental income from mobile home pad sites only for the period of July 1, 2019 through June 30, 2020 (“Annual Base Rent”); provided, however, that the aforementioned mobile home pad count may be increased or decreased by Tenant from time to time to reflect the actual count.

3.2 **Annual Escalation.** Annual Base Rent shall escalate each year during the Term on September 1, commencing on September 1, 2021, based on the Consumer Price Index, All Items for All Urban Consumers (CPI-U) for the San Francisco-Oakland-Hayward Area, published by the United States Department of Labor, Bureau of Labor Statistics for the month of June immediately preceding the Annual Base Rent due date each year.

Upon confirmation of the annual escalation percentage, Owner shall prepare and deliver to Tenant by no later than August 15 each year a notification of the adjusted annual rent for the upcoming year. Owner shall be under no obligation to invoice Tenant for rental payments thereafter.

3.3 **Rent Adjustment.** Annual Base Rent will be adjusted every five years during the Term, on September 1 of the 6th, 11th, 16th, 21st and 26<sup>th</sup> year, applied as described in Section 3.1 hereof to reflect 3.4125% of the most recent year’s trailing gross rental income as described in Section 3.1. By no later than August 1 in the years described above, Tenant shall provide to Owner data in sufficient detail as Owner shall reasonably request in order to confirm the adjusted rent.

3.4 **Rent Payments.** Annual Base Rent shall be due and payable by Tenant without invoice from the Owner, quarterly, in advance, on September 1, December 1, March 1, and June 1 of each year during the Term.

3.5 **Late Payments.** Tenant acknowledges that late payment by Tenant to Owner of the Rent and other sums due hereunder will cause Owner to incur costs not contemplated by this Ground Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges. Accordingly, if Owner does not receive any quarterly installment of Annual Base Rent or any other sum due from Tenant by 4:00 p.m. (PT) within ten (10) days after that amount is due, Tenant shall pay to Owner, as additional rent, a late charge equal to five percent (5%) of such overdue amount or the maximum amount allowed by law, whichever is less. The parties hereby agree that such late charges represent a fair and reasonable estimate of the costs Owner will incur by reason of late payment by Tenant. Acceptance of such late charge by Owner shall in no event constitute a



waiver of Tenant's default with respect to such overdue amount nor prevent Owner from exercising any of its other rights and remedies granted hereunder.

3.6 Additional Rent. Taxes, late charges, costs and expenses which Tenant is required to pay hereunder, together with all interest and penalties that may accrue thereon in the event of Tenant's failure to pay such amounts as and when due, and all damages, costs, and reasonable attorneys' fees and expenses which Owner may incur by reason of any default of Tenant or failure on Tenant's part to comply with the terms of this Ground Lease, shall be deemed to be additional rent ("Additional Rent") and, in the event of nonpayment by Tenant, Owner shall have all of the rights and remedies with respect thereto as Owner has for the nonpayment of the Additional Rent.

4. TAXES. Tenant shall pay any and all state, county, municipal, and district taxes and assessments affecting the Leased Premises. If any such taxes and assessments are payable in installments applicable to periods of time beyond the term of this Ground Lease, then Tenant shall not be obligated to pay any of said taxes and assessments so applicable and if there is any overlapping of any such taxes and assessments beyond the term of this Ground Lease, then the Tenant shall pay Tenant's prorated share thereof up to the date of expiration or earlier termination of this Ground Lease. Tenant shall have the right, at its own expense, to contest the amount or validity of any taxes or assessments by appropriate proceeding diligently conducted in good faith; provided, however, that Tenant shall be required to pay such contested taxes and assessments before they become delinquent.

5. USE. Tenant shall use the Leased Premises solely for operation of the Plaza del Rey mobile home park and other mobile home park-related purposes.

6. REPAIRS. The Leased Premises are leased to Tenant on an "AS IS" basis. Owner shall not be required to make or construct any alterations including structural changes, additions or improvements to the Leased Premises. By continuing possession of the Leased Premises for the Term, Tenant accepts the Premises in "AS IS" condition. Tenant acknowledges that neither the Owner nor Owner's agents have made any representation or warranty as to the suitability of the Leased Premises for the conduct of Tenant's business. Any agreements, warranties or representations not expressly contained herein shall in no way bind either Owner or Tenant, and Tenant expressly waives all claims for damages by reason of any statement, representation, warranty, promise or agreement, if any, not contained in this Ground Lease. Tenant agrees that the Leased Premises are now in a tenantable and good condition. Tenant agrees during the Term of this Ground Lease at its cost to keep the Leased Premises in good condition and repair, and that the condition of the Leased Premises shall remain consistent with the repair, maintenance, and improvement standards present on Tenant's adjacent property within Plaza del Rey. Tenant agrees at the expiration of the Term of this Ground Lease to surrender the Leased Premises in good condition and repair, reasonable wear and tear excepted, but consistent with Tenant's adjacent property within the Plaza del Rey.

7. UTILITIES. Tenant shall pay for all gas, power, light, water, heat, telephone, and other utility services delivered to the Leased Premises, and for all services and materials authorized or ordered by Tenant in connection therewith.

8. **COMPLIANCE WITH GOVERNMENTAL REGULATIONS.** Tenant will, at Tenant's sole cost and expense, comply with all of the requirements of all municipal, state, and federal authorities now in force, or which may hereafter be in force, pertaining to the Leased Premises, including, without limitation, maintaining and complying with all generally applicable, governmental-required stormwater management practices or requirements that are applicable to the Leased Premises, at no cost to the District. Fines, charges, penalties and similar costs associated with regulatory compliance shall be borne solely by Tenant. The judgment of any court of competent jurisdiction, or the admission of the Tenant in any action or proceeding, whether the Owner be a party thereto or not, that the Tenant has violated any such ordinance or statute or regulation in the use of the premises, shall be conclusive of that fact as between the Owner and Tenant.

9. **TIME OF ESSENCE.** Time is of the essence hereof. In the event Tenant fails to comply with any of the terms hereof (within all applicable cure periods), all of Tenant's rights hereunder shall thereupon, at the option of Owner, cease and terminate, and Owner may resort to any right permitted by law for the recovery of possession of said premises.

10. **ATTORNEY FEES.** If suit be instituted to ensure the terms of this contract, the prevailing party shall be entitled to reasonable attorneys' fees.

11. **INDEMNITY.** This Ground Lease is made upon the express condition that Owner is to be free from all liability and claim for damages by reason of any injury to any person or persons, including Tenant, or property of any kind whatsoever and to whomsoever belonging, including Tenant's, from any cause or causes whatsoever. Tenant shall, at its sole cost and expense, defend, indemnify, and hold harmless Owner, and its officials, boards, commissions, employees, agents, attorneys, and representatives (hereinafter referred to as "Owner's Indemnitees"), from and against any and all liability, obligation, damages, penalties, claims, liens, costs, charges, losses, and expenses (including, without limitation, reasonable fees and expenses of attorneys, expert witnesses, and consultants), which may be imposed upon or incurred by Owner or Owner's Indemnitees by reason of any act or omission of Tenant, its personnel, employees, agents, or representatives, resulting in personal injury, bodily injury, sickness, disease, or death to any person, or damage to, loss of, or destruction of tangible or intangible property, which may arise out of or be in any way connected with the construction, installation, operation, maintenance, use, or condition of the Leased Premises or Tenant's failure to comply with any federal, state, or local statute, ordinance, or regulation.

Tenant's obligations to indemnify Owner or Owner's Indemnitees under this Ground Lease shall not extend to claims, losses, and other matters covered hereunder to the extent such claims arise out of the negligence or willful misconduct of Owner or one or more of Owner's Indemnitees.

12. **INSURANCE.** Tenant and Owner shall cause to be maintained, in full force and effect and at their sole cost and expense during the Term of this Ground Lease, the following types and limits of insurance:

12.1 Liability Insurance. Throughout the Term of this Ground Lease, Tenant shall maintain, in full force and effect commercial general liability insurance in commercially reasonable amounts, but in no event in an amount less than Five Million Dollars (\$5,000,000) per occurrence, protecting and insuring against claims for bodily injury, death, property damage, and personal injury occurring within or resulting from its operations, including its use of the Leased Premises.

12.2 Property Insurance. Throughout the Term of this Ground Lease, Tenant shall maintain, in full force and effect, fire insurance and a standard "all risk" policy covering all Tenant owned structures, improvements (if applicable) and personal property located on the Leased Premises which is owned by Tenant. This coverage must (i) contain a waiver of subrogation endorsement in favor of Owner, (ii) cover loss or damage to the Leased Premises and any Tenant-owned personal property thereon in the amount of the full replacement value, and (iii) include a deductible no greater than Twenty Five Thousand Dollars (\$25,000). Covered perils are to include fire, all risk, vandalism, malicious mischief, and sprinkler leakage. Throughout the Term of this Ground Lease, Owner shall maintain its own property insurance covering any personal property owned or leased by Owner located on the Leased Premises.

12.3 Workers' Compensation and Employers Liability. Tenant shall maintain, in full force and effect, Workers' Compensation Insurance or self-insurance, and Employers' Liability Insurance or self-insurance with limits that conform to legal requirements (if applicable).

12.4 Insurance coverage levels described in Sections 12.1, 12.2, and 12.3 hereof shall be subject to review and adjustment by the Owner every ten (10) years during the Term (on or before September 1, 2030 and September 1, 2040), to ensure levels remain sufficient to cover operations on the Leased Premises in accordance with industry standards.

12.5 Certificates of Insurance and Endorsements. Prior to the Commencement Date, Tenant shall deliver to Owner a certificate of insurance evidencing the existence of the policies required hereunder stating policies will be occurrence based and stating those insured, extent of insurance, locations and operations to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period and copies of endorsements stating that such policies shall:

- (a) not be canceled or altered without thirty (30) days prior written notice to Owner;
- (b) insure performance of the indemnity obligations set forth in this Ground Lease;
- (c) state the coverage is primary and any coverage by Owner is in excess thereto;
- (d) contain a cross liability endorsement; and,
- (e) include a separate endorsement naming Owner and its officers, employees and agents as additional insureds.

At least thirty (30) days prior to the expiration of each certificate, and every subsequent certificate, Tenant shall deliver to Owner a new certificate of insurance consistent with

all of the terms and conditions required in connection with the original certificate of insurance as described above. Tenant or any of its insurance providers, upon written request of the Owner or its liability coverage provider, shall provide a copy of the policy and all endorsements in effect at the time of the request, or at the time of a loss as specified by the request. The copy of the policy and endorsements shall be provided within 15 days of the written request.

12.5 Release. Except as set forth in this Ground Lease, Tenant hereby releases the Owner, and its trustees, officers, agents and employees from any and all claims, demands, losses, expense or injury to the Premises or to the furnishings, fixtures, equipment, inventory or other personal property of Tenant in, about, or upon the Premises, which is caused by perils, events or happenings which are covered by the insurance required by this Ground Lease or which are the subject of insurance carried by Tenant and in force at the time of loss. Tenant shall procure an appropriate clause in, or an endorsement to, all policies required by this Ground Lease or any other insurance policy maintained by Tenant, pursuant to which the insurance company or companies waive subrogation or consent to a waiver of a right of recovery against the Owner.

13. HAZARDOUS SUBSTANCE INDEMNIFICATION. Tenant represents and warrants that its use of the Leased Premises herein will not generate any hazardous substance in violation of environmental laws, and it will not store or dispose on the Leased Premises, nor transport to or over the Leased Premises any hazardous substance except for reasonable amounts of cleaning, office, educational, and landscape substances. Tenant further agrees to defend, indemnify, and hold harmless Owner and its officials, boards, commissions, employees, agents, and representatives from, and remediate the Leased Premises from, any release of any such hazardous substance and any damage, loss, expense, or liability resulting from such release, including all reasonable attorneys' fees, costs, and penalties incurred as a result thereof, except any release caused by the negligence or intentional act or omission of Owner and its employees or agents. "Hazardous substance" shall be interpreted broadly to mean any substance or material defined or designated as hazardous or toxic waste, hazardous or toxic material, hazardous, toxic, or radioactive substance, or other similar term by any federal, state, or local environmental law, regulation, or rule presently in effect or promulgated in the future, as such laws, regulations, or rules may be amended from time to time; and it shall be interpreted to include, but not be limited to, any substance which after release into the environment will or may reasonably be anticipated to cause sickness, death, or disease.

14. NOTICE. All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered, delivered by overnight delivery service or mailed, via certified mail, return receipt requested, to the following addresses:

If to Owner, to: Superintendent  
Sunnyvale School District  
819 W. Iowa Avenue  
Sunnyvale, CA 94086

With a copy to: Janet Mueller  
Dannis Woliver Kelley  
750 B Street, Suite 2310  
San Diego, CA 92101

If to Tenant, to:       The Carlyle Group  
                                  3675 Mt. Diablo Blvd., Suite 310  
                                  Lafayette, CA 94549

With a copy to:         Scott T. Buser  
                                  Mayer Brown  
                                  Two Palo Alto Square, Suite 300  
                                  3000 El Camino Real  
                                  Palo Alto, CA 94306

Any notice given by personal delivery shall be effective upon receipt. Any notice given by overnight delivery service shall be effective the day after delivery to the overnight delivery service carrier. Any notice given by mail shall be effective five (5) calendar days after deposit with the U.S. Postal Service.

15. **INSPECTION.** Owner, or Owner's duly authorized representative or agent, may enter upon the Leased Premises at any and all reasonable times during the Term of for the purpose of determining whether Tenant is complying with the terms and conditions hereof or for any other purpose incidental to the rights of Owner.

16. **NO ATTACHMENT.** This Ground Lease, the interest of the Tenant, and of any permitted assignee or subtenant, shall not be subject to garnishment or sale under execution as a result of any suit or proceeding which may be brought against the Tenant or any assignee or subtenant or the Tenant. If Tenant, or any assignee or subtenant of the Tenant should be adjudged bankrupt, either by voluntary or involuntary proceedings, or file any petition in a bankruptcy proceeding, have a receiver appointed, or shall make an assignment for the benefit of creditors, the Owner shall have the option to immediately terminate this Ground Lease by giving written notice of such election. In no event shall this Ground Lease, the leasehold interest, or estate of Tenant be deemed to be an asset of the Tenant in bankruptcy.

17. **RISK OF LOSS.** Risk of loss or damage to any property of Tenant upon the Leased Premises, or loss of business due to any interruption of same, is upon Tenant.

18. **IMPROVEMENTS AND FIXTURES.** All alterations, changes, additions, improvements, and permanent fixtures constructed upon or affixed to the Leased Premises will immediately become and remain the property of Owner. All movable furniture, trade fixtures, and equipment belonging to Tenant may be removed by Tenant at any time during the term hereof, or within ten (10) days after its expiration, provided Tenant is not in default under any of the terms hereof. Any damage to said premises caused by such removal shall be repaired by Tenant at Tenant's own cost and expense.

19. **MECHANIC'S LIENS.** Tenant shall pay when due all sums money that may become due or purportedly due for any labor, services, materials, supplies, or equipment alleged to have been furnished or to be furnished to or for Tenant, Tenant's assignees, and/or subtenants, or anyone claiming under Tenant, in, at, upon, or about the Leased Premises and which may be secured by any claim of lien against the Leased Premises or Owner's interest in the Leased

Premises. Tenant shall cause each such lien to be fully discharged and released. Tenant shall at all times fully protect, indemnify, and hold Owner harmless from all and any such liens, including all costs and attorney fees relating thereto. Owner shall have the right to post and maintain on the Leased Premises such notices of non-responsibility and are provided by the mechanic's lien law of California to fully protect Owner from liability thereunder.

20. **TENANT'S DEFAULT.**

20.1 **Event of Default.** A breach of this Ground Lease shall exist if any of the following events (hereinafter referred to as "Event of Default") shall occur:

(a) Default in the payment when due of any installment of Annual Base Rent, Additional Rent or other payment required to be made by Tenant hereunder, and the default shall not have been cured within ten (10) days after written notice from Owner;

(b) Tenant's failure to perform any other term, covenant or condition contained in this Ground Lease and the failure shall have continued for thirty (30) days after Owner gives written notice of such failure to Tenant; provided, however, should Tenant's default involve an illegal use of the Leased Premises, such cure must occur immediately. In the event the Owner has notified Tenant of default on the same basis on two prior occasions, the period to cure shall be reduced to five (5) business days. On the fourth occasion of default, the Owner may dispense with a cure period and determine that Tenant is in material default and commence termination of this Ground Lease pursuant to Section 20.2.

(c) The vacating or abandonment of the Leased Premises by Tenant before the expiration of the Term.

(d) The failure by Tenant to utilize the Leased Premises for the sole purpose of operating of a mobile home park as authorized by this Ground Lease and the terms and conditions set forth herein.

(e) Failure by Tenant to keep in effect insurance as required herein.

(f) Tenant or any guarantor of Tenant's obligations hereunder shall generally not pay its debts as they become due or shall admit in writing its inability to pay its debts;

(h) Any case, proceeding or other action against Tenant or any guarantor of Tenant's obligations hereunder shall be commenced seeking to have an order for relief entered against it as debtor, or seeking reorganization, arrangement, adjustment, liquidation, dissolution or composition of it or its debts under any law relating to bankruptcy, insolvency, reorganization or relief of debtors, or seeking appointment of a receiver, trustee, custodian or other similar official for it or for all or any substantial part of its property, and the case, proceeding or other action (i) results in the entry of an order for relief against it which is not fully stayed within seven (7) business days after the entry thereof or (ii) remains undismissed for a period of forty-five calendar (45) days;

(i) Tenant or any guarantor shall take any corporate action to authorize any of the actions set forth in subsections (h) above.

20.2 Remedies. Upon any Event of Default, Owner shall have the following remedies, in addition to all other rights and remedies provided by law, to which Owner may resort cumulatively, or in the alternative:

(a) *Recovery of Rent*. Owner shall be entitled to keep this Ground Lease in full force and effect (whether or not Tenant shall have abandoned the Leased Premises) and to enforce all of its rights and remedies under this Ground Lease, including the right to recover Annual Base Rent and other sums as they become due, plus interest at the rate of Bank of America's or its successor's reference rate plus three percent (3%) per annum from the due date of each installment of Annual Base Rent or other sum until paid.

(b) *Termination*. Owner may terminate this Ground Lease by giving Tenant written notice of termination. On receipt of such notice all of Tenant's rights in the Leased Premises shall terminate. Upon the giving of the notice of termination, Tenant shall surrender and vacate the Leased Premises in the condition required under this Ground Lease, and Owner may re-enter and take possession of the Leased Premises and all the remaining improvements or property and eject Tenant or any of Tenant's subtenants, assignees or other person or persons claiming any right under or through Tenant or eject some and not others or eject none. This Ground Lease may also be terminated by a judgment specifically providing for termination. Any termination under this section shall not release Tenant from the payment of any sum then due Owner or from any claim for damages or rent previously accrued or then accruing against Tenant. In no event shall any one or more of the following actions by Owner constitute a termination of this Ground Lease:

- (i) maintenance and preservation of the Leased Premises;
- (ii) efforts to re-let the Leased Premises;
- (iii) appointment of a receiver in order to protect Owner's interest hereunder;
- (iv) consent to any subletting of the Leased Premises or assignment of this Ground Lease by Tenant, whether pursuant to provisions hereof concerning subletting and assignment or otherwise; or
- (v) any other action by Owner or Owner's agents intended to mitigate the adverse effects from any breach of this Ground Lease by Tenant.

20.3 Damages. In the event this Ground Lease is terminated, Owner shall be entitled to damages in the following sums:

(a) The worth at the time of award of the unpaid rent which had been earned at the time of termination;

(b) The worth at the time of award of the amount by which the unpaid Annual Base Rent and Additional Rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that the Tenant proves could have been reasonably avoided;

(c) The worth at the time of award of the amount which the unpaid Annual Base Rent and Additional Rent for the balance of the term after the time of award exceeds the amount of such rental loss that Tenant proves could be reasonably avoided; and

(d) Any other amount necessary to compensate the Owner for all the detriment proximately caused by the Tenant's failure to perform obligations under the Ground Lease or which in the ordinary course of things would be likely to result therefrom.

21. **HOLDING OVER.** Any holding over after the expiration of the Term hereof, with the consent of Owner, shall be construed to be a tenancy from month to month and shall otherwise be for the terms and on the conditions herein specified, to the extent applicable.

22. **WAIVER NOT TO CONSTITUTE WAIVER.** The waiver by Owner of any covenant or condition herein contained shall be vitiate the same or any other covenant or condition contained herein.

23. **SUCCESSORS AND ASSIGNS.** This Ground Lease shall bind and inure to the benefit of the heirs, legatees, executors, administrators, personal representatives, and assigns of the parties hereto.

24. **ASSIGNMENT AND SUBLETTING.**

24.1 **Assignment.** Tenant may assign or transfer this Ground Lease to any person or entity affiliated with Tenant or not, only in accordance with this Section. All assignments shall be subject to Owner's prior written approval, which approval shall not be unreasonably withheld, delayed or conditioned if the assignee's use will be consistent with the permitted uses set forth herein. For any other proposed uses, Owner may approve or deny the assignment in its sole and absolute discretion.

Owner shall respond to Tenant's written request for approval of a proposed assignment ("Written Request") within ten (10) business days ("Approval Period") after Owner's receipt of such Written Request. Owner's failure to respond to such Written Request within such Approval Period shall be deemed to be Owner's approval of the proposed assignment if all of the following conditions are satisfied: (1) upon expiration of the Approval Period, Tenant must provide Owner with a second written notice ("Second Notice") and five (5) business days to cure the failure to respond, (2) both the Written Request and the Second Notice must expressly provide that Owner's failure to respond will be deemed approval of the proposed assignment pursuant to this Section 24.1 of the Ground Lease, (3) both the Written Request and Second Notice must enclose a copy of this Section 24.1 of the Ground Lease, and (4) both the Written Request and the Second Notice must comply with Section 14 of this Ground Lease. If Owner fails to respond within five (5) business days of Owner's receipt of the Second Notice, Owner's resulting approval of the assignment shall be effective on the eighth day following such receipt. The terms, conditions and provisions of this Ground Lease are intended to and shall run with title to the land for the term of this Ground Lease. No assignment or transfer shall be effective until there shall have been delivered to Owner an agreement, or a duplicate original of the assignment containing an agreement executed by the assignor and the proposed assignee whereby the assignee agrees, expressly for the benefit of Owner, to assume, keep and perform, and be bound by each and all



of the covenants, conditions, restrictions and provisions herein contained on the part of Tenant, and any such assignment or transfer shall be subject to each and all of the covenants, conditions, restrictions and provisions hereof. Any assignment in violation of this Section shall be void and of no effect. Tenant agrees that the Owner may assign any interest in this Lease, as required or desired at any time, provided that the assignment will not disturb the Tenant's possession and quiet enjoyment of the Premises.

24.2 Binding Assignment. Notwithstanding Section 24.1 of this Ground Lease, no sale, assignment or transfer shall be effective until there shall have been delivered to Owner an agreement, or a duplicate original of such assignment containing an agreement, in recordable form, executed by the assignor and the proposed assignee whereby such assignee agrees, expressly for the benefit of Owner, to assume, keep and perform, and be bound by each and all of the covenants, conditions, restrictions and provisions herein contained on the part of Tenant from and after the effective date of such assignment, and any such assignment or transfer shall be subject to each and all of such covenants, conditions, restrictions and provisions hereof.

24.3 Tenant Continuing Responsibility; Owner Assignment. Notwithstanding Section 24.1 of this Ground Lease, in the event of an assignment properly approved by Owner to a person or entity who, on the basis of generally accepted accounting principles consistently applied, has a net worth and credit worthiness equal to or greater than that of Tenant at the time of the assignment, Tenant shall be released from all covenants, conditions, restrictions and provisions of this Ground Lease for the period of time after such assignment. In the event of a properly approved assignment to a person or entity with a net worth and credit worthiness less than that of Tenant, Tenant shall continue to be responsible for the performance of all covenants, restrictions, and provisions of this Ground Lease. Any assignment in violation of this Section shall be void and of no effect. Owner may assign its interest in this Ground Lease, as required or desired at any time, provided that such assignment will not disturb the Tenant's possession and quiet enjoyment of the Leased Premises, so long as no Event of Default by Tenant exists under this Ground Lease.

24.4 Subleasing. Provided Tenant is not then in default under this Ground Lease, Tenant shall have the right to sublease (herein, a "Sublease") portions of the Leased Premises to a party (each, a "Subtenant") after Owner's consent or approval, which consent shall not be unreasonably withheld, conditioned or delayed so long as: (i) the term of such Sublease (including all extensions and renewals options) does not extend beyond the Term of this Ground Lease (without giving effect to any unexercised extension options hereunder), (ii) the Subtenant's use of Leased Premises is contractually limited to a type of use that is ancillary to and typically associated with operation of mobile home park and is permitted by local zoning requirements, and (iii) each Sublease shall contain provisions whereby the Subtenant (1) acknowledges that the Sublease is subordinate to this Ground Lease and (2) that the Subtenant agrees to attorn to the holder of fee title to the Leased Premises, whether that party is also the holder of fee title to the land or a subsequent ground lessee, including without limitation any mortgagee of a ground lessee's interest in the land or any purchaser at a foreclosure sale of such interest (a "Successor Sublandlord"). Tenant shall deliver to Owner a full, true, and complete copy of every Sublease and of all amendments or modifications thereto.

25. **MEMORANDUM OF GROUND LEASE.** Prior to the Commencement Date, Owner and Tenant shall have executed and acknowledged a Memorandum of Ground Lease, in the form attached as **Exhibit D**, incorporated herein by reference. On the Commencement Date, Owner shall record the Memorandum of Ground Lease with the County Recorder for Santa Clara County. In the event of early termination of this Ground Lease for any reason whatsoever, the parties shall execute and record a Quitclaim Deed confirming the termination of the Ground Lease and release of the Memorandum of Ground Lease.

26. **NOTIFICATION OF INTENT TO SELL.** If Owner elects to sell the Leased Premises during the Term of this Ground Lease, such sale will be subject to the continuation of the Ground Lease, and Owner agrees to notify Tenant in writing at least thirty (30) days prior to soliciting or accepting any offer(s) to purchase the Leased Premises.

27. **NO ENCUMBRANCES/SUBORDINATION.** This Ground Lease shall be subject to that certain Multifamily Leasehold Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing, effective as of March 3, 2016, executed by Tenant and delivered to Federal Home Loan Mortgage Corporation, a corporation existing under the laws of the United States ("Lender") during the term of the Existing Ground Lease ("Leasehold Mortgage") to secure, in part, a loan made by Lender to Tenant. The Leasehold Mortgage shall be fully extinguished by Tenant by no later than January 1, 2021 and all security interests evidenced thereby in the Leased Premises fully released promptly thereafter. Other than the Leasehold Mortgage, Tenant shall not mortgage, pledge, hypothecate or encumber, voluntarily or involuntarily, this Lease or any direct interest in the Leased Premises, without Owner's consent and written approval. Tenant agrees that Owner's fee interest shall at all times be and remain unsubordinated to any leasehold mortgage, including the Leasehold Mortgage, which may be imposed upon Tenant's leasehold interest hereunder or upon the improvements, and that nothing contained in this Ground Lease shall be construed as an agreement by Owner to subject its fee interest to any lien. Nothing in this Section or in any other provision of this Ground Lease shall be construed as an agreement by Owner to subordinate its fee interest in the Leased Premises to any leasehold mortgage or other lien or right, including the Leasehold Mortgage. No leasehold mortgage shall impair Owner from enforcing its rights and remedies herein or by law provided.

28. **JURISDICTION AND VENUE.** This Ground Lease has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Ground Lease shall be determined and governed by the laws of the State of California. To the fullest extent permitted by California law, Santa Clara County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Ground Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Ground Lease as of the day and year written below.

**TENANT:**

**PLAZA DEL REY OWNER, L.L.C.,**  
a Delaware limited liability company

By: David A. Kingery  
Name: David A. Kingery  
Its: Vice President

Date: 12/17/18

**OWNER:**

**SUNNYVALE SCHOOL DISTRICT**

By: \_\_\_\_\_  
Dr. Benjamin Picard, Superintendent

Date: \_\_\_\_\_

**Attachments:**

- Exhibit A – Location Map of Leased Premises
- Exhibit B – Legal Description of Leased Premises
- Exhibit C – Existing Ground Lease
- Exhibit D – Memorandum of Ground Lease

Signature Page

GROUND LEASE

730193095.6

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GROUND LEASE

730193095.6

**EXHIBIT A**

Location Map of Leased Premises

(See Attached)

Exhibit A

GROUND LEASE

730193095.6

**EXHIBIT A**  
**Location Map of Leased Premises**

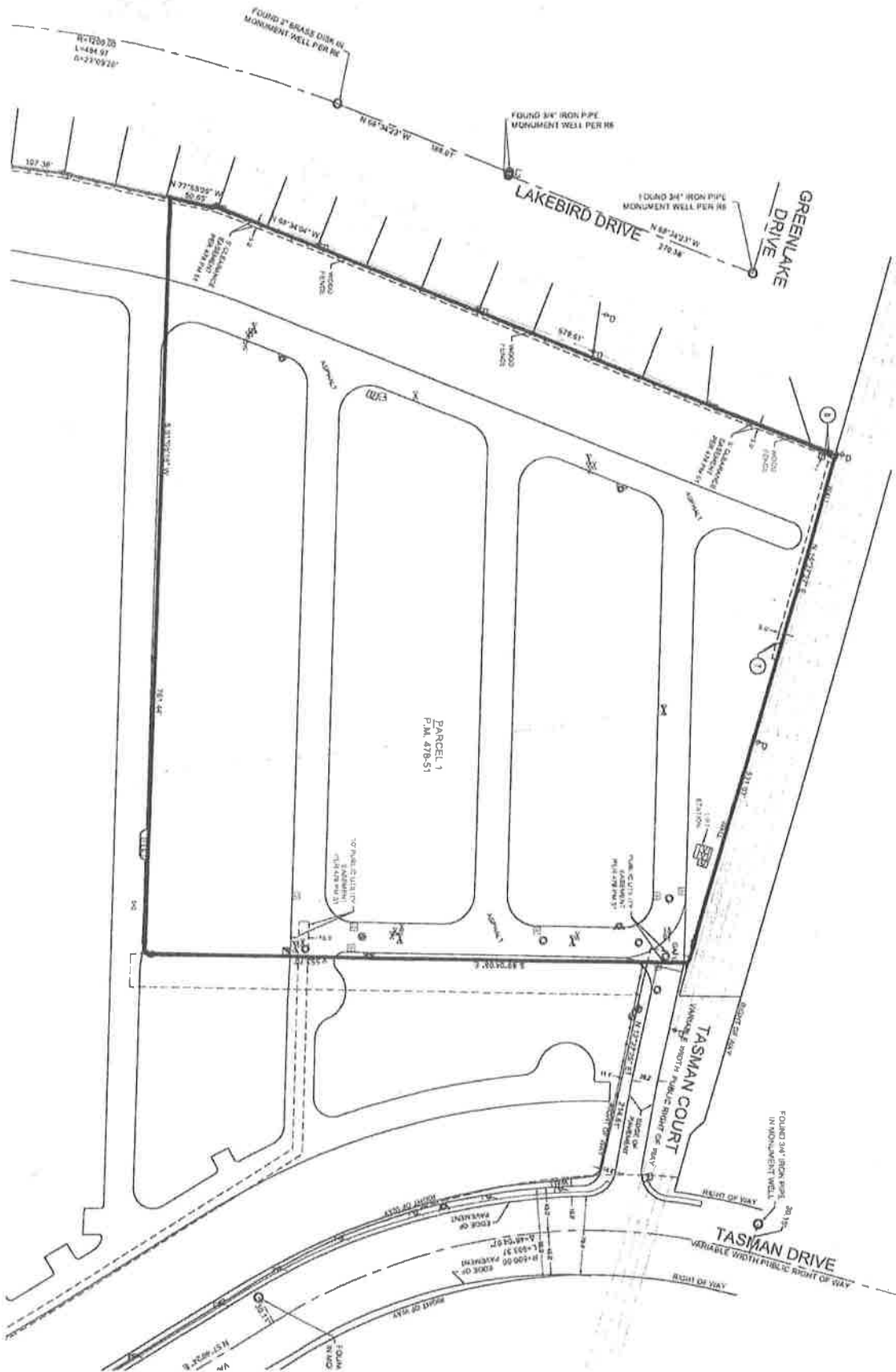


Exhibit A

**EXHIBIT B**

Legal Description of Leased Premises

Parcel 1, as shown on Parcel Map filed January 22, 1981 in Book 478 of Maps, Page(s) 51 and 52, Santa Clara County Records. Excepting therefrom all the Mobile Homes or Manufactured Housing Units and appurtenances located thereon.

Exhibit B

GROUND LEASE

730193095.6

**EXHIBIT C**

Existing Ground Lease

(See Attached)

Exhibit C

GROUND LEASE

730193095.6



L E A S E

1           THIS LEASE is made this 27<sup>TH</sup> day of September 1979,  
2   between SUNNYVALE SCHOOL DISTRICT, hereinafter called owner, and  
3   PLAZA DEL REY, a wholly owned subsidiary of DURA STYLE HOMES, INC.,  
4   hereinafter called tenant.

5           For and in consideration of the mutual promises contained  
6   herein, owner hereby leases to tenant that certain premises commonly  
7   known as 1115 Hidden Lake Drive, Sunnyvale, California, and more  
8   particularly described in the attached Exhibit "A", together with  
9   all appurtenances, easements, and rights of way pertaining thereto,  
10   for a term of 30 years, commencing as hereinafter provided, upon  
11   the following covenants, terms, and conditions:

12           1. COMMENCEMENT. The term of this lease shall commence 30  
13   days after tenant receives appropriate governmental approval to  
14   use the premises for M-2 PD Zoning. Owner will cooperate with  
15   tenant and assist tenant in securing such approval. In the event  
16   tenant is unable to secure such approval by September 1, 1980, this  
17   lease shall be void and of no further force or effect.

18           2. DEPOSIT. With the execution of this lease, tenant will  
19   pay owner the sum of \$15,000.00, which shall be applied against  
20   the first rent due. In the event tenant is unable to secure

1 appropriate governmental approval to use the premises as a mobile  
2 home park, the \$15,000 shall be retained by owner and an additional  
3 \$65,000 shall be paid to owner by tenant.

4 3. RENT. Tenant shall pay to owner a rental of \$80,000.00  
5 per year for the first five years of the leased term, said sum to be  
6 paid quarterly in advance. For each successive five year period of  
7 the term, the rent shall be increased by \$10,000.00 per year. In  
8 addition, if in any five year period the average annual cost of living  
9 determined by the Consumer Price Index All Items for the San Francisco-  
10 Oakland Metropolitan Area, published by the United States Department of  
11 Labor, Bureau of Labor Statistics, exceeds 8%, the annual rental fee for  
12 the following five year period shall be additionally increased by one-  
13 half of the difference between 8% and the actual increase. This amount  
14 will be added to the base rent for the succeeding five year period.

15 4. USE. Tenant shall use the premises for a mobile home park  
16 and for such other related purposes.

17 5. REPAIRS. Tenant accepts the premises as they are now and  
18 agrees that the premises are now in a tenantable and good condition.  
19 It is understood between the parties that the existing buildings,  
20 courts, and other improvements thereon will be demolished by tenant  
21 at its cost and removed from the property. Tenant agrees during the  
22 term of the lease at its cost to keep the premises in good condition  
and repair. It agrees at the expiration of the term of this lease

1 to surrender said premises in good condition and repair, reasonable  
2 wear and tear excepted.

3           6. UTILITIES. Tenant shall pay for all gas, power, light,  
4 water, heat, telephone, and other utility services delivered to the  
5 leased premises, and for all services and materials authorized or  
6 ordered by tenant.

7           7. COMPLIANCE WITH GOVERNMENTAL REGULATIONS. Tenant will  
8 at tenant's sole cost and expense comply with all of the require-  
9 ments of all municipal, state, and federal authorities now in force,  
10 or which may hereafter be in force, pertaining to the said premises.  
11 The judgement of any court of competent jurisdiction, or the admission  
12 of the tenant in any action or proceeding, whether the owner be  
13 a party thereto or not, that the tenant has violated any such ordi-  
14 nance or statute or regulation in the use of the premises, shall be  
15 conclusive of that fact as between the owner and tenant.

16           8. TIME OF ESSENCE. Time is of the essence hereof.  
17 In the event tenant fails to comply with any of the terms hereof,  
18 all of tenant's rights hereunder shall thereupon, at the option of  
19 owner, cease and terminate, and owner may resort to any right per-  
20 mitted by law for the recovery of possession of said premises.

21           9. PAYMENT OF REAL PROPERTY TAXES & ASSESSMENTS. Tenant  
22 shall pay any and all state, county, municipal, and district taxes

1 and assessments affecting the real property. If any such taxes  
2 and assessments are payable in installments applicable to periods  
3 of time beyond the term of this lease, then tenant shall not be  
4 obligated to pay any of said taxes and assessments so applicable  
5 and if there is any overlapping of any such taxes and assessments  
6 beyond the term of this lease, then tenant shall pay tenant's  
7 prorated share thereof up to the date of termination of this lease.

8           10. ATTORNEY FEES. If suit be instituted to enforce the  
9 terms of this contract, the prevailing party shall be entitled to  
10 reasonable attorney fees.

11           11. INDEMNIFICATION OF OWNER. This lease is made upon the  
12 express condition that owner is to be free from all liability and  
13 claim for damages by reason of any injury to any person or persons,  
14 including tenant, or property of any kind whatsoever and to whom-  
15 soever belonging, including tenant's from any cause or causes  
16 whatsoever, including owner's active negligence, while in, upon, or  
17 in any way connected with the said demised premises or said sidewalks  
18 adjacent thereto, during the term of this lease or any extension  
19 hereof or any occupancy hereunder, tenant hereby covenanting and  
20 agreeing to indemnify and save owner harmless from any liability,  
21 loss, cost, attorney fee, and obligation on account of or arising  
22 out of any injuries or losses however occurring.

1           12. INSURANCE. Tenant further agrees to take out and keep  
2 in force during the term hereof at tenant's expense, public liability  
3 insurance to protect owner and tenant against any liability to the  
4 public incident to the use or resulting from any accident occurring  
5 in or about said premises, in the amount of at least \$5,000,000  
6 combined single limit to indemnify against the claim of one or more  
7 persons including property damage. These said policies shall contain  
8 a written obligation on the part of the insurance carriers to notify  
9 owner in writing prior to any cancellation thereof, and tenant  
10 agrees if tenant does not keep such insurance in full force and  
11 effect that owner may take out the necessary insurance and pay the  
12 premium and the repayment thereof shall be deemed to part of the  
13 rental and payable as such on the next day upon which rent becomes  
14 due. Tenant shall deliver to owner a copy or certificate of said  
15 policies. Tenant will provide evidence of insurance using the  
16 owner's "Use of District Facilities Certificate of Insurance."

17           13. NOTICE. Any notice, demand, or communication under or  
18 in connection with this lease may be served upon owner by personal  
19 service or by mailing the same by registered or certified mail in  
20 United States Post Office, postage thereon fully prepaid, and directed  
21 to owner at 830 W. McKinley Street, Sunnyvale, California, and may

1 likewise be served on tenant by personal service or by so mailing  
2 the same addressed to tenant at 4102 Moorpark Avenue, San Jose,  
3 California 95117. Either owner or tenant may change such address  
4 as tenant or owner may desire used and which same shall continue as  
5 the address until further written notice.

6 14. INSPECTION. Owner, or owner's duly authorized repre-  
7 sentatives or agent, may enter upon said premises at any and all  
8 reasonable times during the term of this lease for the purpose of  
9 determining whether tenant is complying with the terms and conditions  
10 hereof or for any other purpose incidental to the rights of owner.

11 15. NO ATTACHMENT. This lease, the interest of the tenant,  
12 and of any permitted assignee or subtenant, shall not be subject to  
13 garnishment or sale under execution as a result of any suit or  
14 proceeding which may be brought against the tenant or any assignee  
15 or subtenant of the tenant. If tenant, or any assignee or subtenant  
16 of the tenant should be adjudged bankrupt, either by voluntary or  
17 involuntary proceedings, or file any petition in a bankruptcy pro-  
18 ceeding, have a receiver appointed, or shall make an assignment  
19 for the benefit of creditors, the owner shall have the option to  
20 immediately terminate this lease by giving written notice of such  
21 election. In no event shall this lease, the leasehold interest, or  
22 estate of tenant be deemed to be an asset of the tenant in bankruptcy.

1           16. RISK OF LOSS. Risk of loss or damage to any property  
2 of tenant upon the demised premises, or loss of business due to any  
3 interruption of same, is upon tenant.

4           17. IMPROVEMENTS AND FIXTURES. All alterations, changes,  
5 additions, improvements, and permanent fixtures constructed upon or  
6 affixed to the leased premises will immediately become and remain  
7 the property of owner. All movable furniture, trade fixtures, and  
8 equipment belonging to tenant may be removed by tenant at any time  
9 during the term hereof, or within 10 days after its expiration, pro-  
10 vided tenant is not in default under any of the terms hereof. Any  
11 damage to said premises caused by such removal shall be repaired  
12 by tenant at tenant's own cost and expense.

13           18. MECHANIC'S LIENS. Tenant shall pay when due all sums  
14 money that may become due or purportedly due for any labor, services,  
15 materials, supplies, or equipment alleged to have been furnished or  
16 to be furnished to or for tenant, tenant's assignees, and/or sub-  
17 tenants, or anyone claiming under tenant, in, at, upon, or about  
18 the demised premises and which may be secured by any claim of lien  
19 against the premises or the owner's interest in said premises.  
20 Tenant shall cause each such lien to be fully discharged and released.  
21 Tenant shall at all times fully protect, indemnify, and hold owner  
22 harmless from all and any such liens, including all costs and attorney

1 fees relating thereto. Owner shall have the right to post  
2 and maintain on the premises such notices of nonresponsibility  
3 as are provided by the mechanic's lien law of California to  
4 fully protect owner from liability thereunder.

5           19. TENANT'S DEFAULT. If tenant breaches the lease  
6 and abandons the property before the end of the term or if its  
7 right to possession is terminated by the owner because of a  
8 breach of the lease, the lease terminates. Upon such termina-  
9 tion, the owner may recover from the tenant:

10                   1) The worth at the time of award of the unpaid  
11 rent which had been earned at the time of termination;

12                   2) The worth at the time of award of the amount  
13 by which the unpaid rent which would have been earned after  
14 termination until the time of award exceeds the amount of such  
15 rental loss that the tenant proves could have been reasonably  
16 avoided;

17                   3) The worth at the time of award of the amount  
18 which the unpaid rent for the balance of the term after the  
19 time of award exceeds the amount of such rental loss that  
20 tenant proves could be reasonably avoided; and

21                   4) Any other amount necessary to compensate  
22 the owner for all the detriment proximately caused by the



1 tenant's failure to perform obligations under the lease or which  
2 in the ordinary course of things would be likely to result therefrom.

3 20. OPTION TO RENEW. Tenant is hereby granted an option  
4 to extend this lease for ten years provided it is not in default  
5 at such time. In order to exercise this option, tenant shall give  
6 to owner notice of its intent at least 120 days before the end of  
7 the existing term. In the event tenant elects to extend the lease,  
8 all of the terms and conditions of this lease shall prevail, except-  
9 ing the rent which shall be mutually agreed upon between the parties.  
10 If the parties are unable to agree on a rent for the extended term  
11 within 45 days after the owner receives tenant's notice, the owner  
12 may choose between one of the two following methods in order to  
13 establish an annual rent.

14 1) The owner may choose to increase rent by adding  
15 \$10,000 to the base rental price in effect at the end of the 30 year  
16 period for each of the two succeeding five year periods of the agree-  
17 ment. In addition, if in either of the preceding five year periods  
18 the average annual Consumer Price Index All Items for the San  
19 Francisco-Oakland Metropolitan Area published by the US Department  
20 of Labor, Bureau of Labor Statistics has exceeded 8%, the rental for  
21 each of the five year periods will be increased by one half the  
22 difference between 8% and the actual increase and this amount added

1 to the base rent for the succeeding five year period. Or,  
2 2) Each party at its cost and by giving notice to the  
3 other party shall appoint a real estate appraiser who has no less  
4 than five years full time experience in appraising like properties  
5 in the nearby area to appraise and set the minimum annual rent for  
6 the extended term. If either party fails to appoint an appraiser  
7 within 10 days after the other party has given notice of the name  
8 of its appraiser, the single appraiser shall set the rent for the  
9 extended term. If two appraisers are appointed by the parties they  
10 shall meet promptly and attempt to set the minimum annual rent for  
11 the extended term. If they are unable to agree within 30 days  
12 after the second appraiser has been appointed, the two appraisers  
13 shall elect a third appraiser who has no less than five years full  
14 time experience in appraising like properties in the nearby area.  
15 Each of the parties shall bear one-half of the cost of appointing  
16 the third appraiser and paying the third appraiser's fees, if any.  
17 The third appraiser however selected shall be a person who has not  
18 previously acted in any capacity for either party. Thereafter and  
19 within 30 days after the selection of the third appraiser, a majority  
20 of the appraisers shall set the minimum annual rent for the extended  
21 term. If a majority of the appraisers are unable to set the minimum  
22 annual rent within the stipulated period of time, the three appraisals  
23 shall be added together and their total divided by three. The

1 resulting quotient shall be the minimum annual rent for the premises  
2 during the extended term. If, however, the low appraisal and/or  
3 the high appraisal is/are more than 25% lower or higher than the  
4 middle appraisal, the low and/or the high appraisal shall be dis-  
5 regarded. If only one is disregarded the remaining shall be added  
6 together, their total divided by two and the resulting quotient  
7 shall be the minimum rent for the extended term. If both the low  
8 and high are disregarded, the middle appraisal shall be the minimum  
9 rent for the extended term. At the beginning of the 6th year of  
10 the extended term, \$10,000 will be added to the base rental price.  
11 In addition, if the average annual Consumer Price Index All Items  
12 for the San Francisco-Oakland Metropolitan Area published by the  
13 US Department of Labor, Bureau of Labor Statistics exceeds 8%, the  
14 rental for the second five year period will be increased by one-half  
15 the difference between 8%, the actual increase and this amount added  
16 to the base rent of the second five year period.

17           21. WAIVER NOT TO CONSTITUTE WAIVER. The waiver by owner  
18 of any covenant or condition herein contained shall not vitiate the  
19 same or any other covenant or condition contained herein.

20           22. SUCCESSORS AND ASSIGNS. This agreement shall bind and  
21 inure to the benefit of the heirs, legatees, executors, administrators  
22 personal representatives, and assigns of the parties hereto.

1 IN WITNESS WHEREOF, the parties hereto have caused their  
 2 names to be hereunto affixed on the date first above written.

3 SUNNYVALE SCHOOL DISTRICT, Owner

4 By

5 PLAZA DEL REY, a wholly owned  
 subsidiary of DURA STYLE HOMES, INC.,

6 X By

ADDENDUM TO LEASE

1. This Addendum to the Lease of September 27, 1979, between Sunnyvale School District, owner, and Plaza del Rey, tenant, for the premises commonly known as 1115 Hidden Lake Drive, Sunnyvale, California, ("Lease"), more particularly described in the Lease itself, is to memorialize the extension of 10 (ten) years to the term of the Lease.

2. Pursuant to Section 20 of the Lease, Plaza del Rey provided its notice on or about August 14, 2009, to Sunnyvale School District of Plaza del Rey's exercise of the one-time option to extend the Lease for the additional ten year term. Sunnyvale School District and Plaza del Rey have now completed a process under Part 2 of Section 20 of the Lease for setting the minimum annual rent for the premises during the extended term. Such process was completed on August 20, 2010, by receipt of the determination of three appraisers, Norm Hulberg, MAI, who was appointed by Plaza del Rey; Chris Carneghi, MIA, who was appointed by Sunnyvale School District; and Donn H. Byrne, Jr., MAI, who was elected by Mr. Hulberg and Mr. Carneghi as a third appraiser pursuant to Section 20 of the Lease and who was jointly retained by Sunnyvale School District and Plaza del Rey.

3. The written determination of August 20, 2010, attached hereto, provides that the three appraisers referenced above have set the minimum annual rent for the extended term at \$275,000.

4. As the initial term of the Lease expires on August 31, 2010, the extended ten year term of the Lease shall commence on September 1, 2010; and expire on August 31, 2020, without additional option to extend the Lease.

5. Pursuant to Section 20 of the Lease, "[a]t the beginning of the 6<sup>th</sup> year of the extended term, \$10,000 will be added to the base rental price."

6. Therefore, the annual rent for the initial five year period of the extended term, commencing September 1, 2010, shall be \$275,000 per year, and the annual rent for the second five year period of the extended term, commencing September 1, 2015, shall be \$285,000 per year. Section 20 of the Lease also provides that "[i]n addition, if the average annual Consumer Price Index All Items for the San Francisco-Oakland Metropolitan Area published by the US Department of Labor, Bureau of Labor Statistics exceeds 8%, the rental for the second five year period will be increased by one-half the difference between 8%, the actual increase and this amount added to the base rent of the second five year period." Accordingly, the annual rent for the second five year period shall also be subject to that adjustment, if applicable.

7. Pursuant to Section 20 of the Lease, the other terms and conditions of the Lease shall continue to prevail during the extended term.

Addendum to Lease for 1115 Hidden Lake Drive, Sunnyvale, CA  
Sunnyvale School District, Owner, and Plaza del Rey, Tenant

1

8. This Addendum to Lease may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully-executed Addendum to Lease.

ACCEPTED AND AGREED on the date indicated below:

Dated: August 31, 2010

Plaza del Rey

By: 

Shereen Caswell  
President

Dated: August 31, 2010

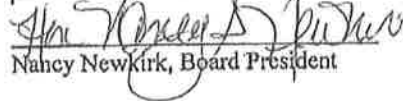
Sunnyvale School District

By: 

Benjamin H. Picard, Ed.D.  
Superintendent

Date of Board of Trustees Approval:

16 September 2010

  
Nancy Newkirk, Board President

Addendum to Lease for 1115 Hidden Lake Drive, Sunnyvale, CA  
Sunnyvale School District, Owner, and Plaza del Rey, Tenant

2

Attachment to Addendum to Lease

August 20, 2010

Mr. Chad Graff  
Attorney at Law  
Dannis Wolter Kelley  
71 Stevenson Street, 19<sup>th</sup> Floor  
San Francisco, California 94105  
(415) 542-4111  
[cgraff@DWKesa.com](mailto:cgraff@DWKesa.com)

Mr. Sherren Caswell  
Plaza Del Rey Main Management Office  
999 Saratoga Avenue  
San Jose, California 95129-2335  
(408) 255-4824  
[sherren@pdcmhp.com](mailto:sherren@pdcmhp.com)

RE: MINIMUM ANNUAL RENT DECISION LETTER  
9.33-Acre Site  
1115 Hidden Lake Drive  
Sunnyvale, California  
APN: 110-31-002

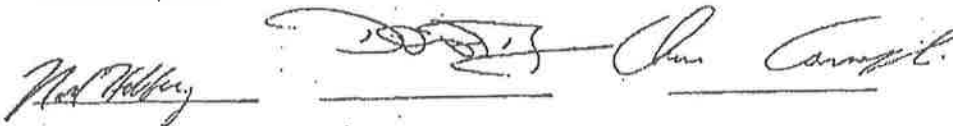
In the above referenced matter the appraisers have set the minimum annual rent for the extended term as follows:

**\$275,000**  
*Two Hundred Seventy Five Thousand Dollars*

Norm Hulberg, MAI


Donn H. Byrne, Jr., MAI

Chris Carneghi, MAI

  
\_\_\_\_\_

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

Dannis Woliver Kelley  
ATTN: Janet L. Mueller  
750 B Street, Suite 2310  
San Diego, CA 92101

CERTIFIED TO BE A TRUE COPY  
OF DOCUMENT RECORDED 3/3/2016  
IN BOOK \_\_\_\_\_ SERIES 2323 5922  
OF OFFICIAL RECORDS  
CHICAGO TITLE INS. CO.  
BY 

This recording is exempt from recording fees pursuant to California Government Code section 27383.

### AMENDMENT TO LEASE

THIS AMENDMENT TO LEASE ("Amendment") is made effective as of December 11, 2015, by and between PLAZA DEL REY OWNER, L.L.C., a Delaware limited liability company ("Tenant"), and SUNNYVALE SCHOOL DISTRICT ("Owner").

### RECITALS

**WHEREAS**, Owner and Tenant's predecessor in interest, Plaza del Rey ("Original Tenant") were parties to that certain Lease dated September 27, 1979, as evidenced of record by that certain Memorandum of Lease recorded November 7, 1979, in Book E922, Page 1, under Instrument No. 6552652, of Official Records, as amended by that certain unrecorded Addendum to Lease, dated as of August 31, 2010 (as amended, the "Original Agreement"), and as further evidenced by that certain Assignment and Assumption of Ground Lease dated October 23, 2015, recorded October 23, 2015, as Instrument No. 23124150, of Official Records;

**WHEREAS**, Tenant has succeeded to the interest of Original Tenant; and

**WHEREAS**, Owner and Tenant desire to amend the Original Agreement as provided the terms and provisions contained below in this Amendment.

### AGREEMENT

**NOW, THEREFORE**, in consideration of Ten Dollars (\$10.00), the above recitals, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Defined Terms**. Any capitalized terms not defined herein shall have the meanings ascribed to them in the Original Agreement. From and after the date hereof, all references contained in the Original Agreement and this Amendment to "this lease" or "the lease" shall mean and refer to the Original Agreement, as amended by this Amendment.



2. Leasehold Mortgage. The following provisions shall be added as a Paragraph 23 to the Original Agreement:

Lender's Rights and Obligations - Lease as Security

23.1.1 Tenant intends to borrow funds for the purpose of refinancing its acquisition of the premises which are the subject of this lease and certain other adjacent property (the "Loan"). Owner acknowledges that Tenant will execute and deliver to Berkadia Commercial Mortgage LLC ("Lender") a Multifamily Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing ("Leasehold Mortgage") granting a lien and security interest in Tenant's leasehold interest in and to the premises for the remaining term of the lease. Tenant shall have the right, without obtaining Owner's consent, to enter into the Leasehold Mortgage and to assign all or part of Tenant's interest under this lease as security to Lender (together with the Lender's successors and assigns, including without limitation Federal Home Loan Mortgage Corporation, "Leasehold Mortgage") who has advanced such funds to Tenant secured by such Leasehold Mortgage, and Leasehold Mortgagee shall have the right to exercise its rights and remedies and benefits under the Leasehold Mortgage. Owner will execute commercially reasonable instruments required by a Leasehold Mortgagee, including an estoppel certificate in the form attached hereto as Exhibit A, provided that each such instrument shall be subject to Owner's reasonable approval as to form. Upon execution and delivery of any Leasehold Mortgage by Tenant, Tenant or Leasehold Mortgagee shall so notify Owner, which notice shall include a fully executed copy of the Leasehold Mortgage and the name and address of the Leasehold Mortgagee. Without limiting the other obligations of Owner hereunder, Owner shall provide to Leasehold Mortgagee copies of all material notices delivered to Tenant hereunder, whether regarding a default or otherwise (but not including rent statements or other billing or similar notices) simultaneously with delivery thereof to Tenant.

23.1.2 Leasehold Mortgagee shall not, merely on account of accepting the Leasehold Mortgage, be deemed to be an assignee or transferee of Tenant's interest so as to require Leasehold Mortgagee to assume the performance of any of the terms, conditions or covenants on the part of Tenant to be performed hereunder, and subject to Section 23.1.6 below, in no event shall Leasehold Mortgagee or its nominee or designee acquiring Tenant's interest be liable for the performance of such obligations of Tenant hereunder until the completion of a foreclosure (or acceptance of an assignment-in-lieu of foreclosure) and acquisition of Tenant's interest.

23.1.3 Tenant Default. Notwithstanding anything else herein, including Section 15 hereof, any Leasehold Mortgagee shall have the right, but not the obligation, to cure or cause to be cured any defaults on behalf of Tenant, and Owner shall accept any such cure as if performed by Tenant. If an event of default arises under this lease, Owner shall provide to the Leasehold Mortgagee at its last known address, written notice of such default at the time such notice is given to Tenant, and the time for Leasehold Mortgagee's cure shall be extended for 10 days to cure any payment default and 30 days (beginning after Leasehold Mortgagee acquires the premises if reasonably necessary) to cure any other default by Tenant under this lease. Notwithstanding anything in this lease to the contrary, Owner shall not have the right to terminate this lease (or Tenant's right of possession) or

exercise other remedies of Owner hereunder that would limit or hinder Tenant's access to or possession of the premises on account of a Tenant event of default, unless the required notice has been given to the Leasehold Mortgagee and, with respect to Tenant defaults that are susceptible to cure by the Leasehold Mortgagee, the Leasehold Mortgagee's cure periods have expired without a cure being effected. Notwithstanding the foregoing, in no event shall Leasehold Mortgagee be required to cure or commence to cure any default that is personal to the Tenant (e.g., bankruptcy) or otherwise not susceptible to cure by Leasehold Mortgagee, and in the event of such a default, Owner shall not be entitled to terminate this lease or exercise other remedies hereunder that would result in Owner taking occupancy of the premises so long as Leasehold Mortgagee is curing any other applicable defaults that are susceptible to cure by Leasehold Mortgagee as provided herein and has commenced a foreclosure or other exercise of its remedies under the Leasehold Mortgage (which may include petitioning for the appointment of a receiver or commencing an assignment-in-lieu of foreclosure). For the purposes of the foregoing, Leasehold Mortgagee's address for notices shall be both of:

Berkadia Commercial Mortgage LLC  
323 Norristown Road, Suite 300  
Ambler, Pennsylvania 19002

Federal Home Loan Mortgage Corporation  
8200 Jones Branch Drive  
McLean, VA 22102

**23.1.4 Participation in Proceedings.** Owner shall give Leasehold Mortgagee prompt written notice of any arbitration or legal proceedings between Owner and Tenant involving obligations under this lease, including any proceeding relating to a condemnation of all or any portion of the premises or the improvements located thereon and excepting therefrom any discussions or negotiations of any extensions of the Lease which would commence a new or extended term after August 31, 2020. Leasehold Mortgagee shall otherwise have the right to participate in any such proceedings and be made a party to such proceedings, and the parties hereto consent to such participation.

**23.1.5 Amendments; No Merger of Leasehold and Fee.** During the term of this lease, so long as a Leasehold Mortgage remains outstanding, no agreement canceling, modifying, terminating, amending or restating this lease or surrendering the premises, or right to do any such actions, shall be of any force or effect, unless first approved in writing by the holder of such Leasehold Mortgage, which approval with respect to proposed amendments or modifications that do not adversely affect the interests of Leasehold Mortgagee shall not be unreasonably withheld or delayed, and any such amendments or surrender without such approval shall be null and void. If both the Tenant's interest and the Owner's fee interest in the leased land become vested in the same party, there shall be no merger of such interests, and this lease shall remain in full force and effect unless all Leasehold Mortgagees then holding an interest in Tenant's interest shall consent to such merger.

**23.1.6 Leasehold Mortgagee Limitation of Liability.** With respect to the liability of any Leasehold Mortgagee hereunder, in no event shall recourse be had against

any property or assets of any member, partner, shareholder, trustee, officer or director of any Leasehold Mortgagee or its members, partners or shareholders. Upon succeeding to Tenant's interest, whether by way of foreclosure, acceptance of an assignment in lieu of foreclosure, a New Lease (as defined below) or otherwise, Leasehold Mortgagee (or its designee or nominee taking title to Tenant's interest) shall have no liability to Owner for any pre-existing default of Tenant that is not susceptible to cure by Leasehold Mortgagee (or its designee or nominee).

**23.1.7 New Lease.** In the event of the termination of this lease as a result of Tenant's event of default or if this lease is rejected or disaffirmed pursuant to any bankruptcy or similar law or proceeding, Owner shall provide Leasehold Mortgagee with written notice that this lease has been terminated, together with a statement of all sums which would at that time be due under this lease absent such termination and of all other defaults, if any, known to Owner. Leasehold Mortgagee shall then have the right, but not the obligation, to have it or its designee enter into a new lease (the "New Lease") of the premises with Owner for the remainder of the lease term, effective as of the date of such termination, at the rent provided for herein, and upon all of the other terms, covenants and conditions of this Agreement, provided that (a) Leasehold Mortgagee makes written request upon Owner for such New Lease within sixty (60) days after receipt of Owner's notice of such termination and (b) Leasehold Mortgagee shall pay, at the time of execution and delivery of such New Lease, any and all sums which would at such time be due pursuant to this lease, but for such termination (plus all reasonable expenses, including reasonable attorneys' fees, which Owner shall have incurred by reason of such termination and the execution and delivery of the New Lease); and (c) that Leasehold Mortgagee or successor tenant satisfies any other legal prerequisite to occupancy that may exist, such as land use entitlements or amendments, environmental review, or similar requirements related to type of use contemplated by the successor tenant. The successor tenant under any such New Lease shall be liable to perform the obligations imposed by such New Lease only during the period the successor tenant has ownership of the leasehold estate created thereby. Upon the execution of such New Lease, Owner shall allow the successor tenant to offset against the sums otherwise due under this Section 23.1.7 or under the New Lease, an amount equal to the net income in fact derived by Owner from the premises during the period from the date of termination of this lease to the date of the beginning of the term of the New Lease, if any, which, for the avoidance of doubt, will be net of all property income received by Owner and expended for capital improvements to the improvements located on the premises during such period. In addition to the New Lease, Owner shall upon the request of the successor tenant, execute and deliver (in recordable form) to such successor tenant, such deeds, bills of sale and assignments whereby the Owner conveys to the successor tenant, without warranty of title but with confirmation of no prior assignment by Owner, all of Owner's right, title and interest, in, to and under any portion of Tenant's interest that may have reverted to Owner on account of the termination of this lease, including without limitation any resident agreements. Upon the request of such successor tenant, Owner shall also execute a new memorandum of lease with respect to the New Lease. In no event shall Leasehold Mortgagee have the ability to exercise the rights described herein after the expiration of this lease on August 31, 2020.

**23.1.8 Cooperation.** In connection with Tenant obtaining a Leasehold Mortgage, Owner shall reasonably cooperate with Tenant (at no cost to Landlord) in causing the Leasehold Mortgagee's title insurance company to issue a title insurance policy reasonably acceptable to such Leasehold Mortgagee, by providing such title company with an owner's affidavit and such other documentation reasonably required by such title company.

**23.1.9 Assignment to a Lender.** Subject to the terms of this lease, Tenant may assign any portion of Tenant's interest to Lender as security for the refinancing of Tenant's acquisition of the premises and property adjacent thereto. Tenant or Leasehold Mortgagee will provide a copy of the Leasehold Mortgage to Owner as provided in Section 23.1.1. Notwithstanding anything contained in this lease to the contrary, Owner's consent shall not be required for the transfer of Tenant's interest to a Leasehold Mortgagee (or its designee or nominee) by reason of foreclosure, assignment in lieu of foreclosure or other exercise of such Leasehold Mortgagee's remedies with respect to its loan.

3. **Counterparts; Fax or Email Signatures.** This Amendment may be executed in any number of counterparts, each of which shall, when executed, be deemed to be an original and all of which shall be deemed to be one and the same instrument. Signature pages may be detached from separate counterparts and combined into a single counterpart. Further, each party hereto may rely upon a telecopied (faxed) or electronically-mailed signature of a counterpart of this Amendment or detached signature page therefrom that has been executed by any other party hereto as if the same were the executed original thereof, and the other party shall be bound thereby.

4. **Ratification and Incorporation.** Except as expressly modified by this Amendment, the Original Agreement remains unmodified and in full force and effect. This Amendment shall form a part of the Original Agreement and all references to the lease shall mean that document as hereby modified.

5. **Recitals.** The recitals set forth above are true, correct and complete and are hereby incorporated herein and made a part of this Amendment.

6. **Memorandum of Amendment.** At the expense of Tenant, Owner and Tenant will record a memorandum of this Amendment in the appropriate land records.

*[The rest of this page intentionally left blank. Signature page follows.]*

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below.

**TENANT:**

**PLAZA DEL REY OWNER, L.L.C.,**  
a Delaware limited liability company

By: 

Name: DAVID B. DANIEL  
VICE PRESIDENT

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**OWNER:**

**SUNNYVALE SCHOOL DISTRICT**

By: \_\_\_\_\_  
Dr. Benjamin Picard, Superintendent

Date: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below.

**TENANT:**

**PLAZA DEL REY OWNER, L.L.C.,**  
a Delaware limited liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**OWNER:**

**SUNNYVALE SCHOOL DISTRICT**

By:   
Benjamin H. Picard, Ed.D., Superintendent

Date: 2-11-2016

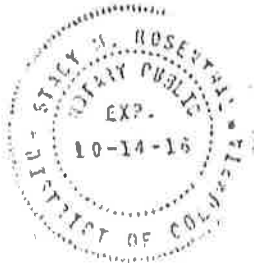
**District of Columbia**

This instrument was acknowledged before me on February 11, 2016 by David B. Denie as Vice President of Plaza del Rey Owner, L.L.C., a Delaware limited liability company.



Signature of Notarial Officer

**My Commission Expires:** STACY M. ROSENTHAL  
NOTARY PUBLIC DISTRICT OF COLUMBIA  
My Commission Expires October 14, 2016



**California All-Purpose Certificate of Acknowledgment**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

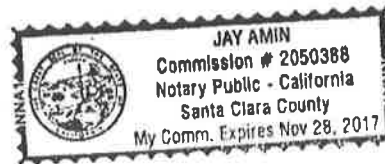
STATE OF CALIFORNIA )  
 ) ss.  
 COUNTY OF SANTA CLARA )

On February 11, 2016, before me, Jay Amin, Notary Public, personally appeared Benjamin H. Picard, who proved to me on the basis of satisfactory evidence to be the person(~~s~~) whose name(~~s~~) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she~~/~~they~~ executed the same in his/~~her~~/~~their~~ authorized capacity(~~ies~~), and that by his/~~her~~/~~their~~ signature on the instrument the person(~~s~~), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Jay Amin  
 Signature of Notary Public





**EXHIBIT A TO AMENDMENT TO LEASE  
GROUND LEASE MORTGAGE  
GROUND LESSOR'S ESTOPPEL CERTIFICATE**

February 11, 2016

Berkadia Commercial Mortgage LLC  
323 Norristown Road, Suite 300  
Ambler, Pennsylvania 19002

Federal Home Loan Mortgage Corporation  
8200 Jones Branch Drive  
McLean, VA 22102

Re: Ground leased property located in Sunnyvale, California and being a portion of the manufactured housing community commonly known as Plaza del Rey (such portion being referred to as the "Property")

Ladies and Gentlemen:

Sunnyvale School District ("Lessor"), as lessor under a ground lease ("Lease"), dated September 27, 1979, as amended by Addendum to Lease dated August 31, 2010, and Amendment to Lease dated December 11, 2015, currently between Lessor and Plaza del Rey Owner, L.L.C. ("Lessee"), as lessee, covering the Property, warrants, represents and certifies to and agrees with Berkadia Commercial Mortgage LLC, Federal Home Loan Mortgage Corporation and each subsequent owner of the Loan secured by Lessee's leasehold interest in the Property (collectively or individually, "Lender") as follows:

1. The current fixed rent under the Lease is \$285,000 per annum, payable in quarterly installments, and has been paid in full through March 31, 2016. No additional rent or charge (including taxes, maintenance, operating expenses or otherwise) that has been billed to Lessee by Lessor is overdue. The amount of the security deposit presently held by Lessor under the Lease is \$0.
2. The Lease is in full force and effect, and is not modified except pursuant to the August 31, 2010 Addendum and the Amendment to Lease dated December 11, 2015. There are no other agreements concerning the Property, whether oral or written, between Lessee and Lessor.
3. Lessor has not delivered or received any notices of default under the Lease; to the best of the Lessor's knowledge, there is no default by Lessee or Lessor under the Lease.
4. Lessor has not sold, encumbered or mortgaged its interest in the Lease or the Property.
5. Other than through condemnation, no third party has any option or right to purchase all or any part of the Property during the lease term. Lessor is not aware of any condemnation proceeding pending or proposed regarding the Property.


Lender and its successors and assigns may rely upon the truth and accuracy of the certifications contained in this Certificate as of the date they are made, and this Certificate will be binding upon Lessor and its successors and assigns, and inure to the benefit of Lender and its successors and assigns. This Certificate may not be deemed to alter or modify any of the terms and conditions of

Ground Lessor's Estoppel Certificate

Exhibit C-25

the Lease. Lessor disclaims any duty to affirmatively update such certifications for Lender after the date hereof, unless required by the terms of then Amendment to Lease.

**SUNNYVALE SCHOOL DISTRICT**

By:   
Benjamin H. Picard, Ed.D.  
Superintendent

**EXHIBIT D**

Memorandum of Ground Lease

**FORM OF MEMORANDUM OF GROUND LEASE**

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

**SUNNYVALE SCHOOL DISTRICT**  
Attn: Superintendent  
819 W. Iowa Avenue  
Sunnyvale, CA 94086

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**MEMORANDUM OF GROUND LEASE**

This Memorandum of Ground Lease (this "Memorandum") is entered into as of this \_\_\_\_ day of January, 2019, by and between **SUNNYVALE SCHOOL DISTRICT** ("Owner") and **PLAZA DEL REY OWNER, LLC** ("Tenant," and collectively with the Owner, "Parties" or each individually, a "Party").

The Owner is the owner of that certain real property consisting of 9.33 acres and located at 1115 Hidden Lake Drive, Sunnyvale, Santa Clara County, California, as more particularly described in Exhibit 1 attached hereto and incorporated herein by this reference ("Project").

The Owner and the Tenant have entered into a Ground Lease dated [January \_\_, 2019] (the "Ground Lease"), pursuant to which the Owner has leased the Project to the Tenant for a term of thirty (30) years, commencing on September 1, 2020. The terms and conditions of the Ground Lease are hereby incorporated by reference with the same force and effect as though set forth herein.

The purpose of this Memorandum is to give notice of the existence of such Ground Lease which, together with this Memorandum, constitutes the agreement between the Owner and the Tenant concerning Tenant's ground lease of the Project for purposes of operation of the Plaza del Rey mobile park and other related purposes. The Parties' respective obligations as set forth in the Ground Lease and this Memorandum shall run with the land and shall be binding upon the Parties' successors and assigns.

[CONTINUED ON THE FOLLOWING PAGE]

In witness whereof, this Memorandum has been executed by the Parties on the date and year first written above.

**TENANT:**

**PLAZA DEL REY OWNER, L.L.C.,**  
a Delaware limited liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**OWNER:**

**SUNNYVALE SCHOOL DISTRICT**

By: \_\_\_\_\_

Dr. Benjamin Picard, Superintendent

Date: \_\_\_\_\_

**NOTARY ACKNOWLEDGEMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
 )  
County of \_\_\_\_\_ )

On \_\_\_\_\_, 201\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_ (Seal)

**EXHIBIT 1**

**TO**

**MEMORANDUM OF GROUND LEASE**

Parcel 1, as shown on Parcel Map filed January 22, 1981 in Book 478 of Maps, Page(s) 51 and 52, Santa Clara County Records. Excepting therefrom all the Mobile Homes or Manufactured Housing Units and appurtenances located thereon.

Exhibit D-4

GROUND LEASE

730193095.6



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**M.2. PUBLIC HEARING - Approval of Resolution No. 19-08 to Impose and Increase Statutory School Fees on Residential and Commercial/Industrial Development Projects Pursuant to Education Code Section 17620 (Level 1 Fees) (Smiley)**

**Type:**

Action

**Quick Summary/Abstract:**

Sunnyvale School District's Level I Developer Fee Rate

Date: January 10, 2019

Time: 7:00 p.m.

Place: Board Room Sunnyvale School District, 819 W. Iowa Ave., Sunnyvale, CA 94086

At its regularly scheduled meeting on January 10, 2019, at approximately 7:00 pm, the Sunnyvale School District Board of Education will be holding a public hearing regarding the potential increase of Level I Developer Fees which it is considering to impose on new construction. Following that hearing, the Board of Education will be taking action on the proposed increase.

The information related to this hearing and the increase in Level I Developer Fees will be available for review at the Sunnyvale School District Office, located at 819 West Iowa Avenue, Sunnyvale, CA 94086. For more information, please contact Liz Chagoya at 408-522-8225.

Public Hearing Opened: \_\_\_\_\_

Public Hearing Closed: \_\_\_\_\_

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

**Description:**

Sunnyvale School District has been collecting Statutory School Fees, commonly referred to as Developer Fees, on new development within the District since the late 1980s. This fee

assessment has been based on the determination that the District would require additional school facilities to accommodate enrollment generated from new development.

On March 21, 2013, the Board of Education approved a new Development Impact Fee Justification study dated January 2013 that was prepared by the District's economic consultant, Schoolhouse Services. A copy is available for public inspection upon request. This study was done in conjunction with District facilities planning during 2012-2013.

Based on the Development Impact Fee Justification Study and the maximum fee amounts set by the State Allocation Board (SAB), fees were justified for Sunnyvale School District at \$1.98 per square foot for residential development and \$0.32 per square foot for most categories of commercial and industrial development.

In January 2014 and February 2016, the SAB adjusted the fee for inflation. The District contracted with Schoolhouse Services to review that report and to recommend changes necessary for the District to continue to justify the level of fees charged on different categories of new developments and additions. Based on a Schoolhouse memo and the updated SAB maximum fee amounts, the Board increased the fee amounts.

On January 24, 2018, the State Allocation Board again adjusted the maximum fee amounts to reflect inflation; the new amounts are \$3.79 per square foot for residential and \$0.61 per square foot for commercial and industrial development. The District again commissioned our consultant, Schoolhouse Services, to review the accuracy and adequacy of the 2013 report. The accompanying memo (copy enclosed) from the firm concludes that the 2013 study remains a good description of the District's situation and thus a justification for the District levying development fees at the new maximum level adopted by the State Allocation Board this last January.

The Education Code states that school districts having common territorial jurisdictions may not collect a total amount that exceeds the maximum fees authorized by the State Allocation Board. For this reason, the fees established for Sunnyvale School District represent a share of the maximum fees in accordance with a Developer Fee Revenue Allocation Agreement Between Sunnyvale School District and Fremont Union High School District as provided by Education Code section 17623. This agreement provides for Sunnyvale School District to collect 61.8 percent and Fremont Union High School District to collect 38.2 percent of the maximum allowable fees set by the State Allocation Board.

Given the State Allocation Board's authorized adjustment to the maximum fees, management is recommending that the fee adjustment be implemented for the District's share of the maximum fees. The authorization allows for an increase in fees for Sunnyvale School District as shown below. It should be noted that the fee amount levied cannot exceed the expected fiscal impact of building in its category; thus many categories of commercial and industrial development are assessed fees lower than \$0.35 per square foot as explained in the Report and the Memo.



<b>Residential</b>	<b>\$2.34 per square foot</b>
<b>Commercial/Industrial (up to)</b>	<b>\$0.38 per square foot</b>

A notice of public hearing on the consideration of a Level I school facilities fee increase was published twice: first on December 21, 2018 and again on December 28, 2018 in the Sunnyvale Sun. The attached resolution must be approved in a public meeting following a public hearing to increase fees. The new fees become effective sixty days after adoption.

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve Resolution No. 19-08 to impose and increase statutory school fees in accordance with the authorization of the State Allocation Board and the allocation agreement between Sunnyvale School District and Fremont Union High School District.

**Attachments:**

1. Notice of Public Hearing
2. Resolution No. 19-08
3. School House Services Memo 12-11-18

**NOTICE OF PUBLIC HEARING  
BOARD OF TRUSTEES  
OF THE SUNNYVALE SCHOOL DISTRICT**

**Regarding Sunnyvale School District's  
Level I Developer Fee Rate**

**Date: January 10, 2019**

**Time: 7:00 p.m.**

**Place: Board Room, Sunnyvale School District  
819 West Iowa Avenue  
Sunnyvale, CA 94086**

At its regularly scheduled meeting on January 10, 2019 at approximately 7:00 pm, the Sunnyvale School District Board of Education will be holding a public hearing regarding the potential increase of Level I Developer Fees which it is considering to impose on new construction. Following that hearing, the Board of Education will be taking action on the proposed increase.

The information related to this hearing and the increase in Level I Developer Fees will be available for review at the Sunnyvale School District Office, located at 819 West Iowa Avenue, Sunnyvale, CA 94086. For more information, please contact Liz Chagoya at 408-522-8225.

**SUNNYVALE SCHOOL DISTRICT**

**RESOLUTION NO. 19-08**

**RESOLUTION OF THE BOARD OF EDUCATION OF  
THE SUNNYVALE SCHOOL DISTRICT TO IMPOSE AND INCREASE  
STATUTORY SCHOOL FEES ON RESIDENTIAL AND  
COMMERCIAL/INDUSTRIAL DEVELOPMENT PROJECTS PURSUANT TO  
EDUCATION CODE SECTION 17620 (LEVEL 1 FEES)**

WHEREAS, the Board of Education ("Board") of the Sunnyvale School District ("District") provides for the educational needs for elementary and middle school students within Santa Clara County; and

WHEREAS, the Board of the District has previously adopted and imposed statutory school fees ("Statutory School Fees") pursuant to Education Code section 17620 et seq. and Government Code section 65995 et seq. ("School Fee Legislation") on residential development in the District; and

WHEREAS, at its meeting in January 24, 2018, the State Allocation Board has authorized an adjustment for inflation in the amount of Statutory School Fees pursuant to Government Code section 65995 to \$3.79 per square foot for assessable space of residential development and \$0.61 per square foot of chargeable covered and enclosed space for the categories of commercial/industrial development, as long as such increases are properly justified by the District pursuant to law; and

WHEREAS, Education Code section 17623, provides that in the event that statutory school fees are levied by two non-unified school districts having overlapping territorial jurisdiction, both school districts shall enter into an agreement specifying the allocation of the statutory school fee revenue; and

WHEREAS, the District has common territorial jurisdiction with the Fremont Union High School District ("Fremont Union"); and

WHEREAS, the District and the Fremont Union have entered into a school fee sharing agreement in which the District is authorized to collect 61.8% of the Statutory School Fees ("Fee Sharing Agreement");

WHEREAS, residential and commercial/industrial development continues to generate additional students for the District's schools and the District is required to provide school facilities ("School Facilities") to accommodate those students; and

WHEREAS, overcrowded schools within the District have an impact on the District's ability to provide an adequate quality education and negatively impacts the educational opportunities for the District's students; and

WHEREAS, the District does not have sufficient funds available for the construction or reconstruction of the School Facilities, to accommodate students from new residential and commercial/industrial development; and

WHEREAS, the Board of the District has considered the report entitled "Development Impact Fee Justification" dated January 2013, ("Report"), which Report includes information, documentation, and analysis of the School Facilities needs of the District, including (a) the purpose of the Statutory School Fees; (b) the use to which the Statutory School Fees are to be put; (c) the nexus (reasonable relationship) between residential and commercial/industrial development and the following: (1) the use for Statutory School Fees; (2) the need for School Facilities; (3) the cost of School Facilities and the amount of Statutory School Fees from residential and commercial/industrial development; (d) a determination of the impact of the increased number of employees anticipated to result from the commercial/industrial development (by category) upon the cost of providing School Facilities within the District; (e) an evaluation and projection of the number of students that will be generated by residential development; (f) the new School Facilities that will be required to serve such students; and (g) the cost of such School Facilities; and

WHEREAS, said Report was reviewed and the Board of the District has considered a memo dated in December 11, 2018 ("Memo") in which the consultant concluded that the January 2013 report is still an appropriate justification of the increased fee amounts; and

WHEREAS, said Report and the Memo pertaining to the Statutory School Fees and to the capital facilities needs of the District were made available to the public as required by law before the Board considered at a regularly scheduled public meeting regarding the proposed increase in the Statutory School Fees; and

WHEREAS, all required notices of the proposed increase in the Statutory School Fees have been given; and

WHEREAS, a public hearing was held at a regularly scheduled meeting of the Board of the District relating to the proposed increase in the Statutory School Fees; and

WHEREAS, Education Code Section 17621 provides that the adoption, increase or imposition of any fee, charge, dedication, or other requirement, pursuant to Education Code section 17620 shall not be subject to Division 13 (commencing with section 21000) of the Public Resources Code.

NOW, THEREFORE, be it resolved by the Board of the District as follows:

1. That the above recitals are true and correct.
2. That the Board accepts and adopts the Report and the Memo.

3. That the Board finds that the purpose of the Statutory School Fees imposed upon residential development is to fund the construction and/or reconstruction of School Facilities as authorized pursuant to the School Fee Legislation which is required to serve the students generated by the residential development upon which the Statutory School Fees are imposed.
4. That the Board finds that the Statutory School Fees imposed on residential development will be used only to finance those School Facilities described in the Report and related documents and that these School Facilities are required to serve the students generated by the residential development within the District; and that subject to any limitations set forth in the School Fee Legislation, the use of the Statutory School Fees will include construction or acquisition of School Facilities, remodeling existing School Facilities, the addition of technology, and acquiring and installing additional portable classrooms and related School Facilities, with the specific location of new schools, refurbishing of existing School Facilities to maintain level of service, and additional portables, as well as required central administrative and support facilities within the District, plus any studies authorized pursuant to Education Code section 17620(a)(5).
5. That the Board finds that there is a reasonable relationship between the use of the Statutory School Fees and residential development within the District because the Statutory School Fees imposed on residential development by this Resolution will be used to fund School Facilities which will be used to serve the students generated by such residential development.
6. That the Board finds that there is a reasonable relationship between the residential development upon which the Statutory School Fees are imposed and the need for School Facilities in the District because new students will be generated from residential development within the District and the District does not have student capacity in the existing School Facilities to accommodate these students.
7. That the Board finds that the amount of the Statutory School Fees levied on residential development as set forth in this Resolution is reasonably related to, and does not exceed the cost of, providing the School Facilities required to serve the students generated by such residential development within the District.
8. That the Board finds that the purpose of the Statutory School Fees imposed on new commercial/industrial development is to fund School Facilities required to serve the students generated by the new commercial/industrial development upon which the Statutory School Fees are imposed.
9. That the Board finds that the Statutory School Fees imposed on new commercial/industrial development (by category) will be used only to finance those School Facilities described in the Report and related documents, and that subject to any limitations set forth in the School Fee Legislation, these School Facilities are required to serve the students generated by such new commercial/industrial development; and

that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities, the addition of technology, and acquiring and installing additional portable classrooms and related facilities, as well as required central administrative and support facilities within the District plus any studies authorized pursuant to Education Code section 17620(a)(5).

10. That the Board finds that there is a reasonable relationship between the use of the Statutory School Fees and new commercial/industrial development by category within the District because the Statutory School Fees imposed on commercial/industrial development by this Resolution, will be used to fund School Facilities which will be used to serve the students generated by such new commercial/industrial development.
11. That the Board finds that there is a reasonable relationship between the commercial/industrial development by category, upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the District because new students will be generated from commercial/industrial development within the District and the District does not have student capacity in the existing School Facilities to accommodate these students.
12. That the Board finds that the amount of the Statutory School Fees levied on commercial/industrial development by category as set forth in this Resolution is reasonably related to and does not exceed the cost of providing the School Facilities required to serve the students generated by such commercial/industrial development within the District.
13. That the Board finds that a separate account has been established for the deposit of Statutory School Fees imposed on residential and commercial/industrial development and that said account has at all times since been separately maintained, except for temporary investments, from other funds of the District.
14. That the Board finds that the funds of the account, described in Section 13, consisting of the proceeds of Statutory School Fees, have been imposed for the purposes of constructing and reconstructing those School Facilities necessitated by new residential and commercial/industrial development, and thus, these funds may be expended for those purposes. The Statutory School Fees may also be expended by the District for the costs of performing any study or otherwise making the findings and determinations required under subdivisions (a), (b), and (d) of section 66001 of the Government Code. In addition, the District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees.
15. That the Board hereby increases the Statutory School Fees as a condition of approval for residential development projects and imposes the Statutory School Fees on such development projects in the following amounts:

- 15.1. **\$2.34** per square foot of assessable space for **residential** construction as set forth in Education Code section 17620(a)(1)(B)(C) and (D), which is the District's share of the maximum fee of \$3.36 pursuant to the Fee Sharing Agreement including new residential construction; other residential construction; and manufactured homes and mobile homes as authorized under Education Code section 17625, except for any construction described in Government Code sections 65995.1 or 65996.2 ("Senior and Migrant Worker Housing").
- 15.2. **\$0.38** per square feet of assessable space (as defined in the School Fee Legislation) for **Senior and Migrant Worker Housing**.
16. That this Board hereby increases the Statutory School Fees as a condition of approval of commercial/industrial development projects as set forth in Table 7-3 (updated) of the Memo and levies the Statutory School Fees on such development projects in the amounts of **\$0.38** per square foot of chargeable covered and enclosed **space** (as defined in the School Fee Legislation) for many categories of **commercial/industrial** development and that fee amounts for other categories shall be established at lesser amounts as set forth in the Memo.
17. That the proceeds of the Statutory School Fees increased and established pursuant to this Resolution shall continue to be deposited into that account identified in Section 13 of this Resolution, the proceeds of which shall be used exclusively for the purpose for which the Statutory School Fees are to be collected, including accomplishing any study, findings or determinations required by subdivisions (a), (b) and (d) of section 66001 of the Government Code or retaining an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees or in financing the described Report or in defending the imposition of Statutory School Fees.
18. That the Superintendent, or his or her designee, is directed to cause a copy of this Resolution to be delivered to the building official of the Cities within the District's boundaries and the County along with a copy of all the supporting documentation referenced herein and a map of the District clearly indicating the boundaries thereof, advising the Cities and County that new residential and commercial/industrial development is subject to the Statutory School Fees increased and readopted pursuant to this Resolution and requesting that no building permit or approval for occupancy be issued by any of these entities for any residential development project, mobile home or manufactured home subject to the Statutory School Fees absent a certification from this District of compliance of such project with the requirements of the Statutory School Fees, nor that any building permit be issued for any non-residential development absent a certification from this District of compliance with the requirements of the applicable Statutory School Fees.

19. That the Board hereby establishes a process that permits the party against whom the commercial/industrial Statutory School Fees are imposed, the opportunity for a hearing to appeal that imposition of Statutory School Fees for commercial/industrial development as required by Education Code section 17621(e)(2). The appeal process is as follows:

- 19.1. Within ten (10) calendar days of being notified, in writing, (by personal delivery or deposit in the U.S. Mail) of the commercial/industrial Statutory School Fees to be imposed or paying the commercial/industrial Statutory School Fees, pursuant to Education Code section 17620, a party shall file a written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees. The party shall state in the written request the grounds for opposing the imposition of commercial/industrial Statutory School Fees and said written request shall be served by personal delivery or certified or registered mail to the Superintendent of the District.
- 19.2. The possible grounds for that appeal include, but are not limited to, the inaccuracy of including the project within the category pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.
- 19.3. Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the District, or his or her designee, shall give notice in writing of the date, place and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Superintendent, or his or her designee, shall schedule and conduct said hearing within thirty (30) calendar days of receipt of the written request. The Superintendent, or his or her designee, shall render a written decision within ten (10) days following the hearing on the party's appeal and serve it by certified or registered mail to the last known address of the party.
- 19.4. The party against whom the commercial/industrial Statutory School Fees are imposed may appeal the Superintendent's, or his or her designee's, decision to the Board of the District.
- 19.5. The party appealing the Superintendent's, or his or her designee's decision, shall state in the written appeal the grounds for opposing the imposition of the commercial/industrial Statutory School Fees and said written appeal shall be served by personal delivery or certified or registered mail to the Superintendent of the District.
- 19.6. The possible grounds for that appeal to the Board of the District include, but are not limited to, the inaccuracy of including the project within the category



pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.

- 19.7. Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the District, or his or her designee, shall give notice in writing of the date, place and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Board of the District, shall schedule and conduct said hearing at the next regular meeting of the Board, provided that the party is given notice at least five (5) working days prior to the regular meeting of the Board. The Board shall render a written decision within ten (10) days following the hearing on the party's appeal and serve the decision by certified or registered mail to the last known address of the party.
- 19.8. The party appealing the imposition of the commercial/industrial Statutory School Fees shall bear the burden of establishing that the commercial/industrial Statutory School Fees are improper.
20. That the Superintendent is authorized to cause a certificate of compliance to be issued for each development project, mobile home and manufactured home for which there is compliance with the requirement for payment of the Statutory School Fees in the amount specified by this Resolution. In the event a certificate of compliance is issued for the payment of Statutory School Fees for a development project, mobile home or manufactured home and it is later determined that the statement or other representation made by an authorized party concerning the development project as to square footage is untrue, then such certificate shall automatically terminate and the appropriate city shall be so notified.
21. That no statement or provision set forth in this Resolution, or referred to therein shall be construed to repeal any preexisting fee previously imposed by the District on any residential or nonresidential development. Notwithstanding the preceding, if the District adopts alternative school facilities fees for new residential construction pursuant to Government Code Sections 65995.5, 65995.6 and/or 65995.7 (“Alternative School Facilities Fees”), the District is hereby authorized to collect the Alternative School Facilities Fees in lieu of the Statutory School Fee with respect to new residential construction. If the Alternative School Facilities Fees should lapse or be terminated, then the Statutory School Fees shall be collected for new residential construction at the amount set forth in this Resolution.
22. That the increase in the District's Statutory School Fees will become effective sixty (60) days from the date of this Resolution unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Board.

I, Reid Myers, Clerk of the Board of Education of the Sunnyvale School District, do hereby certify that the foregoing Resolution No. **19-08** was adopted by the Board of Education of said District at a meeting of said Board held on the 10<sup>th</sup> day of January, 2019, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Clerk of the Board of Education  
Sunnyvale School District

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# Schoolhouse Services Economists & Planners

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December 11, 2018

**TO:**

Rob Smiley  
Sunnyvale Elementary School District  
Rob.Smiley@SESD.org

**FROM:**

Dick Recht  
Schoolhouse Services  
Dick@SchoolhouseServices.com

**RE:**

Review of Fee Justification Documentation

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**Situation**

The State Allocation Board (SAB) earlier this year considered information about the increase in construction costs over the last two years and, consistent with California law, made its biennial adjustment to the maximum development fee amounts to reflect inflation. For the last two years the maximum fee amount districts can levy under Section 17620 of the California Education Code was \$3.48 per square foot on residential construction and \$0.56 per square foot on commercial/industrial (non-residential) construction. The Board's action increased the maximum fees to \$3.79 and \$0.61 per square foot for residential and commercial/industrial construction respectively. This is an increase of 8.9% over the two-year period.

Where an elementary district and a high school district both serve an area, the districts must agree on an appropriate sharing of the maximum fee amounts. Sunnyvale Elementary School District (District) can levy up to 61.8% of the maximum fees and the remainder is available to Fremont Union High School District, all per the existing fee sharing agreement between the districts.

The maximum fees previously allocated to Sunnyvale Elementary were \$2.15 per square foot on residential development and \$0.35 per square foot on commercial/industrial development. The SAB's action increases the District's share of the maximums to \$2.34 per square foot for residential construction and \$0.38 per square foot for commercial/industrial construction.

**Justification of the Increased Fee Amounts**

The increased fee amounts can only be put in place by resolution of the District Board at a public hearing. Since Section 17620 fees are impact mitigations, rather than taxes, a district must also demonstrate that the amounts being levied are justified due to the financial impacts on the district. There is no number of years at which a justification report needs to be replaced or updated, contrary to the case with SFNA reports justifying Level 2 fees. The legal criterion is whether or not the report still describes the situation in the district.

It is therefore appropriate for districts to review periodically the accuracy of its documentation and this is commonly done at the same time the fee amount is adjusted. The Sunnyvale Elementary School District therefore contracted with Schoolhouse Services to review the existing justification document and to make recommendations regarding any changes necessary to bring the documentation up-to-date. This memo describes the results of the review.

Schoolhouse Services prepared a comprehensive justification document for the District late in 2012 (dated January 2013) and this memo is an addition to the information in that report. The reliance on the analysis of financial impacts in the 2013 report depends on much of the information in the report still describing the situation with consideration here of any significant changes in the district since that time. I have reviewed the analysis and findings in the report looking for specific areas that may have changed. The rate of new housing construction continues in a heated market, though with limited opportunities. The strong regional employment need for workers in the high-tech industries keeps increasing the number of young families seeking housing, though this is balanced by rising housing costs. However, there are two changes with important consequences that should be addressed. One is the increased cost to the District of providing school enrollment capacity. The other is the impact that smaller and yet more expensive newly developed units, and higher housing costs in existing homes, have on student generation.

The 2012 analysis determined that the financial impact of new residential development was \$3.31 per residential square foot, significantly above the District's new maximum of \$2.34 per square foot. The index used by the SAB indicates that costs have increased to January 2018 by about 22.4% since the 2012 value used in the earlier report and the Turner non-residential cost index indicates a further inflation of an additional inflation of 5.8% for the

last 12 months, bringing the total needed inflation adjustment to 29.5%. This inflation affects the impact costs estimated in 2012, increasing the impact from \$3.31 to \$4.27 per square foot. Of course, this inflation adjusted cost impact is also significantly above \$2.34 per square foot, the district's share of the new \$3.79 maximum fee. This does not mean, however, that the financial impact on the District from current development is \$4.27 per square foot, as the impact, at least in the near-term, is reduced by lower student generation rates in new units.

### **School Facility Impacts**

The total District enrollment in 2012 was 6,637 students. The October 2017 enrollment (the last official state report) totaled 6,565 and Enrollment Projection Consultants (EPC), the District's demographics consultant, estimated fall 2018 enrollment to be slightly higher at 6,594. However, the firm also estimated that by fall 2022 enrollment will have declined to 6,350 students, primarily due to the recent escalation in housing costs. Young families are finding it increasingly difficult to afford housing in the District. Those moving into the District, into both existing and new units, are to a large extent young people with high-tech skills and consequent high salaries. The percentage with families of school-age children is quite low. Given that this is the primary demand for housing, new development consists primarily of small expensive high-density units targeted to this market.

This trend affects the picture in the 2013 report in two ways. One, addressed below, is that new units have, at least in the near term, a lower enrollment impact, and hence cost impact, on the District. The other is that lower student generation from existing housing decreases the demand on enrollment capacity in the District. The consequence is that the Sunnyvale Elementary School District, like almost all of the school districts in the area, is focusing its perspective on the need for replacement and refurbishment of existing facilities. This is necessary for the District to continue to provide facilities for student from both existing and new homes in the future.

California Government Code Section 66008 and 66006(f) requires that "at the time the local agency imposes fees for public improvements on a specific development project, it shall identify the public improvements that the fee will be used to finance." The District's developer fee fund will be used to fund classrooms and educational support facilities needed to house students from new development, but not exceeding the proportion the student generated by new development are of total enrollment. The classrooms and support facilities may either be new buildings (usually replacements) or substantial renovations. Consistent with California law, fee revenues will not be expended for regular maintenance or routine repair, for addressing asbestos problems, for deferred maintenance, or to correct existing deficiencies, except to replace or refurbish them, as necessary, to meet educational standards in the future.

Reflecting the situation that the primary task of school districts is replacing, refurbishing and enlarging existing facilities that will otherwise become deteriorated or obsolete and unavailable to house students from new (and existing) homes, Government Code Section 66001 (g) was amended specifically to recognize the inclusion of costs “in order to refurbish existing facilities to maintain the existing level of service” in the determination and expenditure of fees to mitigate development impacts.

It should be noted that the refurbishment and replacement of existing facilities tends to be more costly than simply adding new classrooms and support facilities on vacant land, as new facilities usually have to be integrated with existing structures. They have the advantage of not requiring additional land with its prohibitive cost, but no land costs were included in the 2013 analysis.

### **Student Generation**

While increasing costs of construction have significantly increased the cost of enrollment capacity to accommodate enrollment from new development, the decline in the number of students generated by each new home (the student generation rate) has significantly decreased, reducing in turn the cost impact. The survey by EPC of recent new homes has found they have a student generation rate only about 54% of that found in its survey in 2012.

There are important caveats to the use of this number. One is that it shows only the likely generation rate in the next few years, a low rate reflecting the predominance of young occupants, many not married and even those married usually not yet with school-age children. Over time these occupants will grow older and the majority will have families. This is also true of the many young tech employees who now get on busses so they can be part of life in the big city – San Francisco. Many, if not most, of these families will work in Silicon Valley and will prefer to live there rather than incurring a time-consuming commute from a city with less desirable schools. We know that will result in greater student generation in the future; we do not have a reliable forecast of how much higher it will be. Despite this consideration, a reduction in student generation per square foot to only 54% of the prior level is conservatively assumed here.

The fee, however, is levied on a per square foot basis, not on a per unit basis. The average size of new units is becoming smaller. The smaller size means that the cost per square foot is larger. Lacking definitive information as to the extent of this change, it is assumed here to be only about ten percent, though it is likely to be larger than that; studios and one-bedroom units are more prevalent than they used to be. The result in a net reduction of due to the changed nature of the housing units and their student generation to only 60% of that assumed in the 2013 report.

**Fiscal Impact**

The cost impact per square foot in the comprehensive report prepared in 2012 was \$3.31 per square foot of new residential development. Increasing this amount to reflect inflation of 29.5% results in a cost impact of \$4.27 per square foot. Decreasing it to 60% of this amount for the decrease in student generation per square foot results in a fiscal impact of \$2.56 per square foot of residential development.

The decline in student generation rates will result in maximum fees on residential development fund a greater proportion of the fiscal impact of development. Therefore, it does not appear that the District is justified in raising its fees on new non-residential development from the 2012 level. The impact of commercial/industrial (C/I) development varies by the average employment density of the type of development. The fees from the 2013 document are shown in Table 7-3 below from the document. The fiscal impacts in the majority of these categories are below the maximum \$0.38 per square foot level set by the SAB. Fees on development in these categories are limited to the actual impact amounts; the result is that the fees for the categories with smaller impacts (those with a gray background) are those shown in Table 7-3; the categories with higher impacts (those shown with a white background) are subject to the maximum fee amount of \$0.38 per square foot.

**Table 7-3  
Cost per Square Foot with Residential Offset**

<i>Category of Business</i>	<i>Fiscal Impact per Sq. Ft.</i>
Parking Structures	<b>\$0.00</b>
Self-storage	<b>\$0.01</b>
Lodging	<b>\$0.21</b>
Schools	<b>\$0.21</b>
Warehouses	<b>\$0.24</b>
Auto Repair	<b>\$0.24</b>
Movie Theater	<b>\$0.28</b>
Discount Clubs	<b>\$0.32</b>
Regional Shopping Centers*	<b>\$0.36</b>
Hospitals	<b>\$0.39</b>
Community Shopping Ctrs.*	<b>\$0.43</b>
Neighborhood Retail*	<b>\$0.49</b>
Banks	<b>\$0.53</b>
Business Offices	<b>\$0.64</b>
Medical Offices	<b>\$0.81</b>

*A Regional Shopping Center is greater than about 35,000 sq. ft., Community 10,000 to about 35,000 sq. ft., and neighborhood less than 10,000 sq. ft.*

*Source: Schoolhouse Services.*

### **Conclusions**

Our judgment is that the District's existing 2013 report, with the information in this memo about the significant increase in construction costs and hence in maximum fees, along with consideration of the very significant decrease in student generation rates, remains an accurate description of the impact of new development and we see no need for the district to have a new comprehensive document prepared at this time. The Board can increase the fees as described on the basis of its information.

On the other hand, it should be recognized that the characteristics of new residential development and the characteristics of the people occupying the units is undergoing significant changes, making it difficult to make forecasts and to have confidence in their accuracy. The probability of very low student generation rates in the early years of newly developed units followed by significant but impossible to forecast accurately increases as the population ages is the most critical example. However, the fact that the new maximum residential rates can be justified even with the assumption of low initial rates justifies the maximum residential fees at this time.

Sunnyvale Elementary School District is therefore justified in increasing the fee it levies on residential construction to the share of the new maximum fee as set forth in its agreements with the Fremont Union High School District, from \$2.15 to \$2.34 per square foot. And it is justified in increasing the commercial/industrial fees per square foot to the new maximum fee of \$0.38 per square foot on construction in the categories for which the cost impacts in Table 7-3 are above that amount. Fee amounts for the other categories can only be equal to the impact amounts shown in the table.



**Sunnyvale SD**  
BOARD OF EDUCATION Regular Board Meeting  
Thursday, January 10, 2019  
Open Session: 7:00 PM  
Sunnyvale School District | Closed Session:

**M.3 Approval of 2017-2018 Financial Audit Report, Measure B Parcel Tax Report, and Measure G Bond Audit and Procedures Report (van Gogh)**

**Type:**

Action

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

**Description:**

Public school districts are required by Section 41020 of the Education Code to secure an annual financial audit of all the funds under the control and jurisdiction of the school district. The purpose of the annual audit is to provide the governing board and other interested parties with key financial information about the district from an independent perspective.

This annual audit is not just used to evaluate the accounting and administrative controls of the district. The audit is also necessary in order for the district to participate in debt issues such as the Tax and Revenue Anticipation Notes (TRANS), General Obligation Bonds and Certification of Participation (COPs).

In addition to the annual financial audit of the district's operating funds, an annual financial report and procedures report on the Measure G General Obligation Bond Fund as well as the Measure B Parcel Tax Report are presented for review and approval.

The auditing firm the Board of Education has retained is Vavrinek, Trine, Day, Certified Public Accountants. A representative of the firm will be present at the Board of Education meeting to present the reports and to address any questions from the Board and public.

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve and accept the 2017-2018 financial audits and procedures reports as presented.

**Attachments:**

1. VTD Communication Letter Dated 12-03-18
2. SSD Annual Financial Report for Yr Ended 063018
3. Measure 2013 G Bond Annual Financial Report and Performance Audit for Yr Ended 063018



December 3, 2018

Board of Trustees  
Sunnyvale School District

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Sunnyvale School District (District) for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 11, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Sunnyvale School District are described in Note 1 to the financial statements. There are new accounting policies were adopted. The adoption of the new accounting policies does not have material impact on the financial statements and the application of existing policies was not changed during 2018. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of the Other Postemployment Benefit (OPEB) is based on an Actuarial Study performed by Demsey, Filliger & Associates on June 30, 2017. We evaluated the key factors and assumptions used to develop the retiree health liabilities in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the Net Pension Liabilities (NPL) is based on an Actuarial Study performed by Milliman on June 30, 2017. We evaluated the key factors and the District's proportionate share used to develop the NPL, deferred outflows and inflows of resources related to the pension activities in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's calculation of the depreciation expense is based on an estimated life span of the capitalized assets. We evaluated the key factors and assumptions used to derive the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. During the audit, we proposed an audit adjustment in the Building Fund in the amount of \$1,373,453 for unrecorded liability regarding construction costs. The District has recorded the liability and the amount is included in the audited financial statement.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 3, 2018.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Sunnyvale School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Sunnyvale School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to Management Discussion and Analysis, Budgetary Comparison Schedules, OPEB Funding Progress, and Schedules of the District's NPL and Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, such as Schedule of Expenditures of Federal Awards, Average Daily Attendance, Instructional Time and Combining Statements of Non-Major Governmental Funds, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Trustees and management of Sunnyvale School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads "Vavrinek, Trine, Day & Co, LLP". The signature is written in a cursive, flowing style.

Vavrinek, Trine, Day & Co, LLP  
December 3, 2018

**SUNNYVALE SCHOOL DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**FOR THE YEAR ENDED JUNE 30, 2018**

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# SUNNYVALE SCHOOL DISTRICT

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***FINANCIAL SECTION***

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**VAVRINEK, TRINE, DAY & CO., LLP**  
Certified Public Accountants

VALUE THE *difference*

## INDEPENDENT AUDITOR'S REPORT

Governing Board  
Sunnyvale School District  
Sunnyvale, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Sunnyvale 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 District'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 opinions 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 Standard* issued by the Comptroller General of the United States; and the *2017-2018 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, issued by the California Education Audit Appeals Panel as regulations. 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 opinions.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Sunnyside School District, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Emphasis of Matter - Change in Accounting Principles***

As discussed in Note 1 and Note 12 to the financial statements, in 2018, the District adopted new accounting guidance, GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedules, schedule of changes in the District's total OPEB liability and related ratios, schedule of the District's proportionate share of the net pension liability, and the schedule of District pension contribution be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

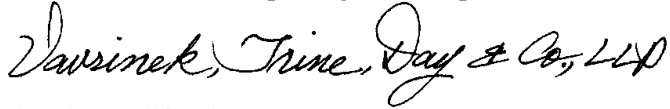
### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sunnyside School District's basic financial statements. The accompanying supplementary information such as the combining and individual non-major fund financial statements and Schedule of Expenditures of Federal Awards, as required by *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and the other supplementary information as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying supplementary information, as listed in the table of contents, is the responsibility of management, was derived from, and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated December 3, 2018, on our consideration of the Sunnyvale School 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. 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 Sunnyvale 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 Sunnyvale School District's internal control over financial reporting and compliance.



Palo Alto, California  
December 3, 2018

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LEARN TODAY LEAD TOMORROW

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This section of the Sunnyvale School District’s annual financial report presents our discussion and analysis of the District’s financial performance during the fiscal year that ended on June 30, 2018. Please read it in conjunction with the District’s financial statements, which immediately follow this section.

## OVERVIEW OF THE FINANCIAL STATEMENTS

### The Financial Statements

The financial statements presented herein include all of the activities of the Sunnyvale School District (District) and its component units using the integrated approach as prescribed by GASB Statement Number 34.

The *Government-Wide Financial Statements* present the financial picture of the District from the economic resources measurement focus using the accrual basis of accounting. These statements include all assets of the District (including infrastructure) as well as all liabilities (including long-term obligations). Additionally, certain eliminations have occurred as prescribed by the statement in regards to inter-fund activity, payables and receivables.

The *Governmental Funds* are prepared using the current financial resources measurement focus and modified accrual basis of accounting.

*Reconciliation of the Fund Financial Statements to the Government-Wide Financial Statements* is provided to explain the differences created by the integrated approach.

The *Fund Financial Statements* present Governmental activities, such as regular and special education, transportation and administration. Property taxes and State formula aid finance most of these activities.

The Fund Financial Statements provide a more detailed picture of the District’s operations than government-wide statements.

The primary unit of the government is the Sunnyvale School District.

### The Government-Wide Financial Statements

The *Statement of Net Position* and the *Statement of Activities* report information about the District as a whole and about its activities. These statements include all assets and liabilities of the District using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All of the current year’s revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District’s net position and changes in it. Net position is the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources, which is one way to measure the District’s financial health, or financial position. Over time, increases or decreases in the District’s net position will serve as a useful indicator of whether the financial position of the District is improving or deteriorating. Other factors to consider are changes in the District’s property tax base and the condition of the District’s facilities.



# SUNNYVALE SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2018

---

The relationship between revenues and expenses is the District's *operating results*. Since the Board's responsibility is to provide services to students and not to generate profit as commercial entities do, one must consider other factors when evaluating the overall health of the District. The quality of the education and the safety of our schools are important components in this evaluation.

The *Statement of Net Position* and the *Statement of Activities* are derived from the District's governmental activities.

**Governmental Activities** – All of the District's services are reported in this category. This includes the education of kindergarten through grade eight students, the operation of child development activities, and the on-going effort to improve and maintain buildings and sites. Property taxes, state income taxes, user fees, interest income, federal, state and local grants, as well as general obligation bonds, finance these activities.

### **Fund Financial Statements**

The fund financial statements provide detailed information about the most significant funds - not the District as a whole. Some funds are required to be established by State law and by bond covenants. However, management establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money that it receives from the U.S. Department of Education.

**Governmental funds** – Most of the District's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. The differences of results in the governmental fund financial statements to those in the government-wide financial statements are explained in a reconciliation following each governmental fund financial statement.

**Fiduciary funds** – These are used to account for funds held on behalf of others, like the funds managed for associated student body activities. The District's fiduciary activities are reported in the *Statements of Fiduciary Net Position*. Management excludes these activities from the District's other financial statements because the District cannot use these assets to finance its operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**SUNNYVALE SCHOOL DISTRICT**

**MANAGEMENT’S DISCUSSION AND ANALYSIS  
JUNE 30, 2018**

**GOVERNMENT-WIDE OVERALL FINANCIAL ANALYSIS**

**Net Position**

The District’s net position was -\$11,644,148 for the fiscal year ended June 30, 2018, a 100.1% decrease over the net position for the fiscal year ended June 30, 2017. Of this amount, \$31.89 million is invested in capital assets, net of related debt. Restricted net position is reported separately to show legal constraints from debt covenants and enabling legislation that limits the Board’s ability to use the net position for day-to-day operations. Management’s analysis below focuses on the net position (Table 1) and on the changes in net position (Table 2) of the District’s governmental activities:

**Table 1**

**Net Position**

	<u>Governmental Activities</u>		<u>Percentage</u>
	<u>2016-2017 as restated</u>	<u>2017-2018</u>	<u>Change</u>
<b>Assets</b>			
Current and other assets	\$ 76,166,361	\$ 57,060,941	-25.1%
Capital assets	198,546,662	213,852,952	7.7%
Total Assets	<u>274,713,023</u>	<u>270,913,893</u>	<u>-1.4%</u>
<b>Deferred outflows of resources</b>	<u>32,247,405</u>	<u>41,860,688</u>	<u>29.8%</u>
<b>Liabilities</b>			
Current liabilities	9,051,030	9,350,771	3.3%
Long - term debt	301,075,168	311,490,064	3.5%
Total Liabilities	<u>310,126,198</u>	<u>320,840,835</u>	<u>3.5%</u>
<b>Deferred inflows of resources</b>	<u>2,654,438</u>	<u>3,577,894</u>	<u>100.0%</u>
<b>Net Position</b>			
Net investment in capital assets	30,497,028	31,887,294	4.6%
Restricted	14,331,248	12,736,246	-11.1%
Unrestricted	(50,648,484)	(56,267,688)	11.1%
Total Net Position	<u>\$ (5,820,208)</u>	<u>\$ (11,644,148)</u>	<u>100.1%</u>

**Changes in Net Position**

The results of this year’s operations for the District as a whole are reported in the *Statement of Activities* in the audited financial statements. Table 2 takes the information from the statement, rounds off the numbers, and rearranges them slightly so one can see total revenues for the year.

SUNNYVALE SCHOOL DISTRICT

MANAGEMENT’S DISCUSSION AND ANALYSIS  
 JUNE 30, 2018

**Table 2**  
**Changes in Net Position**

	<b>Governmental Activities</b>		<b>Percentage Change</b>
	<b>2016-2017</b>	<b>2017-2018</b>	
<b>Revenues</b>			
Program revenues			
Charges for services	\$ 662,337	\$ 700,451	5.8%
Operating grants and contributions	11,829,430	9,287,665	-21.5%
General revenues			
Federal and State unrestricted revenue sources	5,192,711	4,418,038	-14.9%
Property taxes	72,830,009	81,256,723	11.6%
Other general revenues	6,791,445	11,899,741	75.2%
<b>Total Revenues</b>	<b>97,305,932</b>	<b>107,562,618</b>	<b>10.5%</b>
<b>Expenses</b>			
Instruction related	68,295,644	74,801,617	9.5%
Pupil services	10,653,852	12,259,312	15.1%
Administration	6,818,279	6,530,049	-4.2%
Plant services	9,108,602	8,516,024	-6.5%
Other	11,682,022	10,336,791	-11.5%
<b>Total Expenses</b>	<b>106,558,399</b>	<b>112,443,793</b>	<b>5.5%</b>
Change in Net Position	\$ (9,252,467)	\$ (4,881,175)	-47.2%

Total revenues increased 10.5% over the previous fiscal period to \$107.56 million. Total expenditures increased 5.5% over the previous period to \$112.44 million.

**Governmental Activities**

As reported in the *Statement of Activities* in the financial statements, the cost of all of our governmental activities this year was \$107.56 million. However, the amount that local taxpayers ultimately financed for these activities through local taxes was only \$81.26 million because those who benefited from the programs paid the cost (\$0.70 million) or by other governments and organizations that subsidized certain programs with grants and contributions (\$9.29 million).

**SUNNYVALE SCHOOL DISTRICT**

**MANAGEMENT’S DISCUSSION AND ANALYSIS  
JUNE 30, 2018**

In Table 3, we have presented the cost and net cost of each of the District's largest functions: instruction including, special instruction programs and other instructional programs, pupil services, administration, plant services, and all other services. As discussed above, net cost shows the financial burden that was placed on the District's taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits they believe are provided by that function.

**Table 3**

**Net Cost of Governmental Activities**

(Dollar amounts in millions)	Total Cost of			Net Cost of		
	Services		Percentage	Services		Percentage
	2017	2018	Change	2017	2018	Change
Instruction	\$ 57.3	\$ 61.8	7.9%	\$ 51.9	\$ 55.9	7.7%
Supervision of instruction	4.3	6.3	46.5%	4.0	6.0	50.0%
Instructional library, media and technology	0.9	1.1	22.2%	0.9	1.1	22.2%
School administration	5.8	6.4	10.3%	5.6	6.2	10.7%
Pupil transportation	1.5	1.8	20.0%	1.5	1.8	20.0%
Food services	2.7	3.0	11.1%	0.6	0.7	16.7%
Other pupil services	6.4	7.6	18.8%	5.8	6.9	19.0%
Administration	6.8	6.7	-1.5%	6.6	6.5	-1.5%
Plant services	9.1	8.4	-7.7%	9.2	8.5	-7.6%
All other services	11.7	10.3	-12.0%	8.0	9.8	22.5%
Totals	<u>\$106.5</u>	<u>\$113.4</u>	<u>6.5%</u>	<u>\$ 94.1</u>	<u>\$103.4</u>	<u>9.9%</u>

**FINANCIAL ANALYSIS OF GOVERNMENTAL FUNDS**

As the District completed this year, our governmental funds reported a combined fund balance of \$50.58 million of which \$19.93 million was in the General Fund.

**General Fund Budgetary Highlights**

Over the course of the year, the District revises its budget as it attempts to deal with unexpected changes in revenues and expenditures. The final amendment to the budget was adopted on June 21, 2018. (A schedule showing the District's original and final budget amounts compared with amounts actually paid and received is provided in our annual report on page 57.

- Local control funding formula revisions were made due to property tax roll revenue estimate updates provided by the Santa Clara County Controller-Treasurer Department throughout the year.
- Local revenue was adjusted to reflect grant funding and increases to lease income.
- Adjustments were made to State revenues to reflect funding adjustments to Categorical Programs and Special Education.

**SUNNYVALE SCHOOL DISTRICT**

**MANAGEMENT’S DISCUSSION AND ANALYSIS  
JUNE 30, 2018**

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Revisions were necessary to reflect material expenditure changes as outlined below:

- Salary expenditures were adjusted to reflect step and column movements and negotiated salary increases.
- Adjustments were made to health, welfare, and statutory benefits to reflect personnel, premium, and rate changes during the year.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At June 30, 2018, the District had \$213.9 million in a broad range of capital assets, including land, buildings, furniture, and equipment.

**Table 4**

**Capital Assets**

(Amounts in millions)	<b>Governmental Activities</b>		<b>Percentage Change</b>
	<b>2016-2017</b>	<b>2017-2018</b>	
Land	\$ 3.8	\$ 3.8	0.0%
Building and improvements	239.7	261.6	9.1%
Equipment	5.8	5.4	-6.9%
Subtotal	249.3	270.8	8.6%
Accumulated depreciation	(50.8)	(56.9)	12.1%
Totals	<u>\$ 198.5</u>	<u>\$ 213.9</u>	<u>7.7%</u>

This year’s additions of \$15.4 million, net of depreciation, include an energy efficiency HVAC upgrade at Cherry Chase Elementary. A complete campus renovation at Bishop Elementary School will continue in the 2018-19 school year. We present information that is more detailed about our capital assets in notes to the financial statements.

**Long-Term Obligations**

The District had \$212.2 million in general obligation bonds and \$99.4 million of other long-term debt outstanding at the close of the year ended June 30, 2018 (see Table 5). This amount represents a net increase of \$10.5 million from the prior year. More detailed information about the District’s long-term obligations is presented in Note 9 to the financial statements.

**SUNNYVALE SCHOOL DISTRICT**

**MANAGEMENT’S DISCUSSION AND ANALYSIS  
JUNE 30, 2018**

**Table 5  
Long Term Obligations**

(Amounts in millions)	<b>Governmental Activities</b>		<b>Percentage</b>
	<b>2016-2017 as restated</b>	<b>2017-2018</b>	<b>Change</b>
General Obligation Bond	\$ 195.8	\$ 193.4	-1.2%
Capital Appreciation Bond	0.4	0.5	25.0%
Premium	19.2	18.3	-4.7%
Compensated Absences	0.5	0.6	20.0%
Net OPEB Obligation (Restated)	10.3	10.4	1.0%
Pension Liabilities	74.9	88.4	18.0%
<b>Totals</b>	<b>\$ 301.1</b>	<b>\$ 311.6</b>	<b>3.5%</b>

**DISCUSSION OF FISCAL YEAR 2017-2018 AND OUTLOOK FOR 2018-2019 AND BEYOND:**

The Sunnyvale School District serves more than 6,800 students in grades preschool through eighth grade and is located in northwestern Santa Clara County adjacent to the cities of Santa Clara, Mountain View, and Cupertino in the heart of Silicon Valley. About two-thirds of the K-8 students who live in the City of Sunnyvale are within the boundaries of the Sunnyvale School District. The District’s share of the revenue generated by local property taxes during FY 2017-2018 has exceeded its transition entitlement of the Local Control Funding Formula; therefore, the District continued as a basic aid district. As such, general fund revenue does not increase with enrollment increases.

Although Sunnyvale School District is funded as a basic aid district, the community it serves does not fit the image of the typical basic aid school district. The District’s ten schools serve students from widely diverse ethnic and socio-economic backgrounds. The District emphasizes support for students from disadvantaged backgrounds and provides curricula that are accessible to all students regardless of language, ethnicity, or socio-economic background. The District’s ethnic breakdown is 28% Hispanic, 22% white, 30% Asian, 6% Filipino, and 14% other.

The District’s mission statement is to provide every student with a strong foundation of academic, behavioral, and social-emotional skills to prepare them for success in a diverse, challenging, and changing world. To achieve this goal the District maintains and pursues expectations for a high quality comprehensive preschool through eighth grade program. The District uses the framework of the Seven Correlates of Effective Schools as a basis for decision-making and they serve as our guiding principles. The Seven Correlates are:

- Frequent monitoring of student progress
- Safe and orderly environment
- Opportunity to learn and student time on task
- Climate of high expectations
- Strong instructional leadership
- Clear and focused mission
- Positive home – school relations

# SUNNYVALE SCHOOL DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2018

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As a result, the District strives to meet programmatic goals that will allow for reasonable class sizes, staff training and support, counseling, preschools, libraries, medical assistance, before and after school programs, visual and performing arts, physical education, sports, and summer schools. The District's ongoing commitment to maintaining a balanced investment in programs for students, competitive salaries and benefits for those who serve students, and meeting the operational needs of the District is even stronger with the improved current economic environment.

The District is committed to continuing to provide a comprehensive instructional program while focusing services on the students and communities most in need of support. The 2018-2019 school year is full of promise. Funding for public schools has stabilized and the funding model itself has changed to focus financial support on the students with the greatest needs. The District has adopted the California Common Core State Educational Standards that provides a deeper learning experience and develops critical thinking skills in our students. The One-to-One: Technology to Support Learning, is an ongoing, multi-year plan to ensure access to all students in the new ways of receiving educational content. Bond Measure G allows the District to support school facilities and instructional technology. Management is committed to manage spending in a fiscally responsible manner to maintain the financial strength of the school district.

### **Net Pension Liability (NPL)**

GASB Statements No. 68 and No. 71 introduced new requirements for accrual-basis recognition by state and local governments of employer costs and obligations for pensions. Under the new accounting standards, if the present value of benefits earned by all employees participating in the CalSTRS or CalPERS pension plan exceeds the resources accumulated by the pension plan to benefits, LEAs must now report in their government wide financial statements their proportionate share of the plan's net pension liability. At present, both CalSTRS and CalPERS have a net pension liability. The district has implemented GASB Statements No. 68 and No. 71 in the fiscal year 2014-2015.

### **Total Other Postemployment Benefits (OPEB)**

In complying with GASB No. 75, the District recognized additional liability of \$7.4 million and restated its 2017-2018 beginning net position. See Note 17 for more details.

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, students, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact Lori van Gogh, CFO / Director of Fiscal Services at Sunnyvale School District, 819 W. Iowa Avenue, Sunnyvale, California, 94086, or e-mail at [lori.vangogh@sesd.org](mailto:lori.vangogh@sesd.org).

**SUNNYVALE SCHOOL DISTRICT**

**STATEMENT OF NET POSITION  
JUNE 30, 2018**

<b>ASSETS</b>	<b>Governmental Activities</b>
Deposits and investments	\$ 55,729,945
Receivables	1,107,543
Stores inventories	223,453
Capital assets, not depreciated	52,256,256
Capital assets, net of accumulated depreciation	161,596,696
Total Assets	<u>270,913,893</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred amount on refunding	14,335,288
Deferred outflows of resources related to pensions	27,124,042
Deferred outflows of resources related to OPEB	401,358
Total Deferred Outflows of Resources	<u>41,860,688</u>
 <b>LIABILITIES</b>	
Accounts payable	6,070,339
Interest payable	2,872,056
Unearned revenue	408,376
Long-term obligations other than pensions and OPEB:	
Current portion of long-term obligations	5,755,684
Noncurrent portion of long-term obligations	206,919,365
Total other postemployment benefit (OPEB) liability	10,445,828
Aggregate net pension liability	88,369,187
Total Liabilities	<u>320,840,835</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources related to pensions	3,577,894
Total Deferred Inflows of Resources	<u>3,577,894</u>
 <b>NET POSITION</b>	
Net investment in capital assets	31,887,294
Restricted	
Debt service	7,127,370
Capital projects	4,742,188
Child nutrition services	94,718
Educational programs	771,970
Unrestricted	(56,267,688)
Total Net Position	<u>\$ (11,644,148)</u>

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



**SUNNYVALE SCHOOL DISTRICT**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2018**

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes In Net Net Position
		Charges for Services and Sales	Operating Grants and Contributions	Governmental Activities
<b>Governmental Activities:</b>				
Instruction	\$ 61,775,355	\$ -	\$ 5,852,280	\$ (55,923,075)
Instruction related activities:				
Supervision of instruction	6,301,423	-	305,525	(5,995,898)
Instructional library, media and technology	1,146,921	-	7,950	(1,138,971)
School site administration	6,414,089	-	245,485	(6,168,604)
Pupil services:				
Home-to-school transportation	1,828,126	-	-	(1,828,126)
Food services	2,978,658	665,401	1,582,532	(730,725)
All other pupil services	7,589,567	-	678,732	(6,910,835)
General administration:				
Data processing	1,581,874	-	3,329	(1,578,545)
All other general administration	5,021,172	34,635	127,342	(4,859,195)
Plant services	8,412,582	-	-	(8,412,582)
Interest on long-term obligations	10,336,791	-	-	(10,336,791)
Other outgo	-	415	484,490	484,905
<b>Total Governmental-type Activities</b>	<b>\$ 113,386,558</b>	<b>\$ 700,451</b>	<b>\$ 9,287,665</b>	<b>(103,398,442)</b>
<b>General revenues and subvention</b>				
				68,577,540
Property taxes, levied for general purposes				11,422,650
Property taxes, levied for debt service				1,256,533
Taxes levied for other specific purposes				4,418,038
Federal and State aid not restricted to specific purposes				774,503
Interest and investment earnings				11,125,238
Miscellaneous				97,574,502
Subtotal, General Revenues				(5,823,940)
<b>Change in Net Position</b>				
				1,594,681
Net Position - Beginning				(7,414,889)
Prior period restatement				\$ (11,644,148)
Net Position - Ending				

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

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**SUNNYVALE SCHOOL DISTRICT**

**GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2018**

	<b>General Fund</b>	<b>Building Fund</b>	<b>Bond Interest and Redemption Fund</b>
<b>ASSETS</b>			
Deposits and investments	\$ 21,270,782	\$ 19,307,600	\$ 9,974,529
Receivables	881,889	70,378	24,897
Due from other funds	444,972	721	-
Stores inventories	129,035	-	-
Total Assets	\$ 22,726,678	\$ 19,378,699	\$ 9,999,426
<b>LIABILITIES AND FUND BALANCES</b>			
<b>Liabilities</b>			
Accounts payable	\$ 2,408,822	\$ 3,494,126	\$ -
Due to other funds	-	84,670	-
Unearned revenue	390,267	-	-
Total Liabilities	2,799,089	3,578,796	-
<b>Fund Balances</b>			
Nonspendable	155,035	-	-
Restricted	771,970	15,799,903	9,999,426
Assigned	408,362	-	-
Unassigned	18,592,222	-	-
Total Fund Balances	19,927,589	15,799,903	9,999,426
Total Liabilities and Fund Balances	\$ 22,726,678	\$ 19,378,699	\$ 9,999,426

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

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<b>Nonmajor Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ 5,177,034	\$ 55,729,945
130,379	1,107,543
-	445,693
94,418	223,453
<u>\$ 5,401,831</u>	<u>\$ 57,506,634</u>

\$ 167,391	\$ 6,070,339
361,023	445,693
18,109	408,376
<u>546,523</u>	<u>6,924,408</u>

94,718	249,753
4,742,188	31,313,487
18,402	426,764
-	18,592,222
<u>4,855,308</u>	<u>50,582,226</u>
<u>\$ 5,401,831</u>	<u>\$ 57,506,634</u>

**SUNNYVALE SCHOOL DISTRICT**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
JUNE 30, 2018**

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**Total Fund Balance - Governmental Funds** \$ 50,582,226

Amounts Reported for Governmental Activities in the  
Statement of Net Position are different because:

Capital assets used in governmental activities are not financial  
resources and, therefore, are not reported as assets in governmental  
funds.

The cost of capital assets is	\$ 270,794,648	
Accumulated depreciation is	<u>(56,941,696)</u>	
Net Capital Assets		213,852,952

Interest accrual is not recognized in the governmental funds but is  
reported as a liability on the Statement of Net Position. (2,872,056)

Unamortized deferred amount on refunding is recognized as deferred  
outflow on the Statement of Net Position. The deferred amount is  
recognized as expense over the life of the bonds in the Statement of  
Activities. 14,335,288

Deferred inflows and outflows of resources related to pension  
activities are not recognized on the modified accrual basis, but are  
recognized on the accrual basis over the expected average remaining  
service life of members receiving pension benefits. 23,947,506

Long-term obligations are not due and payable in the current period  
and, therefore, are not reported as liabilities in the funds.

Long-term obligations at year end consist of:

General obligation bonds and related premiums	212,100,849	
Total OPEB obligation	10,445,828	
Compensated absences (vacations)	574,200	
Net pension liability	<u>88,369,187</u>	
Total Long-Term Obligation		(311,490,064)
<b>Total Net Position - Governmental Activities</b>		<u>\$ (11,644,148)</u>

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

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**SUNNYVALE SCHOOL DISTRICT**

**STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2018**

	<b>General Fund</b>	<b>Building Fund</b>	<b>Bond Interest and Redemption Fund</b>
<b>REVENUES</b>			
Local control funding formula	\$ 70,619,714	\$ -	\$ -
Federal sources	2,364,944	-	-
Other state sources	6,400,085	-	27,118
Other local sources	8,114,748	326,341	11,481,580
Total Revenues	<u>87,499,491</u>	<u>326,341</u>	<u>11,508,698</u>
<b>EXPENDITURES</b>			
Current			
Instruction	55,093,118	-	-
Instruction related activities:			
Supervision of instruction	5,621,492	-	-
Instructional library, media and technology	1,033,878	-	-
School site administration	5,742,731	-	-
Pupil services:			
Home-to school transportation	1,644,621	-	-
Food services	10,184	-	-
All other pupil services	6,838,704	-	-
General administration:			
Data processing	1,424,075	-	-
All other general administration	4,384,035	-	-
Plant services	6,089,815	890,977	-
Capital Outlay	684,865	20,831,838	-
Debt service			
Principal	-	-	2,450,000
Interest and other	-	-	8,706,317
Total Expenditures	<u>88,567,518</u>	<u>21,722,815</u>	<u>11,156,317</u>
<b>Revenues Over (Under) Expenditures</b>	<u>(1,068,027)</u>	<u>(21,396,474)</u>	<u>352,381</u>
<b>Other Financing Sources (Uses)</b>			
Transfers in	-	5,807,854	-
Transfers out	(1,895,140)	-	-
Net Financing Sources (Uses)	<u>(1,895,140)</u>	<u>5,807,854</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>(2,963,167)</u>	<u>(15,588,620)</u>	<u>352,381</u>
Fund Balance - Beginning	22,890,756	31,388,523	9,647,045
Fund Balance - Ending	<u>\$ 19,927,589</u>	<u>\$ 15,799,903</u>	<u>\$ 9,999,426</u>

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

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<b>Nonmajor Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ -	\$ 70,619,714
1,551,937	3,916,881
758,660	7,185,863
4,332,636	24,255,305
<u>6,643,233</u>	<u>105,977,763</u>
568,299	55,661,417
-	
51,421	5,672,913
-	1,033,878
37,528	5,780,259
-	
-	1,644,621
2,668,090	2,678,274
-	6,838,704
-	
-	1,424,075
136,590	4,520,625
506,960	7,487,752
-	21,516,703
-	
-	2,450,000
-	8,706,317
<u>3,968,888</u>	<u>125,415,538</u>
<u>2,674,345</u>	<u>(19,437,775)</u>
417,249	6,225,103
<u>(4,329,963)</u>	<u>(6,225,103)</u>
<u>(3,912,714)</u>	-
<u>(1,238,369)</u>	<u>(19,437,775)</u>
<u>6,093,677</u>	<u>70,020,001</u>
<u>\$ 4,855,308</u>	<u>\$ 50,582,226</u>



**SUNNYVALE SCHOOL DISTRICT**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2018**

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**Net Change in Fund Balances - Governmental Funds** \$ (19,437,775)

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures, however, for governmental activities, those costs are shown in the Statement of Net Position and allocated over their estimated useful lives as annual depreciation expense in the Statement of Activities. Below is the amount by which capital outlays exceed depreciation in the period:

Capital outlays	\$ 21,428,316	
Depreciation expense	(6,122,026)	
Net Expense Adjustment		15,306,290

In the Statement of Activities, compensated absences are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid). This year, vacation paid was less than the amounts earned. (64,807)

Deferred amounts on refunding are not recorded on the governmental Balance Sheet, but are deferred on the Statement of Net Position, and amortized over the life of the bonds. (1,616,888)

In the governmental funds, pension costs are based on employer contributions made to pension plans during the year. However, in the Statement of Activities, pension expense is the net effect of all changes in the deferred outflows, deferred inflows and net pension liability during the year. (3,565,711)

In the governmental funds, OPEB costs are based on employer contributions made to OPEB plans during the year. However, in the Statement of Activities, OPEB expense is the net effect of all changes in the deferred outflows, deferred inflows, and net OPEB liability during the year. 232,853

Amortization of bond premium is not recognized in the governmental funds. In the government-wide statements, it is amortized over the life of the related bonds. 885,684

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

**SUNNYVALE SCHOOL DISTRICT**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES (CONTINUED) FOR THE YEAR ENDED JUNE 30, 2018**

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Repayment of bond principal is an expenditure in the governmental funds, but it reduces long-term liabilities in the Statement of Net Position and does not affect the Statement of Activities.	2,450,000
Accreted interest on capital appreciation bonds in the Statement of Activities differs from the amount reported in the governmental funds because accreted interest does not require the use of current financial resources, and thus is not recorded in the governmental funds. In the Statement of Activities, however, accreted interest expense is recognized as the interest accrues, regardless of when it is due.	(46,200)
Interest on long-term debt in the Statement of Activities differs from the amount reported in the governmental funds because interest is recorded as an expenditure in the governmental funds when it is paid, and thus requires the use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is paid.	32,614
<b>Change in Net Position of Governmental Activities</b>	<u><u>\$ (5,823,940)</u></u>

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

**SUNNYVALE SCHOOL DISTRICT**

**FIDUCIARY FUNDS  
STATEMENT OF NET POSITION  
JUNE 30, 2018**

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	<u>Agency Funds</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 187,440
<b>Total assets</b>	<u>\$ 187,440</u>
<b>LIABILITIES</b>	
Due to student groups	\$ 187,440
<b>Total liabilities</b>	<u>\$ 187,440</u>

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

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

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### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Financial Reporting Entity

The Sunnyvale School District was organized in 1904 under the laws of the State of California. The District operates under a locally-elected five-member Board form of government and provides educational services to grades kindergarten through eighth as mandated by the State and/or Federal agencies. The District operates eight elementary, and two middle schools.

A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments, boards, and agencies that are not legally separate from the District. For Sunnyvale School District, this includes general operations, food service, and student related activities of the District.

#### Basis of Presentation - Fund Accounting

The accounting system is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The District's funds are grouped into two broad fund categories: governmental and fiduciary.

#### Governmental Funds

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the District's major and non-major governmental funds:

#### Major Governmental Funds

**General Fund** The General Fund is the chief operating fund for all districts. It is used to account for the ordinary operations of the District. All transactions except those accounted for in another fund are accounted for in this fund.

Fund 17, Special Reserve Fund for Other Than Capital Outlay Projects is currently defined as a special revenue fund in the California State Accounting Manual (CSAM) that does not meet the GASB Statement No. 54 special revenue fund definition; not being substantially composed of restricted or committed revenue sources. While this fund is authorized by statute and will remain open for internal reporting purposes, this fund functions effectively as extensions of the General Fund, and accordingly has been combined with the General Fund for presentation in these audited financial statements. As a result, the General Fund reflects an increase in assets, fund balance and revenues of \$12,024,583, \$12,024,583, and \$159,473, respectively.

**Building Fund** The Building Fund exists primarily to account separately for proceeds from the sale of bonds (*Education Code* Section 15146) and may not be used for any purposes other than those for which the bonds were issued.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

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**Debt Service Funds** The Debt Service Funds are used to account for the accumulation of resources for and the payment of, principal and interest on general long-term obligations.

**Bond Interest and Redemption Fund** The Bond Interest and Redemption Fund is used for the repayment of bonds issued for a District (*Education Code* Sections 15125-15262).

### Non-Major Governmental Funds

**Special Revenue Funds** The Special Revenue Funds are used to account for the proceeds from specific revenue sources (other than trusts, major capital projects, or debt service) that are restricted or committed to the financing of particular activities, that compose a substantial portion of the inflows of the fund, and that are reasonably expected to continue. Additional resources that are restricted, committed, or assigned to the purpose of the fund may also be reported in the fund.

**Child Development Fund** The Child Development Fund is used to account separately for Federal, State, and local revenues to operate child development programs and is to be used only for expenditures for the operation of child development programs.

**Cafeteria Fund** The Cafeteria Fund is used to account separately for Federal, State, and local resources to operate the food service program (*Education Code* Sections 38090-38093) and is used only for those expenditures authorized by the governing board as necessary for the operation of the District's food service program (*Education Code* Sections 38091 and 38100).

**Deferred Maintenance Fund** The Deferred Maintenance Fund is used to account separately for revenues that are restricted or committed for deferred maintenance purposes (*Education Code* Section 17582).

**Capital Project Funds** The Capital Project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and other capital assets (other than those financed by proprietary funds and trust funds).

**Capital Facilities Fund** The Capital Facilities Fund is used primarily to account separately for monies received from fees levied on developers or other agencies as a condition of approval (*Education Code* Sections 17620-17626 and *Government Code* Section 65995 et seq.). Expenditures are restricted to the purposes specified in *Government Code* Sections 65970-65981 or to the items specified in agreements with the developer (*Government Code* Section 66006).

**County School Facilities Fund** The County School Facilities Fund is established pursuant to *Education Code* Section 17070.43 to receive apportionments from the 1998 State School Facilities Fund (Proposition 1A), the 2002 State School Facilities Fund (Proposition 47), the 2004 State School Facilities Fund (Proposition 55), the 2006 State School Facilities Fund (Proposition 1D), or the 2016 State School Facilities Fund (Proposition 51) authorized by the State Allocation Board for new school facility construction, modernization projects, and facility hardship grants, as provided in the Leroy F. Greene School Facilities Act of 1998 (*Education Code* Section 17070 et seq.).

**Fiduciary Funds** Fiduciary Funds are used to account for assets held in trustee or agent capacity for others that cannot be used to support the District's own programs. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds, and agency funds. The key distinction between trust and agency funds is that trust funds are subject to a trust agreement that affects the degree of management involvement and the length of time that the resources are held.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

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Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The District's agency fund accounts for student body activities (ASB).

### **Basis of Accounting - Measurement Focus**

**Government-Wide Financial Statements** Government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. This differs from the manner in which governmental fund financial statements are prepared.

The government-wide Statement of Activities presents a comparison between expenses, both direct and indirect, and program revenues for each governmental function and excludes fiduciary activity. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the Statement of Activities, except for depreciation. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each function is self-financing or draws from the general revenues of the District. Eliminations have been made to minimize the double counting of internal activities.

Net position should be reported as restricted when constraints are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The net position restricted for other activities result from special revenue funds and the restrictions on their use.

**Fund Financial Statements** Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column.

**Governmental Funds** All governmental funds are accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide statements are prepared. Governmental fund financial statements therefore include reconciliations with brief explanations to better identify the relationships between the government-wide statements prepared using the economic resources measurement focus and the accrual basis of accounting, and the governmental fund financial statements, prepared using the flow of current financial resources measurement focus and the modified accrual basis of accounting.

**Fiduciary Funds** Fiduciary funds are accounted for using the flow of economic resources measurement focus and the accrual basis of accounting. Fiduciary funds are excluded from the government-wide financial statements because they do not represent resources of the District.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2018**

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**Revenues - Exchange and Non-Exchange Transactions** Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that 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. Available is defined as collectible within 365 days. However, to achieve comparability of reporting among California districts and so as not to distort normal revenue patterns, with specific respect to reimbursement grants and corrections to state-aid apportionments, the California Department of Education has defined available for districts as collectible within one year. The following revenue sources are considered to be both measurable and available at fiscal year-end: State apportionments, interest, certain grants, and other local sources.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, certain grants, entitlements, and donations. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose restrictions. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

**Unearned Revenue** Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

Certain grants received before the eligibility requirements are met are recorded as unearned revenue. On the governmental fund financial statements, receivables that will not be collected within the available period are also recorded as deferred inflow of resources.

**Expenses/Expenditures** On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred. Principal and interest on general long-term obligations, which have not matured, are recognized when paid in the governmental funds as expenditures. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds but are recognized in the entity-wide statements.

### **Deposits and Investments**

The District's deposits and investments are considered to be cash on hand, demand deposits, and investments with the County Treasury.

### **Investments**

Investments held at June 30, 2018, with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. Fair values of investments in county pools are determined by the program sponsor.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2018**

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### **Prepaid Expenditures (Expenses)**

Prepaid expenditures (expenses) represent amounts paid in advance of receiving goods or services. The District has the option of reporting an expenditure in governmental funds for prepaid items either when purchased or during the benefiting period. The District has chosen to report the expenditures over the benefiting period.

### **Stores Inventories**

Inventories consist of expendable food and supplies held for consumption and unused donated commodities. Inventories are stated at cost, on the weighted average basis. The costs of inventory items are recorded as expenditures in the governmental funds when used.

### **Capital Assets and Depreciation**

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets of the District. The District maintains a capitalization threshold of \$5,000. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized, but are expensed as incurred.

When purchased, such assets are recorded as expenditures in the governmental funds, and capitalized in the government-wide Statement of Net Position. The valuation basis for general capital assets is historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Donated capital assets are capitalized at estimated acquisition cost on the date donated.

Depreciation is computed using the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 20 to 50 years; improvements, 5 to 50 years; equipment, 2 to 15 years.

### **Interfund Balances**

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund receivables/payables." These amounts are eliminated in the governmental columns of the Statement of Net Position.

### **Compensated Absences**

Compensated absences are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide Statement of Net Position. For governmental funds, the current portion of unpaid compensated absences is recognized upon the occurrence of relevant events such as employee resignations and retirements that occur prior to year-end that have not yet been paid with expendable available financial resources. These amounts are reported in the fund from which the employees who have accumulated leave are paid.



# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2018**

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Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, credit for unused sick leave is applicable to all classified school members who retire after January 1, 1999. At retirement, each member will receive .004 year of service credit for each day of unused sick leave. Credit for unused sick leave is applicable to all certificated employees and is determined by dividing the number of unused sick days by the number of base service days required to complete the last school year, if employed full-time.

### **Accrued Liabilities and Long-Term Obligations**

All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds.

However, claims and judgments, compensated absences, special termination benefits, and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the governmental fund financial statements only to the extent that they are due for payment during the current year. Bonds, capital leases, and long-term loans are recognized as a liability on the fund financial statements when due.

### **Debt Issuance Costs, Premiums and Discounts**

In the government-wide financial statements, long-term obligations are reported as liabilities in the governmental activities. Debt premiums and discounts, as well as issuance costs, related to prepaid insurance costs, are amortized over the life of the bonds using the straight-line method.

### **Deferred Outflows/Inflows of Resources**

In addition to assets, the Statement of Net Position also reports deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The District reports deferred outflows of resources for deferred charges on refunding of debt, for pension related items, and for OPEB related items.

In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The District reports deferred inflows of resources for deferred charges on refunding of debt, for pension related items, and for OPEB related items.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

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### Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California State Teachers Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Member contributions are recognized in the period in which they are earned. Investments are reported at fair value.

### Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the District Plan and additions to/deductions from the District Plan have been determined on the same basis as they are reported by the District Plan. For this purpose, the District Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

### Fund Balances – Governmental Funds

As of June 30, 2018, fund balances of the governmental funds are classified as follows:

**Nonspendable** – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

**Restricted** – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

**Committed** – amounts that can be used only for specific purposes determined by a formal action of the governing board. The governing board is the highest level of decision-making authority for the District. Commitments may be established, modified, or rescinded only through resolutions or other action as approved by the governing board. The District currently does not have any committed funds.

**Assigned** – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the District's adopted policy, only the governing board may assign amounts for specific purposes.

**Unassigned** – all other spendable amounts.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

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### **Spending Order Policy**

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the governing board has provided otherwise in its commitment or assignment actions.

### **Minimum Fund Balance Policy**

In fiscal year 2010-2011, the governing board adopted a minimum fund balance policy for the General Fund in order to protect the district against revenue shortfalls or unpredicted on-time expenditures. The policy requires the District to maintain a minimum fund balance of 10% of the District's General Fund expenditures and other financing uses. If a fund balance drops below 3%, it shall be recovered at a rate of 1% minimally each year.

### **Net Position**

Net position represents the difference between assets and liabilities. Net position net of investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any net borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

### **Estimates**

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

### **Property Tax**

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of Santa Clara bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

### **New Accounting Pronouncements Effective This Fiscal Year**

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The primary objective of this Statement is to improve accounting and financial reporting by State and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). The District has implemented the provisions of this Statement as of June 30, 2018.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2018**

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In March 2017, the GASB issued Statement No. 85, *Omnibus 2017*. The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). The District has implemented the provisions of this Statement as of June 30, 2018.

In May 2017, the GASB issued Statement No. 86, *Certain Debt Extinguishment Issues*. The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources—resources other than the proceeds of refunding debt are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The District has implemented the provisions of this Statement as of June 30, 2018.

### **New Accounting Pronouncements Effective in Future Fiscal Years**

In November 2016, the GASB issued Statement No. 83, *Certain Asset Retirement Obligations*. This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Early implementation is encouraged. The District has not determined the effect of the statement.

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Early implementation is encouraged. The District has not determined the effect of the statement.

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The requirements of this Statement are effective for the reporting periods beginning after December 15, 2019. Early implementation is encouraged. The District has not determined the effect of the statement.

In April 2018, the GASB issued Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Early implementation is encouraged. The District has not determined the effect of the statement.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

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In June 2018, the GASB issued Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively. The District has not determined the effect of the statement.

In August 2018, the GASB issued Statement No. 90, *Majority Equity Interests – An Amendment of GASB statements No. 14 and No. 61*. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The District has not determined the effect of the statement.

### NOTE 2 - DEPOSITS AND INVESTMENTS

#### Summary of Deposits and Investments

Deposits and investments as of June 30, 2018, are classified in the accompanying financial statements as follows:

Governmental funds	\$ 55,729,945
Fiduciary fund	187,440
Total Deposits and Investments	<u>\$ 55,917,385</u>

Deposits and investments as of June 30, 2018, consist of the following:

Cash on hand and in banks	\$ 444,417
Revolving cash	26,300
Investment in county pool	55,446,668
Total Deposits and Investments	<u>\$ 55,917,385</u>

#### 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.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**Investment 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 amortized cost basis 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. This pool is not registered with Security Exchange Commission.

**General Authorizations**

The District's policy is to follow the requirements stipulated by the California government code related to investments. Limitations as they relate to interest rate risk and concentration of credit risk are indicated in the schedules below:

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

**Interest Rate Risk**

Interest rate risk is the risk that change 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 rate. The District manages its exposure to interest rate risk by depositing substantially all of its funds in the County Treasury pool. The fair value of the deposits with the County Treasurer at June 30, 2018, was \$55,001,265 and the weighted average maturity of the pool was 479 days.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District’s investment in the county pool is not rated, as of June 30, 2018.

**Custodial Credit Risk - Deposits**

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. The District believes it has no significant custodial credit risk.

**NOTE 3 - RECEIVABLES**

Receivables at June 30, 2018, consisted of intergovernmental grants, entitlements, interest, and other local sources. All receivables are considered collectible in full.

	General	Building	Bond Interest and Redemption	Nonmajor	Total
Federal Government					
Categorical aid	\$ 334,029	\$ -	\$ -	\$ 49,117	\$ 383,146
State Government					
Categorical aid	138,194	-	-	3,591	141,785
Lottery	266,865	-	-	-	266,865
Local Government					
Interest	117,268	67,860	24,897	34,266	244,291
Other local sources	25,533	2,518	-	43,405	71,456
Total	<u>\$ 881,889</u>	<u>\$ 70,378</u>	<u>\$ 24,897</u>	<u>\$ 130,379</u>	<u>\$ 1,107,543</u>

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2018, was as follows:

	Balance July 1, 2017	Additions	Deductions	Balance June 30, 2018
<b>Governmental Activities</b>				
Capital Assets Not Being Depreciated				
Land	\$ 3,814,433	\$ -	\$ -	\$ 3,814,433
Construction in progress	27,966,275	20,771,971	296,423	48,441,823
Total Capital Assets Not Being Depreciated	<u>31,780,708</u>	<u>20,771,971</u>	<u>296,423</u>	<u>52,256,256</u>
Capital Assets Being Depreciated				
Land improvements	37,584,184	247,662	-	37,831,846
Buildings	174,178,826	48,762	-	174,227,588
Vehicles	919,745	187,499	-	1,107,244
Furniture and equipment	4,902,869	468,845	-	5,371,714
Total Capital Assets Being Depreciated	<u>217,585,624</u>	<u>952,768</u>	<u>-</u>	<u>218,538,392</u>
Total Capital Assets	<u>249,366,332</u>	<u>21,724,739</u>	<u>296,423</u>	<u>270,794,648</u>
Less Accumulated Depreciation				
Land improvements	7,065,739	1,828,379	-	8,894,118
Buildings	40,401,702	3,863,710	-	44,265,412
Vehicles	815,182	65,777	-	880,959
Furniture and equipment	2,537,047	364,160	-	2,901,207
Total Accumulated Depreciation	<u>50,819,670</u>	<u>6,122,026</u>	<u>-</u>	<u>56,941,696</u>
Governmental Activities Capital Assets, Net	<u>\$ 198,546,663</u>	<u>\$ 15,602,713</u>	<u>\$ 296,423</u>	<u>\$ 213,852,952</u>

Depreciation expense was charged as a direct expense to governmental functions in the statement of activities as follows:

<b>Governmental Activities</b>	
Instruction	\$ 3,662,917
Supervision of instruction	373,638
Instructional library, media, and technology	68,006
School site administration	380,317
Home-to-school transportation	108,397
Food services	176,617
All other pupil services	450,017
All other general administration	297,726
Data processing	93,796
Plant services	510,595
<b>Total Depreciation Expense - Governmental Activities</b>	<u>\$ 6,122,026</u>



**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
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**NOTE 5 - INTERFUND TRANSACTIONS**

**Interfund Receivables/Payables (Due From/Due To)**

Interfund receivable and payable balances at June 30, 2018, between major and nonmajor governmental funds are as follows:

Due To	Due From		
	General Fund	Building Fund	Total
Building Fund	\$ 84,670	\$ -	\$ 84,670
Nonmajor Governmental Funds	360,302	721	361,023
Total	\$ 444,972	\$ 721	\$ 445,693

The balances resulted from the time lag between the date that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transaction are recorded in the accounting system, and (3) payments between funds are made.

**Operating Transfers**

Interfund transfers for the year ended June 30, 2018, are as follows:

Transfer Out	Transfer In		
	Building Fund	Non-Major Governmental Funds	Total
General Fund	\$ 1,477,891	\$ 417,249	\$ 1,895,140
Non-Major Governmental Funds	4,329,963	-	4,329,963
Total	\$ 5,807,854	\$ 417,249	\$ 6,225,103

The General Fund transferred to the Cafeteria Fund to maintain a positive cash flow and to support the District's cafeteria operations.	\$ 417,249
The General Fund transferred to the Building Fund to reimburse constructions costs.	1,477,891
The Capital Facilities Fund transferred to the Building Fund to reimburse construction costs.	4,329,963
Total	\$ 6,225,103

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**NOTE 6 - DEFERRED CHARGE ON REFUNDING**

Deferred charge on refunding is a consumption of net position by the District that is applicable to a future reporting period. For governmental activities, the net investment in capital assets amount of \$31,887,294 includes the effect of deferring the recognition of loss from advance refunding. The \$14,335,288 balance of the deferred outflow of resources at June 30, 2018 will be recognized as an expense and as a decrease in net position over the remaining life of related bonds.

Deferred charge on refunding at June 30, 2018 is as follows:

	Balance July 1, 2017	Additions	Deductions	Balance June 30, 2018
Deferred charge on bond refunding	\$15,952,176	\$ -	\$ 1,616,888	\$ 14,335,288

**NOTE 7 - ACCOUNTS PAYABLE**

Accounts payable at June 30, 2018, consisted of the following:

	General Fund	Building Fund	Nonmajor Governmental Funds	Total Governmental Funds
Vendor payables	\$ 1,985,171	\$ 3,494,126	\$ 167,391	\$ 5,646,688
Salaries and benefits	423,651	-	-	423,651
Total Accounts Payable	\$ 2,408,822	\$ 3,494,126	\$ 167,391	\$ 6,070,339

**NOTE 8 - UNEARNED REVENUE**

Unearned revenue at June 30, 2018, consists of the following:

	General Fund	Nonmajor Governmental	Total
Federal financial assistance	\$ -	\$ -	\$ -
State categorical aid	473	18,109	18,582
Other local	389,794	-	389,794
Total Unearned Revenue	\$ 390,267	\$ 18,109	\$ 408,376

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

**NOTE 9 - LONG-TERM OBLIGATIONS OTHER THAN PENSION**

**Summary**

The changes in the District's long-term obligations during the year consisted of the following:

	Balance July 1, 2017	Accreted/ Additions	Deductions	Balance June 30, 2018	Due in One Year
General obligation bonds					
Current interest bonds	\$195,800,000	\$ -	\$ 2,450,000	\$193,350,000	\$ 4,870,000
Capital appreciation bonds	407,100	46,200	-	453,300	-
Bond premium	19,183,233	-	885,684	18,297,549	885,684
Subtotal	215,390,333	46,200	3,335,684	212,100,849	5,755,684
Compensated absences	509,393	64,807	-	574,200	-
Total	<u>\$215,899,726</u>	<u>\$ 111,007</u>	<u>\$ 3,335,684</u>	<u>\$212,675,049</u>	<u>\$ 5,755,684</u>

Payments on the general obligation bonds are made by the bond interest and redemption fund which has a separate revenue source dedicated to the repayment of the bonds. The accrued vacation are paid by the fund for which the employee worked.

**Bonded Debt**

The outstanding general obligation bonded debt is as follows:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Outstanding July 1, 2017	Issued / Accreted	Defeased/ Redeemed	Bonds Outstanding June 30, 2018
<b>General Obligation Bonds</b>							
2007 B	9/1/31	4.00-4.50%	\$ 30,000,000	\$ 460,000	\$ -	\$ 460,000	\$ -
2010 C	9/1/34	4.25-4.50%	35,000,000	4,000,000	-	-	4,000,000
2012 Ref	9/1/20	3.00-5.00%	4,925,000	2,415,000	-	545,000	1,870,000
2012 D	9/1/42	4.00%	5,000,000	5,000,000	-	-	5,000,000
2013 A	9/1/44	2.00-5.00%	28,000,000	22,430,000	-	-	22,430,000
2014 Ref	9/1/23	2.00-5.00%	14,815,000	12,215,000	-	1,445,000	10,770,000
2015 Ref	9/1/35	2.00-5.00%	110,610,000	109,280,000	-	-	109,280,000
2013 B	9/1/44	3.00-5.00%	40,000,000	40,000,000	-	-	40,000,000
Subtotal				195,800,000	-	2,450,000	193,350,000
<b>Capital Appreciation Bonds</b>							
2012 D	9/1/42	3.00-11.00%	14,767,843	407,100	46,200	-	453,300
				<u>\$196,207,100</u>	<u>\$ 46,200</u>	<u>\$ 2,450,000</u>	<u>\$193,803,300</u>

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**Debt Service Requirements to Maturity**

The bonds mature through 2045 as follows:

Fiscal Year	Principal	Interest to Maturity	Total
2019	\$ 4,870,000	\$ 8,516,419	\$ 13,386,419
2020	3,280,000	8,337,769	11,617,769
2021	3,660,000	8,167,369	11,827,369
2022	4,440,000	7,964,869	12,404,869
2023	5,005,000	7,737,869	12,742,869
2024-2028	17,870,000	36,152,095	54,022,095
2029-2033	37,960,000	29,708,010	67,668,010
2034-2038	43,440,820	21,237,711	64,678,531
2039-2043	57,230,000	9,217,800	66,447,800
2044-2045	15,825,000	587,523	16,412,523
Subtotal	193,580,820	<u>\$ 137,627,434</u>	<u>\$ 331,208,254</u>
Unmatured accretion to date	222,480		
Subtotal	193,803,300		
Unamortized premium	18,297,549		
Net general obligation bonds	<u>\$ 212,100,849</u>		

**Accumulated Unpaid Employee Vacation**

The long-term portion of accumulated unpaid employee vacation for the District at June 30, 2018, amounted to \$574,200.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**NOTE 10 - FUND BALANCES**

Fund balances with reservations/designations are composed of the following elements:

	General Fund	Building Fund	Bond Interest and Redemption Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Nonspendable</b>					
Revolving cash	\$ 26,000	\$ -	\$ -	\$ 300	\$ 26,300
Stores inventories	129,035	-	-	94,418	223,453
Total Nonspendable	155,035	-	-	94,718	249,753
<b>Restricted</b>					
Educational programs	771,970	-	-	-	771,970
Capital projects	-	15,799,903	-	4,742,188	20,542,091
Debt services	-	-	9,999,426	-	9,999,426
Total Restricted	771,970	15,799,903	9,999,426	4,742,188	31,313,487
<b>Assigned</b>					
Deferred maintenance	-	-	-	18,402	18,402
Site carryover	408,362	-	-	-	408,362
Total Assigned	408,362	-	-	18,402	426,764
<b>Unassigned</b>					
Reserve for economic uncertainties	12,024,583	-	-	-	12,024,583
Remaining unassigned	6,567,639	-	-	-	6,567,639
Total Unassigned	18,592,222	-	-	-	18,592,222
Total Fund Balance	\$ 19,927,589	\$ 15,799,903	\$ 9,999,426	\$ 4,855,308	\$ 50,582,226

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**NOTE 11 - LEASE REVENUES**

Lease agreements have been entered into with various lessees for terms that exceed one year. None of the agreements contains purchase options. All of the agreements contain a termination clause providing for cancellation after a specified number of days written notice to lessees, but is unlikely that the District will cancel any of the agreements prior to their expiration date. The future minimum lease revenues expected to be received under these agreements are as follows:

Year Ending June 30,	Lease Revenue
2019	\$ 4,526,536
2020	4,643,935
2021	1,017,627
2022	1,048,156
2023	1,079,601
2024-2028	5,903,699
2029-2030	2,616,872
Total	<u>\$ 20,836,427</u>

**NOTE 12 - TOTAL POST EMPLOYMENT BENEFIT (OPEB) LIABILITY**

For the fiscal year ended June 30, 2018, the District reported net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense as follows:

OPEB Plan	Net OPEB Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense
District Plan	<u>\$ 168,505</u>	<u>\$ 401,358</u>	<u>\$ -</u>	<u>\$ 232,853</u>

**Plan Administration**

The District's governing board administers the Postemployment Benefits Plan (the Plan). The Plan is a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for eligible retirees and their spouses.

*Plan Membership*

At June 30, 2018, the Plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits payments	36
Active employees	<u>684</u>
Total Plan Membership	<u>720</u>

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2018**

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### *Benefits Provided*

The Plan provides medical and dental insurance benefits to eligible retirees and their spouses. Benefits are provided through a third-party insurer, and the full cost of benefits is covered by the Plan. The District's governing board has the authority to establish and amend the benefit terms as contained within the negotiated labor agreements.

### *Contributions*

The contribution requirements of Plan members and the District are established and may be amended by the District, represented groups and unrepresented groups. The required contribution is based on projected pay-as-you-go financing requirements, with an additional amount to prefund benefits as determined annually through the agreements with the District, represented groups, and the unrepresented groups. For fiscal year 2017-2018, the District contributed \$586,822 to the Plan, all of which was used for current premiums.

### *Actuarial Assumptions*

The net OPEB liability in the June 30, 2018 actuarial valuation was determined using the following assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.13 percent
Salary increases	3 percent, average, including inflation
Investment rate of return	4 percent, net of OPEB plan investment expense, including inflation
Healthcare cost trend rates	6 percent for 2017

The discount rate was based on the Bond Buyer 20-bond General Obligation Index.

Mortality rates were based on the 2009 CalSTRS Mortality Table for certificated employees and the 2014 CalPERS Active Mortality for Miscellaneous Employees Table for classified employees. Mortality rates vary by age and sex (unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used). If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.

The actual assumptions used in the June 30, 2017 valuation were based on the results of an actual experience study for the period July 1, 2016 to June 30, 2017.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**Changes in the Total OPEB Liability**

	2018
<b>Total OPEB Liability</b>	
Service cost	\$ 442,760
Interest	312,567
Benefit payments	(586,822)
Net change in total OPEB liability	168,505
Total OPEB liability - beginning	10,277,323
Total OPEB liability - ending	\$ 10,445,828

*Sensitivity of the Net OPEB Liability to Changes in the Discount Rate*

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net OPEB Liability
1% decrease (2.13%)	\$ 11,184,594
Current discount rate (3.13%)	10,445,828
1% increase (4.13%)	9,760,022

*Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates*

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percent lower or higher than the current healthcare costs trend rates:

Healthcare Cost Trend Rates	Net OPEB Liability
1% decrease (5%)	\$ 9,546,391
Current healthcare cost trend rate (6%)	10,445,828
1% increase (7%)	11,474,039

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources related to OPEB**

For the year ended June 30, 2018, the District recognized OPEB expense of \$232,853. At June 30, 2018, the District reported deferred outflows of resources for OPEB contributions subsequent to measurement date of \$401,358.

The deferred outflows of resources related to OPEB resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the subsequent fiscal year.



**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**NOTE 13 - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft, damage and destruction of assets; errors and omissions; injuries to employees; life and health of employees; and natural disasters. The District purchases commercial insurance for property damage with coverage up to a maximum of \$600 million, subject to various policy sublimits generally ranging from \$25 thousand to \$50 million and deductibles of \$5,000 for electronic data processing coverage and \$500,000 per occurrence for all other claims. Claims in the past three years did not exceed the coverage limit.

**Property and Liability**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. During fiscal year ending June 30, 2018, the District contracted with Alliance of Schools for Cooperative Insurance Programs for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years.

**Workers' Compensation**

For fiscal year 2018, the District participated in the Alliance of Schools for Cooperative Insurance Programs (ASCIP), an insurance purchasing pool. The intent of the ASCIP is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the ASCIP. The workers' compensation experience of the participating districts is calculated as one experience and a common premium rate is applied to all districts in the ASCIP. Each participant pays its workers' compensation premium based on its individual rate. A participant will then either receive money from or be required to contribute to the "equity-pooling fund." This "equity pooling" arrangement insures that each participant shares equally in the overall performance of the ASCIP. Participation in the ASCIP is limited to districts that can meet the ASCIP selection criteria.

Insurance coverage for property and liability and workers' compensation are as follows:

Insurance Program / Company Name	Type of Coverage	Limits
<u>Workers' Compensation Program</u>		
Santa Clara County Schools Insurance Group	Worker's Compensation	\$ 1,000,000
<u>Property and Liability Program</u>		
ASCIP JPA	General	\$ 5,000,000
	Automobile	\$ 5,000,000
	Employee Dishonesty	\$ 5,000,000
	Property	\$ 600,000,000

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**NOTE 14 - EMPLOYEE RETIREMENT SYSTEMS**

For the fiscal year ended June 30, 2018 the District reported net pension liabilities, deferred outflows of resources, deferred inflows of resources, and pension expense for each of the above plans as follows:

Pension Plan	Collective Net Pension Liability	Collective Deferred Outflows of Resources	Collective Deferred Inflows of Resources	Collective Pension Expense
CalSTRS	\$ 61,114,708	\$ 17,953,547	\$ 3,257,006	\$ 6,243,454
CalPERS	27,254,479	9,170,495	320,888	5,288,238
Total	\$ 88,369,187	\$ 27,124,042	\$ 3,577,894	\$ 11,531,692

The details of each plan are as follows:

**California State Teachers' Retirement System (CalSTRS)**

**Plan Description**

The District contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2016, annual actuarial valuation report, "Defined Benefit Program Actuarial Valuation". This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

**Benefits Provided**

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and nonemployer contributing entity to the STRP.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
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The District contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2018, are summarized as follows:

	<u>STRP Defined Benefit Program</u>	
	On or before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0% - 2.4%	2.0% - 2.4%
Required employee contribution rate	10.25%	9.205%
Required employer contribution rate	14.43%	14.43%
Required state contribution rate	9.328%	9.328%

**Contributions**

Required member, District and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1 percent of applicable member earnings phased over a seven year period. The contribution rates for each plan for the year ended June 30, 2018, are presented above and the District's total contributions were \$5,502,065.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2018, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support and the total portion of the net pension liability that was associated with the District were as follows:

Total net pension liability, including State share:

District's proportionate share of net pension liability	\$ 61,114,708
State's proportionate share of the net pension liability associated with the District	<u>36,154,945</u>
Total	<u>\$ 97,269,653</u>

The net pension liability was measured as of June 30, 2017. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts and the State, actuarially determined. The District's proportionate share for the measurement period June 30, 2017 and June 30, 2016, respectively was 0.0661 percent and 0.0657 percent, resulting in a net increase in the proportionate share of 0.0004 percent.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2018**

For the year ended June 30, 2018, the District recognized pension expense of \$6,243,454. In addition, the District recognized pension expense and revenue of \$3,639,342 for support provided by the State. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 5,502,065	\$ -
Difference between projected and actual earnings on pension plan investments	-	(1,627,656)
Differences between expected and actual experience in the measurement of the total pension liability	226,008	(1,065,884)
Change in assumption	11,322,213	-
Change in proportions	903,261	(563,466)
Total	<u>\$ 17,953,547</u>	<u>\$ (3,257,006)</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

The deferred outflows of resources related to the difference between projected and actual earnings on pension plan investments are amortized over a closed five-year period and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows (inflows) of Resources</u>
2019	\$ (1,353,338)
2020	1,024,043
2021	147,682
2022	(1,446,043)
Total	<u>\$ (1,627,656)</u>

The deferred outflows (inflows) of resources related to the net change in proportionate share of net pension liability, differences between expected and actual experience in the measurement of the total pension liability, and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
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The EARSLS for the measurement period is seven years and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows (inflows) of Resources
2019	\$ 3,734,803
2020	3,734,803
2021	3,344,383
2022	(169,410)
2023	95,366
2024	82,187
Total	<u>\$ 10,822,132</u>

**Actuarial Methods and Assumptions**

Total pension liability for STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total pension liability to June 30, 2017. The financial reporting actuarial valuation as of June 30, 2016, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2016
Measurement date	June 30, 2017
Experience study	July 1, 2010 through June 30, 2015
Actuarial cost method	Entry age normal
Discount rate	7.10%
Investment rate of return	7.10%
Consumer price inflation	2.75%
Wage growth	3.50%

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance-PCA) as an input to the process. The actuarial investment rate of return assumption was adopted by the board in February 2017 in conjunction with the most recent experience study. For each future valuation, CalSTRS consulting actuary (Milliman) reviews the return assumption for reasonableness based on the most current capital market assumptions.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
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Best estimates of 20-year geometrically-linked real rates of return and the assumed asset allocation for each major asset class for the year ended June 30, 2017, are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity	47%	6.30%
Fixed income	12%	0.30%
Real estate	13%	5.20%
Private equity	13%	9.30%
Absolute Return/Risk Mitigating Strategies	9%	2.90%
Inflation sensitive	4%	3.80%
Cash/liquidity	2%	-1.00%

**Discount Rate**

The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net Pension Liability</u>
1% decrease (6.10%)	\$ 89,735,794
Current discount rate (7.10%)	61,114,708
1% increase (8.10%)	37,886,757

**California Public Employees Retirement System (CalPERS)**

**Plan Description**

Qualified employees are eligible to participate in the School Employer Pool (SEP) under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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A full description of the pension plan(s) regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2016 annual actuarial valuation report(s), "Schools Pool Actuarial Valuation". This report and CalPERS audited financial information are publicly available reports that can be found on the CalPERS website under Forms and Publications at: <https://www.calpers.ca.gov/page/forms-publications>.

**Benefits Provided**

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2018 are summarized as follows:

	<u>School Employer Pool (CalPERS)</u>	
	On or before December 31, 2012	On or after January 1, 2013
Hire date	December 31, 2012	January 1, 2013
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.00%	6.50%
Required employer contribution rate	15.531%	15.153%

**Contributions**

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contributions rates are expressed as percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2018, are presented above and the total District contributions were \$2,463,916.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

As of June 30, 2018, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling \$27,254,479. The net pension liability was measured as of June 30, 2017. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. The District's proportionate share for the measurement period June 30, 2017 and June 30, 2016, respectively, was 0.1142 percent and 0.1103 percent, resulting in a net increase in the proportionate share of 0.0039 percent.

For the year ended June 30, 2018, the District recognized pension expense of \$5,288,238. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>School Employer Pool (CalPERS)</u>	
	December 31, 2012	On or after January 1, 2013
Hire date	2012	January 1, 2013
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.00%	6.50%
Required employer contribution rate	15.531%	15.153%

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Deferred Outflows of Resources</u>
2019	\$ (25,546)
2020	1,087,808
2021	396,845
2022	(516,288)
Total	<u>\$ 942,819</u>



**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2018**

The deferred outflows (inflows) of resources related to the net change in proportionate share of net pension liability, differences between expected and actual experience in the measurement of the total pension liability, and changes of assumptions will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is 3.9 years and will be recognized in pension expense as follows:

Year Ended <u>June 30,</u>	Deferred Outflows <u>of Resources</u>
2019	\$ 1,966,127
2020	1,952,212
2021	1,524,533
Total	<u>\$ 5,442,872</u>

**Actuarial Methods and Assumptions**

Total pension liability for the SEP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total pension liability to June 30, 2017. The financial reporting actuarial valuation as of June 30, 2016, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2016
Measurement date	June 30, 2017
Experience study	July 1, 1997 through June 30, 2011
Actuarial cost method	Entry age normal
Discount rate	7.15%
Investment rate of return	7.15%
Consumer price inflation	2.75%
Wage growth	Varies by entry age and service

The mortality table used was developed based on CalPERS-specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first ten years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2018**

The target asset allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Global equity	47%	3.38%
Global debt securities	19%	2.27%
Inflation assets	6%	1.39%
Private equity	12%	6.63%
Real estate	11%	5.21%
Infrastructure and Forestland	3%	5.36%
Liquidity	2%	-0.80%

### Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the School Employer Pool fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% decrease (6.15%)	\$ 33,641,577
Current discount rate (7.15%)	27,254,479
1% increase (8.15%)	13,310,212

### Tax Deferred Annuity (TDA)

As established by Federal law, all public sector employees who are not members of their employer's existing retirement system (CalSTRS or CalPERS) must be covered by Social Security or an alternative plan. For the District's employees not covered under CalPERS or CalSTRS, the District uses Social Security as an alternative plan. Contributions made by the District and an employee vest immediately. The District contributes 6.2 percent of an employee's gross earnings.

**SUNNYVALE SCHOOL DISTRICT**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**On Behalf Payments**

The State of California makes contributions to CalSTRS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS in the amount of \$2,940,171 (9.328 percent of annual payroll). Contributions are no longer appropriated in the annual *Budget Act* for the legislatively mandated benefits to CalPERS. Therefore, there is no on behalf contribution rate for CalPERS. Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. Accordingly, these amounts have been recorded in these financial statements. On behalf payments have been included in the calculation of available reserves, but have not been included in the budgeted amounts reported in the *General Fund - Budgetary Comparison Schedule*.

**NOTE 15 - COMMITMENTS AND CONTINGENCIES**

**Grants**

The District received financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2018.

**Litigation**

The District is not currently a party to any legal proceedings.

**Construction Commitments**

As of June 30, 2018, the District had the following commitments with respect to the unfinished capital projects:

<u>Project Name</u>	<u>Remaining Construction Commitment</u>	<u>Expected Date of Completion</u>
Cherry Chase HVAC and Site upgrades	\$ 400,000	November, 2018
Bishop infrastructure	13,800,000	May, 2019
Other small projects	200,000	June, 2019
Total Outstanding Construction Commitments	<u>\$ 14,400,000</u>	

# SUNNYVALE SCHOOL DISTRICT

## NOTES TO FINANCIAL STATEMENTS

**JUNE 30, 2018**

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### **NOTE 16 - PARTICIPATION IN PUBLIC ENTITY RISK POOLS AND JOINT POWER AUTHORITIES**

The District is a member of the Santa Clara County Schools' Insurance Group public entity risk pool and the Silicon Valley Transportation Authority (JPA). The District pays an annual premium to Santa Clara County Schools' Insurance Group for its health, workers' compensation, and property liability coverage. Payments for transportation services are paid to the Silicon Valley Transportation Authority JPA. The relationships between the District, the pools, and the JPA's are such that they are not component units of the District for financial reporting purposes.

These entities have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, fund transactions between the entities and the District are included in these statements. Audited financial statements are available from the respective entities.

The District has appointed one board member to the governing board of Santa Clara County Schools' Insurance Group and one board member to the Governing Board of Silicon Valley Transportation Authority.

During the year ended June 30, 2018, the District made payments of \$383,007 to the Santa Clara County Schools' Insurance Group and \$1,149,690 to the Silicon Valley Transportation Authority.

### **NOTE 17 - RESTATEMENT OF PRIOR YEAR NET POSITION**

The District adopted GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in the current year. As a result, the effect on the current fiscal year is as follows:

Statement of Net Position	
Net Position - Beginning	\$ 1,594,681
Restatement for GASB 75	(7,414,889)
Net Position - Beginning as Restated	<u>\$ (5,820,208)</u>

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***REQUIRED SUPPLEMENTARY INFORMATION***

**SUNNYVALE SCHOOL DISTRICT**

**GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variances -</u>
	<u>Original</u>	<u>Final</u>		<u>Positive</u> <u>(Negative)</u> <u>Final</u> <u>to Actual</u>
<b>REVENUES</b>				
Local control funding formula	\$ 66,293,605	\$ 70,476,065	\$ 70,619,714	\$ 143,649
Federal sources	2,344,454	2,471,438	2,364,944	(106,494)
Other state sources	4,269,909	6,152,090	6,400,085	247,995
Other local sources	6,969,460	7,886,710	7,955,275	68,565
Total Revenues	<u>79,877,428</u>	<u>86,986,303</u>	<u>87,340,018</u>	<u>353,715</u>
<b>EXPENDITURES</b>				
Current				
Certificated salaries	37,369,702	37,984,067	39,008,485	(1,024,418)
Classified salaries	13,818,326	13,912,478	14,692,632	(780,154)
Employee benefits	19,611,418	20,590,019	21,417,392	(827,373)
Books and supplies	2,210,190	3,252,195	2,891,866	360,329
Services and operating expenditures	8,469,657	9,644,392	10,003,487	(359,095)
Other outgo	(131,805)	(126,228)	(136,590)	10,362
Capital outlay	-	686,181	690,246	(4,065)
Total Expenditures	<u>81,347,488</u>	<u>85,943,104</u>	<u>88,567,518</u>	<u>(2,624,414)</u>
Excess of Revenues Over Expenditures	(1,470,060)	1,043,199	(1,227,500)	(2,270,699)
Other Financing Sources (Uses)				
Transfers out	<u>(340,642)</u>	<u>(326,622)</u>	<u>(1,895,140)</u>	<u>(1,568,518)</u>
<b>NET CHANGE IN FUND BALANCES</b>	(1,810,702)	716,577	(3,122,640)	(3,839,217)
Fund Balance - Beginning	11,025,646	11,025,646	11,025,646	-
Fund Balance - Ending	<u>\$ 9,214,944</u>	<u>\$ 11,742,223</u>	7,903,006	<u>\$ (3,839,217)</u>
Special Reserve - Other Than Capital Outlay Fund			<u>12,024,583</u>	
Fund Balance - Ending, GAAP			<u>\$ 19,927,589</u>	

See accompanying note to required supplementary information.

**SUNNYVALE SCHOOL DISTRICT**

**SCHEDULE OF CHANGE IN THE DISTRICT'S NET OPEB LIABILITY AND  
RELATED RATIOS  
FOR THE YEAR ENDED JUNE 30, 2018**

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	<u>2018</u>
<b>Total OPEB Liability</b>	
Service cost	\$ 442,760
Interest	312,567
Benefit payments	<u>(586,822)</u>
Net change in total OPEB liability	168,505
Total OPEB liability - beginning	<u>10,277,323</u>
Total OPEB liability - ending	<u>\$ 10,445,828</u>
Covered payroll	<u>55,507,106</u>
District's total OPEB liability as a percentage of covered payroll	<u>18.8%</u>

*Note:* In the future, as data becomes available, ten years of information will be presented.

See accompanying note to required supplementary information.



**SUNNYVALE SCHOOL DISTRICT**

**SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY FOR THE YEAR ENDED JUNE 30, 2018**

<b>MEASUREMENT DATE, JUNE 30,</b>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>CalSTRS</b>			
District's proportion of the net pension liability	<u>0.0661%</u>	<u>0.0657%</u>	<u>0.0645%</u>
District's proportionate share of the net pension liability	<u>\$ 61,114,708</u>	<u>\$ 53,119,808</u>	<u>\$ 43,405,078</u>
State's proportionate share of the net pension liability associated with the District	<u>36,154,945</u>	<u>30,240,159</u>	<u>22,956,501</u>
Total	<u>\$ 97,269,653</u>	<u>\$ 83,359,967</u>	<u>\$ 66,361,579</u>
District's covered payroll	<u>\$ 35,433,174</u>	<u>\$ 33,073,528</u>	<u>\$ 27,416,212</u>
District's proportionate share of the net pension liability as a percentage of its covered payroll	<u>172.48%</u>	<u>160.61%</u>	<u>158.32%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>69%</u>	<u>70%</u>	<u>74%</u>
<b>CalPERS</b>			
District's proportion of the net pension liability	<u>11.4200%</u>	<u>0.1103%</u>	<u>0.1059%</u>
District's proportionate share of the net pension liability	<u>\$ 27,254,479</u>	<u>\$ 21,778,311</u>	<u>\$ 15,615,970</u>
District's covered payroll	<u>\$ 14,598,236</u>	<u>\$ 13,188,492</u>	<u>\$ 11,677,227</u>
District's proportionate share of the net pension liability as a percentage of its covered payroll	<u>187%</u>	<u>165%</u>	<u>134%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>72%</u>	<u>74%</u>	<u>79%</u>

Note: In the future, as data becomes available, ten years of information will be presented.

See accompanying note to required supplementary information.

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2014

0.0658%

\$ 38,466,686

23,227,846

\$ 61,694,532

\$ 29,314,581

131.22%

77%

0.1057%

\$ 12,002,408

\$ 11,126,540

108%

83%

**SUNNYVALE SCHOOL DISTRICT**

**SCHEDULE OF DISTRICT PENSION CONTRIBUTIONS  
FOR THE YEAR ENDED JUNE 30, 2018**

<b>FISCAL YEAR END, JUNE 30,</b>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<b>CalSTRS</b>			
Contractually required contribution	\$ 5,502,065	\$ 4,456,767	\$ 3,548,001
Contributions in relation to the contractually required contribution	<u>5,502,065</u>	<u>4,456,767</u>	<u>3,548,001</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	<u>\$ 38,140,235</u>	<u>\$ 35,433,174</u>	<u>\$ 33,073,528</u>
Contributions as a percentage of covered payroll	<u>14.43%</u>	<u>12.58%</u>	<u>10.73%</u>
<b>CalPERS</b>			
Contractually required contribution	\$ 2,463,916	\$ 2,027,403	\$ 1,441,064
Contributions in relation to the contractually required contribution	<u>2,463,916</u>	<u>2,027,403</u>	<u>1,441,064</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	<u>\$ 15,866,311</u>	<u>\$ 14,598,236</u>	<u>\$ 13,188,492</u>
Contributions as a percentage of covered payroll	<u>16%</u>	<u>14%</u>	<u>11%</u>

Note: In the future, as data becomes available, ten years of information will be presented.

See accompanying note to required supplementary information.

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2015

\$ 2,687,229

2,687,229

\$ -

\$ 27,416,212

9.80%

\$ 1,336,108

1,336,108

\$ -

\$ 11,677,227

11%

See accompanying note to required supplementary information.

# SUNNYVALE SCHOOL DISTRICT

## NOTE TO REQUIRED SUPPLEMENTARY INFORMATION JUNE 30, 2018

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### NOTE 1 - PURPOSE OF SCHEDULES

#### Budgetary Comparison Schedule

The District employs budget control by object codes and by individual appropriation accounts. Budgets are prepared on the modified accrual basis of accounting in accordance with accounting principles generally accepted in the United State of America as prescribed by the Governmental Accounting Standards Board and provisions of the California *Education Code*. The governing board is required to hold a public hearing and adopt an operating budget no later than July 1 of each year. The adopted budget is subject to amendment throughout the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption with the legal restriction that expenditures cannot exceed appropriations by major object account.

The amounts reported as the original budgeted amounts in the budgetary statements reflect the amounts when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statements reflect the amounts after all budget amendments have been accounted for.

This schedule presents information for the original and final budgets and actual results of operations, as well as the variances from the final budget to actual results of operations.

At June 30, 2018, the District major fund(s) exceeded the budgeted amount in total as follows:

	Expenditures and Other Uses		
	Budget	Actual	Excess
Payroll and related expenditures	\$ 72,486,564	\$ 75,118,509	\$ 2,631,945
Services and operating expenditures	9,644,392	10,003,487	359,095
Capital outlay	686,181	690,246	4,065
Transfers out	326,622	1,895,140	1,568,518

#### Schedule of Changes in the District's Net OPEB Liability and Related Ratios

This schedule presents information on the District's changes in the net OPEB liability, including beginning and ending balances, the plan's fiduciary net position, and the net OPEB liability. In the future, as data becomes available, ten years of information will be presented.

*Changes in Benefit Terms* – There were no changes in benefit terms since the previous valuations.

#### Schedule of the District's Proportionate Share of the Net Pension Liability

This schedule presents information on the District's proportionate share of the net pension liability (NPL), the plans' fiduciary net position and, when applicable, the State's proportionate share of the NPL associated with the District. In the future, as data becomes available, ten years of information will be presented.

*Changes in Benefit Terms* – There were no changes in benefit terms since the previous valuations for both CalSTRS and CalPERS.

# SUNNYVALE SCHOOL DISTRICT

## NOTE TO REQUIRED SUPPLEMENTARY INFORMATION JUNE 30, 2018

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*Changes in Assumptions* – The CalSTRS plan rate of investment return assumption was changed from 7.60 percent to 7.10 percent since the previous valuation. The CalPERS plan rate of investment return assumption was changed from 7.65 percent to 7.15 percent since the previous valuation.

### **Schedule of District Pension Contributions**

This schedule presents information on the District's required contribution, the amounts actually contributed, and any excess or deficiency related to the required contribution. In the future, as data becomes available, ten years of information will be presented.

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***SUPPLEMENTARY INFORMATION***



**SUNNYVALE SCHOOL DISTRICT**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2018**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Grant Identifying Number	Federal Expenditures
<b>U.S. DEPARTMENT OF EDUCATION</b>			
Passed through California Department of Education:			
Title I, Part A - Basic Grants Low-Income and Neglected	84.010	14329	\$ 459,376
Title II, Part A - Improving Teacher Quality	84.367	14341	123,138
Title III - Limited English Proficient Student Program	84.365	14346	130,943
Special Education Cluster (IDEA)			
Basic Local Assistance Entitlement, Part B, Section 611	84.027	13379	\$ 909,730
Local Assistance, Part B, Sec 611, Private School ISPs	84.027	10115	4,944
Preschool Grants, Part B, Section 619	84.173	13430	80,439
Preschool Grants, Part B, Sec 611	84.027A	13682	279,440
Preschool Staff Development, Part B, Sec 619	84.173A	13431	616
Total Special Education Cluster			<u>1,275,169</u>
Total U.S. Department of Education			<u>1,988,626</u>
<b>U.S. DEPARTMENT OF AGRICULTURE</b>			
Passed through California Department of Education:			
Child Nutrition Cluster			
Basic School Breakfast	10.553	13390	9,741
Especially Needy School Breakfast	10.553	13526	316,780
National School Lunch Program	10.555	13391	946,009
Meal Supplement	10.556	13568	69,179
Commodity Supplemental Food Program	10.565	13391	105,270
Total Child Nutrition Cluster			<u>1,446,979</u>
Child and Adult Care food Program	10.558	13393	158,240
National School Lunch Program Equipment Assistance	10.579	14906	51,987
Total U.S. Department of Agriculture			<u>1,657,206</u>
<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			
Passed through California Department of Health Care Services:			
Medical Assistance Program	93.778	10013	376,319
Total Expenditures of Federal Awards			<u>\$ 4,022,151</u>

See accompanying note to supplementary information.

# SUNNYVALE SCHOOL DISTRICT

## LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE JUNE 30, 2018

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### ORGANIZATION

The Sunnyvale School District was established in 1904 and consists of an area comprising approximately ten square miles. The District operates eight elementary schools and two middle schools. There were no boundary changes during the year.

### GOVERNING BOARD

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Reid Meyers	President	2020
Michelle Maginot	Vice President	2018
Nancy Newkirk	Clerk	2020
Anita Herrmann	Member	2018
Jeffrey Arnett	Member	2018

### ADMINISTRATION

<u>NAME</u>	<u>TITLE</u>
Benjamin H. Picard, Ed. D	Superintendent
Mala Ahuja	Assistant Superintendent of Curriculum, Instruction and Assessment
Tasha Dean, Ed. D	Assistant Superintendent of Special Education/Student Services
Michael Gallagher, Ed. D	Deputy Superintendent of Human Resources
Lori van Gogh	Chief Financial Officer Director of Fiscal Services
Rob Smiley	Chief Operating Officer Director of Facility Modernization and Construction

See accompanying note to supplementary information.

**SUNNYVALE SCHOOL DISTRICT**

**SCHEDULE OF AVERAGE DAILY ATTENDANCE  
FOR THE YEAR ENDED JUNE 30, 2018**

	Final Report	
	Second Period Report	Annual Report
Regular ADA		
Transitional kindergarten through third	3,000.81	2,998.14
Fourth through sixth	2,085.57	2,082.56
Seventh and eighth	1,219.17	1,218.93
Total Regular ADA	<u>6,305.55</u>	<u>6,299.63</u>
Extended Year Special Education		
Transitional kindergarten through third	3.23	3.23
Fourth through sixth	2.86	2.86
Seventh and eighth	1.76	1.76
Total Extended Year Special Education	<u>7.85</u>	<u>7.85</u>
Special Education, Nonpublic, Nonsectarian Schools		
Fourth through sixth	0.95	1.01
Seventh and eighth	5.86	5.53
Total Special Education, Nonpublic, Nonsectarian Schools	<u>6.81</u>	<u>6.54</u>
Total ADA	<u>6,320.21</u>	<u>6,314.02</u>

See accompanying note to supplementary information.

# SUNNYVALE SCHOOL DISTRICT

## SCHEDULE OF INSTRUCTIONAL TIME FOR THE YEAR ENDED JUNE 30, 2018

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<u>Grade Level</u>	<u>1986-1987 Minutes Requirement</u>	<u>2017-2018 Actual Minutes</u>	<u>Number of Days Traditional Calendar</u>	<u>Status</u>
Kindergarten	36,000	51,970	200	Complied
Grade 1	50,400	51,690	180	Complied
Grade 2	50,400	51,690	180	Complied
Grade 3	50,400	51,690	180	Complied
Grade 4	54,000	55,365	180	Complied
Grade 5	54,000	55,365	180	Complied
Grade 6	54,000	61,314	190	Complied
Grade 7	54,000	61,314	190	Complied
Grade 8	54,000	61,314	180	Complied

Note: the District is basic aid and not subject to the instructional time requirements.

See accompanying note to supplementary information.

**SUNNYVALE SCHOOL DISTRICT**

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH  
AUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2018**

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Summarized below are the fund balance reconciliations between the Unaudited Actual Financial Report and the audited financial statements.

	General Fund	Reserves Other Fund	Building Fund
	<u>                    </u>	<u>                    </u>	<u>                    </u>
FUND BALANCE			
Balance, June 30, 2018, Unaudited Actuals	\$ 7,903,006	\$ 12,024,583	\$ 17,173,356
Special Reserve Other Fund is consolidated into the General Fund in the audit report	12,024,583	(12,024,583)	-
Audit adjustment to increase accounts payable	<u>                    -</u>	<u>                    -</u>	<u>(1,373,453)</u>
Balance, June 30, 2018, Audited Financial Statements	<u>\$ 19,927,589</u>	<u>\$ -</u>	<u>\$ 15,799,903</u>

See accompanying note to supplementary information.

**SUNNYVALE SCHOOL DISTRICT**

**SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2018**

	(Budget) 2019 <sup>1</sup>	2018	2017 as restated	2016
<b>GENERAL FUND <sup>3</sup></b>				
Revenues	\$ 93,093,655	\$ 87,340,018	\$ 82,028,569	\$ 81,809,184
Expenditures	91,537,519	88,567,518	81,601,712	74,399,627
Other uses and transfers out	309,130	1,895,140	348,360	3,149,404
Total Expenditures and Other Uses	91,846,649	90,462,658	81,950,072	77,549,031
Change in Fund Balance	\$ 1,247,006	\$ (3,122,640)	\$ 78,497	\$ 4,260,153
Ending Fund Balance	\$ 9,150,012	\$ 7,903,006	\$ 11,025,646	\$ 10,947,149
Available Reserves <sup>2</sup>	\$ 19,759,227	\$ 18,592,222	\$ 18,876,979	\$ 17,221,998
Available Reserves As a Percentage of Total Outgo	21.51%	20.55%	23.03%	22.21%
Long-Term Obligations <sup>4</sup>	\$ 305,734,380	\$ 311,490,064	\$ 293,660,279	\$ 239,035,269
K-12 Average Daily Attendance At P-2	6,368	6,320	6,312	6,421

The General Fund balance has decreased by \$3,044,143 over the past two years. The fiscal year 2018-2019 budget projects an increase of \$1,247,006. For a district this size, the State recommends available reserves of at least 3 percent of total General Fund expenditures, transfers out, and other uses (total outgo).

The District incurred operating deficits in the 2017-2018 fiscal year, but anticipates incurring an operating surplus during the 2018-2019 fiscal year. Total long-term obligations have increased by \$72,454,795 over the past two years due to issuance of new bonds and implementation of GASB 75.

Average daily attendance has decreased by 110 over the past two years. Additional growth of 48 ADA is anticipated during fiscal year 2018-2019.

<sup>1</sup> Budget 2019 is included for analytical purposes only and has not been subjected to audit.

<sup>2</sup> Available reserves consist of all unassigned fund balances including all amounts reserved for economic uncertainties contained with the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects.

<sup>3</sup> General Fund amounts do not include activity related to the consolidation of the Special Revenue Fund for Other Than Capital Outlay Projects as required by GASB Statement No. 54.

<sup>4</sup> Long-term obligations have been restated due to the implementation of GASB Statement No. 75.

See accompanying note to supplementary information.

**SUNNYVALE SCHOOL DISTRICT**

**NONMAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEET  
JUNE 30, 2018**

	<b>Child Development Fund</b>	<b>Cafeteria Fund</b>	<b>Deferred Maintenance Fund</b>
<b>ASSETS</b>			
Deposits and investments	\$ 76,003	\$ 372,748	\$ 18,325
Receivables	43,797	53,554	77
Stores inventories	-	94,418	-
Total Assets	<u>\$ 119,800</u>	<u>\$ 520,720</u>	<u>\$ 18,402</u>
<b>LIABILITIES AND FUND BALANCES</b>			
<b>Liabilities</b>			
Accounts payable	\$ 575	\$ 166,816	\$ -
Due to other funds	101,116	259,186	-
Deferred revenue	18,109	-	-
Total Liabilities	<u>119,800</u>	<u>426,002</u>	<u>-</u>
<b>Fund Balances</b>			
Nonspendable	-	94,718	-
Restricted			
Assigned	-	-	18,402
Total Fund Balances	<u>-</u>	<u>94,718</u>	<u>18,402</u>
Total Liabilities and Fund Balances	<u>\$ 119,800</u>	<u>\$ 520,720</u>	<u>\$ 18,402</u>

See accompanying note to supplementary information.

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<b>Capital Facilities Fund</b>	<b>County School Facilities Fund</b>	<b>Total Nonmajor Governmental Funds</b>
\$ 4,709,817	\$ 141	\$ 5,177,034
32,951	-	130,379
-	-	94,418
<u>\$ 4,742,768</u>	<u>\$ 141</u>	<u>\$ 5,401,831</u>
\$ -	\$ -	\$ 167,391
721	-	361,023
-	-	18,109
<u>721</u>	<u>-</u>	<u>546,523</u>
-	-	94,718
4,742,047	141	4,742,188
-	-	18,402
<u>4,742,047</u>	<u>141</u>	<u>4,855,308</u>
<u>\$ 4,742,768</u>	<u>\$ 141</u>	<u>\$ 5,401,831</u>



**SUNNYVALE SCHOOL DISTRICT**

**NONMAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2018**

	<b>Child Development Fund</b>	<b>Cafeteria Fund</b>	<b>Deferred Maintenance Fund</b>
<b>REVENUES</b>			
Federal sources	\$ -	\$ 1,551,937	\$ -
Other state sources	656,130	102,530	-
Other local sources	1,118	702,778	262
Total Revenues	<u>657,248</u>	<u>2,357,245</u>	<u>262</u>
<b>EXPENDITURES</b>			
Current			
Instruction	568,299	-	-
Instruction related activities:			
Supervision of instruction	51,421	-	-
School site administration	37,528	-	-
Pupil services:			
Food services	-	2,668,090	-
General administration:			
All other general administration	-	136,590	-
Plant services	-	-	-
Total Expenditures	<u>657,248</u>	<u>2,804,680</u>	<u>-</u>
Excess (deficiency) of			
Revenues over (under) expenditures	-	(447,435)	262
Other Financing Sources (Uses)			
Transfers in	-	417,249	-
Transfers out	-	-	-
Net Financing Sources (Uses)	<u>-</u>	<u>417,249</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	-	(30,186)	262
Fund Balance - Beginning	-	124,904	18,140
Fund Balance - Ending	<u>\$ -</u>	<u>\$ 94,718</u>	<u>\$ 18,402</u>

See accompanying note to supplementary information.

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<b>Capital Facilities Fund</b>	<b>County School Facilities Fund</b>	<b>Total Nonmajor Governmental Funds</b>
\$ -	\$ -	\$ 1,551,937
-	-	758,660
3,628,476	2	4,332,636
<u>3,628,476</u>	<u>2</u>	<u>6,643,233</u>
-	-	568,299
-	-	51,421
-	-	37,528
-	-	2,668,090
-	-	136,590
506,960	-	506,960
<u>506,960</u>	<u>-</u>	<u>3,968,888</u>
3,121,516	2	2,674,345
-	-	417,249
(4,329,963)	-	(4,329,963)
<u>(4,329,963)</u>	<u>-</u>	<u>(3,912,714)</u>
(1,208,447)	2	(1,238,369)
5,950,494	139	6,093,677
<u>\$ 4,742,047</u>	<u>\$ 141</u>	<u>\$ 4,855,308</u>

**SUNNYVALE SCHOOL DISTRICT**

**NOTE TO SUPPLEMENTARY INFORMATION  
JUNE 30, 2018**

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**NOTE 1 - PURPOSE OF SCHEDULES**

**Schedule of Expenditures of Federal Awards**

The accompanying schedule of expenditures of Federal awards includes the Federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The District has not elected to use the ten percent de minimis cost rate as covered in Section 200.414 Indirect (F&A) costs of the Uniform Guidance.

The following schedule provides reconciliation between revenues reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances, and the related expenditures reported on the Schedule of Expenditures of Federal Awards.

Description	CFDA Number	Amount
Federal revenues reported in the Statement of Revenues, Expenditures and Changes in Fund Balances		\$ 3,916,881
Commodity Supplemental Food Program	10.565	105,270
Total Expenditures of Federal Awards		<u>\$ 4,022,151</u>

**Local Education Agency Organization Structure**

This schedule provides information about the District's boundaries and schools operated, members of the governing board, and members of the administration.

**Schedule of Average Daily Attendance (ADA)**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the District. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

**Schedule of Instructional Time**

The District has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. The District neither met nor exceeded its target funding. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of *Education Code* Sections 46200 through 46206.

Districts must maintain their instructional minutes at 1986-1987 requirements, as required by *Education Code* Section 46201.

# SUNNYVALE SCHOOL DISTRICT

## NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2018

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### **Reconciliation Of Annual Financial And Budget Report With Audited Financial Statements**

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Unaudited Actual Financial Report, to the audited financial statements.

### **Schedule of Financial Trends and Analysis**

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period.

### **Nonmajor Governmental Funds – Combining Balance Sheet and Combining Statement of Revenues, Expenditures and Changes in Fund Balances**

The Nonmajor Governmental Funds Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances is included to provide information regarding the individual funds that have been included in the Nonmajor Governmental Funds column on the Governmental Funds Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balances.

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***INDEPENDENT AUDITOR'S REPORTS***



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Governing Board  
Sunnyvale School District  
Sunnyvale, 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 governmental activities, each major fund, and the aggregate remaining fund information of Sunnyvale 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 Sunnyvale School District's basic financial statements, and have issued our report thereon dated December 3, 2018.

**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, 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 Sunnyvale 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 District'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.

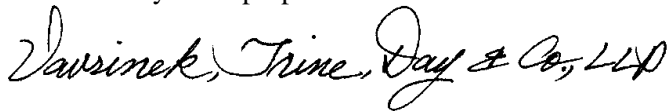
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not 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 Sunnyvale School District's financial statements 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 District'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 District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Palo Alto, California  
December 3, 2018





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Certified Public Accountants

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR  
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Governing Board  
Sunnyvale School District  
Sunnyvale, California

**Report on Compliance for Each Major Federal Program**

We have audited Sunnyvale School District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Sunnyvale School District's (District) major Federal programs for the year ended June 30, 2018. The District's major Federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its Federal awards applicable to its Federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the District's major Federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major Federal program. However, our audit does not provide a legal determination of Sunnyvale School District's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, Sunnyvale School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2018.

### **Report on Internal Control Over Compliance**

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Sunnyvale School District's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Palo Alto, California  
December 3, 2018



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Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Governing Board  
Sunnyvale School District  
Sunnyvale, California

### **Report on State Compliance**

We have audited Sunnyvale School District's compliance with the types of compliance requirements as identified in the *2017-2018 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* that could have a direct and material effect on each of the Sunnyvale School District's State government programs as noted below for the year ended June 30, 2018.

### ***Management's Responsibility***

Management is responsible for compliance with the requirements of State laws, regulations, and the terms and conditions of its State awards applicable to its State programs.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance of each of the Sunnyvale School District's State programs based on our audit of the types of compliance requirements referred to above. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2017-2018 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. These standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the applicable government programs noted below. An audit includes examining, on a test basis, evidence about Sunnyvale School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinions. Our audit does not provide a legal determination of Sunnyvale School District's compliance with those requirements.

### ***Unmodified Opinion***

In our opinion, Sunnyvale School District complied, in all material respects, with the compliance requirements referred to above that are applicable to the government programs noted below that were audited for the year ended June 30, 2018.

In connection with the audit referred to above, we selected and tested transactions and records to determine the Sunnyvale School District's compliance with the State laws and regulations applicable to the following items:

	Procedures Performed
<b>LOCAL EDUCATION AGENCIES OTHER THAN CHARTER SCHOOLS</b>	
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	Yes
Continuation Education	No (See Below)
Instructional Time	Yes
Instructional Materials	Yes
Ratios of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	No (See Below)
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	No (See Below)
Middle or Early College High Schools	No (See Below)
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	No (See Below)
Apprenticeship: Related and Supplemental Instruction	No (See Below)
<b>SCHOOL DISTRICTS, COUNTY OFFICES OF EDUCATION, AND CHARTER SCHOOLS</b>	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program:	
General Requirements	Yes
After School	Yes
Before School	No (See Below)
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control Accountability Plan	Yes
Independent Study - Course Based	No (See Below)
<b>CHARTER SCHOOLS</b>	
Attendance	No (See Below)
Mode of Instruction	No (See Below)
Non Classroom-Based Instruction/Independent Study for Charter Schools	No (See Below)
Determination of Funding for Non Classroom-Based Instruction	No (See Below)
Annual Instruction Minutes Classroom-Based	No (See Below)
Charter School Facility Grant Program	No (See Below)

The District did not offer Continuation Education, Early Retirement Incentive Program, Juvenile Court Schools, Middle or Early College High Schools, Transportation, Apprenticeship, Before School Education and Safety Program, and Independent Study – Course Based Program during the current year; therefore, we did not perform procedures related to these Programs.

The District does not have any charter schools; therefore, we did not perform any procedures related to charter schools.

*Vausinek, Trine, Day & Co., LLP*

Palo Alto, California  
December 3, 2018

***SCHEDULE OF FINDINGS AND QUESTIONED COSTS***

**SUNNYVALE SCHOOL DISTRICT**

**SUMMARY OF AUDITOR'S RESULTS  
FOR THE YEAR ENDED JUNE 30, 2018**

---

**FINANCIAL STATEMENTS**

Type of auditor's report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

**FEDERAL AWARDS**

Internal control over major federal programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies?	<u>None reported</u>
Type of auditor's report issued on compliance for federal major programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance?	<u>No</u>
Identification of major federal programs:	

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
<u>10.553 and 10.555</u>	<u>Child Nutrition Cluster</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 750,000</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

**STATE AWARDS**

Type of auditor's report issued on compliance for State programs:	<u>Unmodified</u>
---	-------------------

**SUNNYVALE SCHOOL DISTRICT**

**FINANCIAL STATEMENT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2018**

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None reported.



**SUNNYVALE SCHOOL DISTRICT**

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2018**

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None reported.

**SUNNYVALE SCHOOL DISTRICT**

**STATE AWARDS FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2018**

---

None reported.

**SUNNYVALE SCHOOL DISTRICT**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2018**

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There were no audit findings reported in the prior year's schedule of financial statement findings.

**SUNNYVALE SCHOOL DISTRICT**

**2013 MEASURE G FUND  
ANNUAL FINANCIAL REPORT  
AND PERFORMANCE AUDIT**

**FOR THE YEAR ENDED  
JUNE 30, 2018**

**SUNNYVALE SCHOOL DISTRICT**

**2013 MEASURE G FUND  
ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED  
JUNE 30, 2018**

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

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JUNE 30, 2018**

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Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT

Governing Board and  
Citizens' Bond Oversight Committee  
Sunnyvale School District  
Sunnyvale, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the Sunnyvale School District's (District), 2013 Measure G Fund (Fund), 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.

### *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*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 financial statements, whether due to error or fraud. 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 principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

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 previously present fairly, in all material respects, the financial position of the Fund as of June 30, 2018, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Emphasis of Matter***

As discussed in Note 1, the financial statements present only the financial position of the Fund and are not intended to present fairly the financial position and results of operations of the District in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this method.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 15, 2018, on our consideration of the Fund'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. The purpose of that report is 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 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 Fund's internal control over financial reporting and compliance.



Palo Alto, California  
October 15, 2018



**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**BALANCE SHEET  
JUNE 30, 2018**

---

**ASSETS**

Deposits and investments	\$	19,307,600
Accounts receivable		70,378
Due from district		721
Total Assets		<u>19,378,699</u>

**LIABILITIES AND FUND BALANCES**

**LIABILITIES**

Vendors payable		3,494,126
Due to district		84,670
Total Liabilities		<u>3,578,796</u>

**FUND BALANCE**

Restricted for capital projects		15,799,903
Total Fund Balance		<u>15,799,903</u>

Total Liabilities and Fund Balance	\$	<u>19,378,699</u>
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The accompanying notes are an integral part of these financial statements.

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES  
FOR THE YEAR ENDED JUNE 30, 2018**

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<b>REVENUES</b>	
Interest income	\$ 326,341
Contributions from district	5,807,854
Total Revenues	<u>6,134,195</u>
<b>EXPENDITURES</b>	
Current expenditures	
Classified salaries	379,346
Employee benefits	140,256
Materials and supplies	115,230
Travel and conferences	8,031
Services and other operating expenses	248,114
Capital outlay	20,831,838
Total Expenditures	<u>21,722,815</u>
<b>NET CHANGE IN FUND BALANCES</b>	(15,588,620)
<b>FUND BALANCE - BEGINNING</b>	<u>31,388,523</u>
<b>FUND BALANCE - ENDING</b>	<u><u>\$ 15,799,903</u></u>

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

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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***NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

The accounting policies of the 2013 Measure G Fund (the Fund) of the Sunnyvale School District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

**Financial Reporting Entity**

The financial statements include the financial activity of the Fund only. The Fund was established to account for the expenditures of general obligation bonds issued under the Measure G bond election of 2013. These financial statements are not intended to present the financial position and results of operations of the Sunnyvale School District as a whole, in conformity with accounting principles generally accepted in the United States of America. The bonds were authorized for \$96,000,000 for the purpose of financing the addition and modernization of school facilities. The first series were issued on July 29, 2014 for the amount of \$28,000,000. The second series were issued on November 9, 2016 for the amount of \$40,000,000.

**Fund Accounting**

The operations of the Fund are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

**Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses 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 of the Fund are accounted for using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Using this measurement focus, only current assets and current liabilities are included in the balance sheet. Long-term debt is not included as a liability of the Fund, but is disclosed separately in the notes to financial statements. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

**Budgets and Budgetary Accounting**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. The District's governing board adopts an operating budget no later than July 1 in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. The Board revises this budget during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**Encumbrances**

The Fund utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid and all outstanding encumbrances lapse at June 30.

**Fund Balance - Governmental Funds**

As of June 30, 2018, fund balance is classified as restricted for capital outlay projects in relation to the bond language of the 2013 Measure G, for which the Fund was established.

Restricted fund balance is the amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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/expenses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 - DEPOSITS AND INVESTMENTS**

**Summary of Deposits and Investments**

Deposits and investments as of June 30, 2018, consist of investments in the amount of \$19,307,600.

**Investment in County Treasury**

The Fund is considered to be an involuntary participant in an external investment pool as the Fund is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section 41001). The fair value of the Fund's investment in the pool is reported in the accounting financial statements at amounts based upon the Fund'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.

The District has deposited all the Fund's investment in the Santa Clara County Treasury. As of June 30, 2018, the investment has book value of \$19,307,600. The fair values of the investment is approximately book value.

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates that will adversely affect the fair value of an investment. The Fund manages its exposure to interest rate risk by depositing substantially all of its cash in the County Pool. The weighted average maturity of the pool is 479 days on June 30, 2018.

**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. Investment in the county pool was not rated on June 30, 2018.

**Fair Value Measurement**

The Fund recognizes the fair value measurement of its investments on a recurring basis, based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Fund's investments in the Santa Clara County Treasury Investment Pool are uncategorized because deposits to and from the pool are made on the basis of \$1 and not at fair value.

***NOTE 3 - ACCOUNTS RECEIVABLE***

Receivables at June 30, 2018, are as follows:

Interest	\$	67,860
Vendor refund		2,518
Total Receivable	\$	<u>70,378</u>

All receivables are considered collectible in full.

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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**NOTE 4 - INTERFUND TRANSACTIONS**

**Interfund Receivable/Payables (Due To/Due From)**

Interfund receivable and payable between the 2013 Measure G fund and various district funds, resulted from the time lag between the date that (1) interfund goods and services are provided or reimbursable expenditures occur, transactions are recorded in the accounting system, and (2) payments between funds are made.

Interfund Receivable/Payable balances at June 30, 2018, between 2013 Measure G and the District’s other governmental funds are as follows:

Due To	Due From		
	General Fund	Measure G Fund	Total
Measure G Fund	\$ 84,670	\$ -	\$ 84,670
Capital Facilities Fund	-	721	721
Total	\$ 84,670	\$ 721	\$ 85,391

**Operating Transfers**

Transfers between the District and 2013 Measure G for the year ended June 30, 2018, consisted of the following:

The General Fund transferred to the 2013 Measure G fund to reimburse construction costs.	\$ 1,477,891
The Capital Facilities Fund transferred to the 2013 Measure G Fund to reimburse construction costs.	4,329,963
Total	\$ 5,807,854

**NOTE 5 - GENERAL LONG-TERM DEBT**

**Long-Term Debt Summary**

Under the modified accrual basis of accounting, liabilities for long-term debt are reported in the Government-wide Statement of Net Assets of the District rather than in the Bond or other funds. Therefore, the debt for repayment of the Measure G bonds and the amount available in the Bond Interest and Redemption fund for repayment are not included on these financial statements.

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

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The District received authorization by approval of the voters of Measure G at the November 2013 election to issue \$96,000,000 in bonds. On July 29, 2014, the District issued \$28,000,000 of current interest serial bonds with principal and interest payments due annually through September 2044 with interest rates varying from 2 to 5 percent. On November 9, 2016, the District issued \$40,000,000 of current interest serial bonds with principal and interest payments due annually through September 2044 with interest rates varying from 3 to 5 percent. The bonds will be repaid through property taxes. The bonds were sold at a premium which was used to pay for costs of issuance. The balance of the premium was properly deposited into the Debt Service Fund in accordance with Bond requirements.

**Bonded Debt**

The outstanding general obligation bonded debt is as follows:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds		Bonds	
				Outstanding July 1, 2017	Issued	Redeemed	Outstanding June 30, 2018
2013A	9/1/44	2.00-5.00%	\$ 28,000,000	\$ 22,430,000	\$ -	\$ -	\$ 22,430,000
2013B	9/1/44	3.00-5.00%	40,000,000	40,000,000	-	-	40,000,000
		Sub-Total	<u>\$ 68,000,000</u>	<u>\$ 62,430,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 62,430,000</u>

**Debt Service Requirements to Maturity**

The bonds mature through 2045 as follows:

Repayment of the Bonds will be funded by a separate property tax override levied on property residing within the District boundaries. Property tax revenues will be collected and disbursed out of a separate Bond Interest and Redemption Fund under the control of the Santa Clara County Controller’s Office. This fund is not included as part of these financial statements. General school district revenues will not be required to fund the debt service on the bonds.

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018**

Fiscal Year	Principal	Interest to Maturity	Total
2019	\$ 2,200,000	\$ 2,590,919	\$ 4,790,919
2020	-	2,557,919	2,557,919
2021	-	2,557,919	2,557,919
2022	-	2,557,919	2,557,919
2023	-	2,557,919	2,557,919
2024-2028	1,210,000	12,759,345	13,969,345
2029-2033	8,895,000	11,760,135	20,655,135
2034-2038	16,295,000	9,375,981	25,670,981
2039-2043	23,005,000	5,047,900	28,052,900
2044-2048	10,825,000	487,525	11,312,525
Total	<u>\$ 62,430,000</u>	<u>\$ 52,253,481</u>	<u>\$ 114,683,481</u>

**NOTE 6 - COMMITMENTS AND CONTINGENCIES**

As of June 30, 2018, the Fund and the District had the following commitments with respect to unfinished capital projects:

Project Name	Remaining Construction Commitment	Expected Date of Completion
Cherry Chase HVAC and site upgrades	\$ 400,000	November 2018
Bishop infrastructure	13,800,000	May 2019
Other small projects	200,000	June 2019
Total outstanding construction commitments	<u>\$ 14,400,000</u>	



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***INDEPENDENT AUDITOR'S REPORT***

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VAVRINEK, TRINE, DAY & CO., LLP  
Certified Public Accountants

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**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Governing Board and  
Citizens’ Bond Oversight Committee  
Sunnyvale School District  
Sunnyvale, 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 accompanying financial statements of the Sunnyvale School District (District) 2013 Measure G Fund (Fund), as of and for the year ended June 30, 2018, and have issued our report thereon dated October 15, 2018. As discussed in Note 1, the financial statements present only the Fund specific to the 2013 Measure G, and are not intended to present fairly the financial position and results of operations of Sunnyvale School District in conformity with accounting principles generally accepted in the United States of America.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Fund's internal control over financial reporting (internal control) to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Fund'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Fund'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.

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 deficiencies, significant deficiencies or material weaknesses. 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 Fund's financial statements 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 Fund'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 Fund's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Palo Alto, California  
October 15, 2018

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***SCHEDULE OF FINDINGS AND RECOMMENDATIONS***

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**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**FINANCIAL STATEMENT FINDINGS  
JUNE 30, 2018**

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None reported.

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
JUNE 30, 2018**

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None reported.

**SUNNYVALE SCHOOL DISTRICT**

**2013 MEASURE G FUND  
PERFORMANCE AUDIT**

**FOR THE YEAR ENDED  
JUNE 30, 2018**

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

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VAVRINEK, TRINE, DAY & CO., LLP  
Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT ON PERFORMANCE

Governing Board and  
Citizens' Oversight Committee  
Sunnyvale School District  
Sunnyvale, California

We were engaged to conduct a performance audit of the fund related to the 2013 Measure G (Fund) of the Sunnyvale School District (District) for the year ended June 30, 2018.

We conducted this performance audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the Fund's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the Fund's internal control in order to determine the procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Fund's internal control.

The results of our tests indicated that the Fund, in all significant respects, expended the 2013 Measure G funds only for the specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1 (b)(3)(C) of the California Constitution.

Palo Alto, California  
October 15, 2018

# SUNNYVALE SCHOOL DISTRICT

## 2013 MEASURE G FUND JUNE 30, 2018

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### *AUTHORITY FOR ISSUANCE*

The 2013 Measure G General Obligation Bonds are issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California Education Code, and other applicable provisions of law. The Series A Bonds were authorized to be issued by a resolution adopted by the Board of Education of the District in June 19, 2014.

The District received authorization at an election held on November 5, 2013, to issue bonds of the District in an aggregate principal amount not to exceed \$96,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the Authorization).

### *PURPOSE OF ISSUANCE*

The net proceeds of the Bonds and any other series of general obligation bonds issued under the authorization will be used for the purposes specified in the District bond proposition submitted at the election, which include replacing gas, water, and sewer lines, improving and expanding school libraries, installing energy efficient heating and cooling systems, replacing portables with permanent classrooms, expanding school facilities, and making essential school improvements. An excerpt from 2013 Measure G states:

To continue critical renovation, modernization and safety needs at the district's schools and to make needed upgrades to classrooms, libraries, science and computer labs, improve student access to computers and instructional technology and continue to improve the energy efficiency of classrooms and buildings, shall the Sunnyvale School District issue \$96,000,000 in bonds at legal interest rates with funds monitored by an Independent Citizens' Oversight Committee and no funds spent on administrators.

### *AUTHORITY FOR THE AUDIT*

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities", upon approval by 55 percent of the electorate. In addition to reducing the approval threshold from two-thirds to 55 percent, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in Education Code Sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The school district must list the specific school facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the school district to appoint a citizens' oversight committee.

# SUNNYVALE SCHOOL DISTRICT

## 2013 MEASURE G FUND JUNE 30, 2018

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4. Requires the school district to conduct an annual independent financial audit and performance audit in accordance with the Government Auditing Standards issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the school district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

### ***OBJECTIVES OF THE AUDIT***

1. Determine whether expenditures charged to the Fund have been made in accordance with the bond project list approved by the voters through the approval of 2013 Measure G.
2. Determine whether salary transactions, charged to the Fund were in support of the 2013 Measure G and not for District general administration or operations.

### ***SCOPE OF THE AUDIT***

The scope of our performance audit covered the period of July 1, 2017 to June 30, 2018. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2018 were not reviewed or included within the scope of our audit or in this report.

### ***METHODOLOGY***

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2018 for the 2013 Measure G Fund. Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and Measure G as to the approved bond projects list. We performed the following procedures:

1. We selected a sample of expenditures for the period starting July 1, 2017 and ending June 30, 2018, and reviewed supporting documentation to ensure that such funds were properly expended on the specific projects listed in the ballot text.
2. Our sample included 26 transactions totaling \$18,124,937. This represents 83 percent of the total expenditures of \$21,722,851.
3. We verified that funds were generally expended for the construction, renovation, furnishing and equipping of District facilities constituting authorized bond projects. In addition, we verified that funds held in the Fund were used for salaries of administrators only to the extent they performed administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

# SUNNYVALE SCHOOL DISTRICT

## 2013 MEASURE G FUND

**JUNE 30, 2018**

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### *CONCLUSION*

The results of our tests indicate that, in all significant respects, the Sunnyvale School District has properly accounted for the expenditures held in the Fund and that such expenditures were made for authorized Bond projects. Further, it was noted that funds held in the Fund, and expended by the District, were used for salaries of administrators only to the extent they performed administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

**SUNNYVALE SCHOOL DISTRICT  
2013 MEASURE G FUND**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2018**

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None reported.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**M.4. Approval of Agreement for Professional Bond Counsel Services (Picard)**

**Type:**

Action

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

**Description:**

Attached for your reference and approval is a proposed agreement with Dannis Woliver Kelley (DWK) for professional bond counsel services related to the issuance of the District's 2013 Election, Series C General Obligation Bonds. The scope of work and payment terms for the bond counsel legal services and bond disclosure services are defined in Attachment "A" of the agreement. It is anticipated that the Series C issuance of the full and final balance of the 2013 authorization will occur during the spring of 2019. A resolution authorizing the issuance and timeline for the issuance will be presented to the Board at a later date.

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve the Agreement by and between Sunnyvale School District and the law firm of Dannis Woliver Kelly (DWK) for bond counsel legal services and disclosure counsel services as defined in the Agreement and Attachment "A".

**Attachments:**

1. DWK Agreement for Professional Bond Counsel Services

## AGREEMENT FOR PROFESSIONAL SERVICES

### SUNNYVALE SCHOOL DISTRICT

This Agreement is made and entered into on \_\_\_\_\_, 20\_\_\_\_, by and between Sunnyvale School District, hereinafter referred to as "District," and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as "Attorney."

WHEREAS, District desires to retain Attorney to provide bond counsel legal services associated with the issuance and sale of its 2013 Election, Series C General Obligation Bonds.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

#### **A. SCOPE OF WORK AND PAYMENT**

District appoints Attorney to represent, advise, and counsel it from December 1, 2018, and continuing thereafter in connection with the District's issuance of its "General Obligation Bonds, Election of 2013, Series C" ("Bond Services") as more specifically described in **Attachment A** hereto, and incorporated herein by reference. Attorney may represent District in other legal matters and provide other services as desired pursuant to a separate Professional Services Agreement. Bond Services shall be compensated in the manner described in **Attachment A**.

The performance of Bond Services rendered prior to the date of this Agreement is hereby ratified and approved.

#### **B. TERM AND TERMINATION**

1. Term. The term of this Agreement shall commence as of its date of execution and shall expire on the date of the Bond closing.

2. Termination or Abandonment of Financing. If for any reason a Bond issuance is permanently abandoned or terminated prior to the issuance of the Bonds, then District shall compensate DWK for services performed up to the date of the abandonment or termination of the proposed financing at the rates described in **Attachment A**, plus DWK's out-of-pocket expenses.

3. Termination of Attorney. District may terminate DWK without cause upon 30 days' written notice to Attorney; provided, however, that if District terminates these services after Attorney has rendered Bond Services, then District shall pay Attorney for services rendered, at the rates described in **Attachment A**, plus DWK's out-of-pocket expenses.

#### **C. OTHER PROVISIONS**

1. Malpractice Coverage. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

2. Performance of Obligations. District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement.

3. Food/Meals. Occasionally Attorney may provide District officials and/or employees with working lunches or meals when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

4. Independent Contractor. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

5. Use of Subconsultants/SubContractors. Attorney uses the services of legal sub-consultants and independent contractors from time to time on finance transactions, including federal taxation legal specialists, which costs are paid in full by Attorney without additional expense to District. District consents to the use of such sub-consultants or independent contractors at Attorney's discretion.

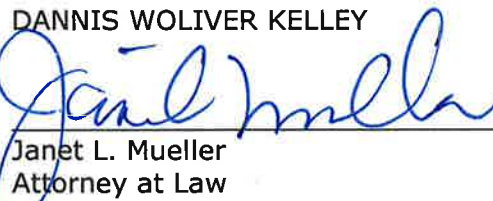
6. Conflicts of Interest. Because Attorney represents many school and community college districts, other educational entities, and bond underwriters, conflicts of interest may arise in the course of Attorney's representation. If Attorney becomes aware of any potential or actual conflicts of interest, Attorney will inform the District of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Bond Services.

SUNNYVALE SCHOOL DISTRICT

\_\_\_\_\_  
Benjamin H. Picard, Ph.D.  
Superintendent

\_\_\_\_\_  
Date

DANNIS WOLIVER KELLEY  
  
\_\_\_\_\_  
Janet L. Mueller  
Attorney at Law

12-10-18  
\_\_\_\_\_  
Date



**ATTACHMENT "A"**  
**SCOPE OF WORK AND FEES**

**I. SCOPE OF WORK**

In accordance with the Agreement for Bond Services ("Agreement") Attorney shall provide the following Bond Services to District with regard to the issuance and sale of its General Obligation Bonds, 2013 Election, Series C.

**A. Bond Issuance Services**

Bond Issuance Services have two service components: Bond Counsel Services and Disclosure Counsel Services.

1. Bond Counsel Services. Services to issue bonds ("Bond Counsel Services") will include the following:
  - Consultation with the District and its staff, the County, and the District's financial advisor concerning the Bonds and the timing, terms and structure of the offering;
  - Preparation of the proceedings to authorize the issuance of the Bonds, including the resolution of the District Governing Board approving the issuance of the Bonds; the resolution of the County Board of Supervisors approving the issuance of the Bonds (if necessary); all related legal agreements; and preparation of the proceedings, documents and notices for the sale of the bonds by competitive or negotiated sale;
  - Attendance at up to two (2) in-person meetings of the District Governing Board and with the District's financial advisor and other consultants regarding the issuance and sale of the Bonds, as needed or requested; Coordination of the full finance team as necessary for the review of documents and finance plants;
  - Examination of the proofs of the Bonds, preparation of the final closing papers, organization and conduct of the Bond closing, and the rendering of a final legal opinion at the time of delivery of and receipt of payment for the bonds; Review of post-closing legal compliance requirements with the District.
  
2. Disclosure Counsel Services (If Requested). Services to assure compliance of the Bonds with federal securities laws ("Disclosure Counsel Services"), if requested, will include the following tasks:
  - Preparation of the Preliminary Official Statement, the final Official Statement, and continuing disclosure certificate which accompanies the latter, for use in marketing and sale of the bonds;
  - Delivery of a disclosure counsel opinion at closing; and
  - Review of Continuing Disclosure filing status pursuant to MSRB Rule 15c2-12.

## **II. FEES**

### **A. Bond Counsel Services**

Bond Counsel Services shall be compensated a set fee of \$30,000.00. An additional fee of \$1,500 will be charged to cover out-of-pocket expenses. Note that the cap on out-of-pocket expenses does not include expenses which Attorney may advance on behalf of District which would otherwise be paid by the District as a cost of issuance, such as the cost of publishing notices in legal publications and similar items. Except as described in Section B.2 of the Agreement, fees shall not be due and owing unless and until Bonds are issued, and shall be paid or reimbursed from Bond proceeds as a cost of issuance.

### **B. Disclosure Counsel Services**

Disclosure Counsel Services shall be compensated a set fee of \$20,000.00. Fees shall not be due and owing unless and until Bonds are issued, and shall be paid or reimbursed from Bond Proceeds.

## **III. EXCLUDED SERVICES**

The following additional services are excluded from the Scope of Work and are subject to payment at DWK's standard hourly rates or as otherwise agreed by the Parties in writing. These include:

- Questions related to bonds outstanding prior to the date of Attorney's engagement by the District;
- Post-closing legal advice requiring significant legal research;
- Capital or real estate project planning, implementation, construction, and litigation;
- Applications for Private Letter Rulings from the IRS;
- Negotiation of investment contracts;
- In-person participation in Finance Team or Governing Board meetings exceeding two during a transaction;
- In-person participation in rating agency meetings or bond insurance agencies outside California;
- Ongoing legal advice related to the Citizen's Bond Oversight Committee; and
- Bond Anticipation Notes, bond refundings or other financings, which, if requested by District during the term, will be charged separately pursuant to the agreement of the parties.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.1. Adoption of Revised Board Policy 3290 - Gift, Grants and Bequests (van Gogh)**

**Type:**

Action

Consent

**Description:**

Board Policy 3290 – Gifts, Grants And Bequests was reviewed and discussed at a regular board meeting on December 11, 2018. Policy was updated to add the new section on "Online Fundraising" addressing considerations for approving a crowdfunding Internet platform to raise funds for district, school, or classroom projects or equipment. Policy also adds a prohibition against accepting any gift, grant, or bequest that promotes the use of non-nutritious foods or beverages and provides that any advertising used by a corporate sponsor meet the standards specified in BP 1325 - Advertising and Promotion.

Ms. van Gogh was instructed to return the policy on consent. The board policy is available for public inspection in the Office of the Superintendent.

**Recommended Motion:**

The Superintendent recommends that the Board of Education adopt revised Board Policy 3290 – Gifts, Grants And Bequests.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.2. Adoption of Revised Board Policy 6020 - Parent Involvement (Ahuja)**

**Type:**

Action

Consent

**Description:**

Board Policy 6020 - Parent Involvement was reviewed and discussed at a regular board meeting on December 11, 2018. Policy was updated to reflect requirements for parent involvement in schools receiving federal Title I, Part A funding, as amended by the Every Student Succeeds Act, including expanding activities to include engagement of family members. Policy also reflects parent involvement as a state priority that must be addressed in the district's Local Control and Accountability Plan (LCAP).

Ms. Ahuja was instructed to return the policy on consent. The board policy is available for public inspection in the Office of the Superintendent.

**Recommended Motion:**

The Superintendent recommends that the Board of Education adopt revised Board Policy 6020 - Parent Involvement.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.3. Adoption of Revised Board Policy 6111 - School Calendar (Gallagher)**

**Type:**

Action

Consent

**Description:**

Board Policy 6111 - School Calendar was reviewed and discussed at a regular board meeting on December 11, 2018. Policy was revised to clarify the state's requirement of 180 instructional days. The policy also adds language indicating that teacher learning days and parent conference week will be included in the school calendar.

Dr. Gallagher was instructed to return the policy on consent. The board policy is available for public inspection in the Office of the Superintendent.

**Recommended Motion:**

The Superintendent recommends that the Board of Education adopt revised Board Policy 6111 - School Calendar.

**Sunnyvale SD**  
BOARD OF EDUCATION Regular Board Meeting  
Thursday, January 10, 2019  
Open Session: 7:00 PM  
Sunnyvale School District | Closed Session:

**N.4 Adoption of Revised Board Policy 6190 - Evaluation of Instructional Program (Ahuja)**

**Type:**

Action

Consent

**Description:**

Board Policy 6190 - Evaluation of Instructional Program was reviewed and discussed at a regular board meeting on December 11, 2018. Policy was updated to delete references to the obsolete API and add the California School Dashboard as a source for multiple state and local indicators of strengths and areas in need of improvement in each priority area addressed by the local control and accountability plan (LCAP). The section on "Federal Program Monitoring" has been deleted as the focus of the policy is on program effectiveness rather than compliance with program requirements.

Ms. Ahuja was instructed to return the policy on consent. The board policy is available for public inspection in the Office of the Superintendent.

**Recommended Motion:**

The Superintendent recommends that the Board of Education adopt revised Board Policy 6190 - Evaluation of Instructional Program.

**Sunnyvale SD**  
BOARD OF EDUCATION Regular Board Meeting  
Thursday, January 10, 2019  
Open Session: 7:00 PM  
Sunnyvale School District | Closed Session:

**N.5 Adoption of Revised Board Bylaw 9110 - Terms of Office (Picard)**

**Type:**

Action  
Consent

**Description:**

Board Bylaw 9110 - Terms of Office was reviewed and discussed at a regular board meeting on December 11, 2018. Bylaw was updated to reflect NEW LAW (AB2449) which changes the commencement of the term of office of board members from the first Friday in December following their election to the second Friday in December. Bylaw also provides that, if the district chooses or is required to consolidate its board elections with the local municipal or state primary or general elections, elections could occur in even-numbered years and the term of incumbent board members would be extended to align with the next election.

Dr. Picard was instructed to return the policy on consent. The board policy is available for public inspection in the Office of the Superintendent.

**Recommended Motion:**

The Superintendent recommends that the Board of Education adopt revised Board Bylaw 9110 - Terms of Office.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.6. Approval of Purchase Orders and Warrants December 2018 (van Gogh)**

**Type:**

Action

Consent

**Description:**

The purchase order report and board warrant approval list are attached.

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve the following:

For Fiscal Year 2018-2019

**Purchase Orders** in the total amount of:

- \$426,939.81 per County Report #POX600, covering the period December 1, 2018 through December 31, 2018

**Warrants** in the total amount of:

- \$2,348,425.86 per County Report #WARBRDSC, covering the period December 1, 2018 through December 31, 2018

**Attachments:**

1. PO Board Report December 2018
2. Board Warrant Approval List December 2018





010 GENERAL FUND

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
940067	ACSA	LEADERSHIP COACHING PROGRAM	3,750.00	HUMAN RESOURCES DEPARTMENT
940065	ALLIANCE OCCUPATIONAL MEDICINE	MEDICAL REPORT	12.46	HUMAN RESOURCES DEPARTMENT
991341	APPLE INC	Bishop- iPads (12)	3,970.92	TECHNOLOGY DEPARTMENT
991362	APPLE INC	Apple TVs HR(2)-OPS(1)	487.23	TECHNOLOGY DEPARTMENT
991360	BEST BUY	OPS Conference Room TV(1)	196.19	TECHNOLOGY DEPARTMENT
916011	CALTRONICS BUSINESS SYSTEMS	Toner and Staples for Xerox Ma	278.28	FAIRWOOD
918022	CALTRONICS BUSINESS SYSTEMS	toner	1,818.12	LAKWOOD
991340	CDW-GOVERNMENT INC	SMS - Projectors (2)	1,170.70	TECHNOLOGY DEPARTMENT
940057	DEPARTMENT OF JUSTICE	NOVEMBER FINGERPRINT APPS	1,120.00	HUMAN RESOURCES DEPARTMENT
940066	ENROLLMENT PROJECTION CONSULTS	ENROLLMENT FORECAST STUDY	3,940.00	HUMAN RESOURCES DEPARTMENT
940053	G2SOLUTIONS INC	NOV. TRANSMISSIONS TO DOJ	25.50	HUMAN RESOURCES DEPARTMENT
991337	GARDENLAND POWER EQUIPMENT	SUPPLIES	237.20	OPERATIONS
914023	GOPHER SPORT	GOPHER SPORT	1,510.40	CUMBERLAND
980056	GRAYSTAR DESIGN	DEC QTRLY NEWSLETTER DESIGN	745.00	SUPERINTENDENT
940056	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	250.00	HUMAN RESOURCES DEPARTMENT
913029	LOOKOUT BOOKS	Library Books	296.82	CHERRY CHASE
991335	LOWE'S	SUPPLIES	631.09	OPERATIONS
980057	MAGINOT, MICHELLE	CSBA AEC TRANSPORTATION REIMBU	70.29	SUPERINTENDENT
900116	MORGAN HILL SUPPLY	custodial paper supplies	9,906.00	STORES
900117	MORGAN HILL SUPPLY	paper supplies	6,862.36	STORES
980052	MYERS, REID	2018 CSBA AEC HOTEL/MEAL CHARG	657.41	SUPERINTENDENT
940055	NISHIHARA, JEREMY	CETPA CONFERENCE REIMBURSEMENT	615.70	HUMAN RESOURCES DEPARTMENT
940054	OFFICE DEPOT	OFFICE SUPPLIES	386.52	HUMAN RESOURCES DEPARTMENT
940058	OFFICE DEPOT	OFFICE SUPPLIES	90.37	HUMAN RESOURCES DEPARTMENT
991336	OFFICE DEPOT	OFFICE SUPPLIES	20.70	OPERATIONS
980054	PICARD, BENJAMIN H	2018 CSBA AEC CHARGES	6,693.77	SUPERINTENDENT
960090	QBS INC	Safety Care Training	84.00	SPECIAL EDUCATION DEPARTMENT
930014	QSS USERS GROUP	Conference Attendance Fee	1,675.00	SUNNYVALE SCHOOL DISTRICT
901171	REALLY GOOD STUFF LLC	Classroom Supplies	1,635.00	SUNNYVALE MIDDLE
923040	REALLY GOOD STUFF LLC	Classroom Supplies	1,635.00	SUNNYVALE MIDDLE
916014	ROMANDER, RACHELLE	Student/Class Supplies	1,021.42	FAIRWOOD
940063	SANTA CLARA COE	RECRUITMENT FAIR	1,040.00	HUMAN RESOURCES DEPARTMENT
980049	SCCOE-SANTA CLARA CNTY OFF ED	NEWKIRK/WATSON BUSI. CARDS	19.67	SUPERINTENDENT
923041	SHAHIN, NABIL	Emergency Lockdown Supplies	1,780.80	SUNNYVALE MIDDLE
919041	SOLIS, ISABEL	TEACHER REIMBURSEMENT	376.08	COLUMBIA MIDDLE
980048	SUNNYVALE ROTARY CLUB	PICARD/WILSON NOV LUNCH MEETIN	100.00	SUPERINTENDENT
930013	UNION BANK	CONSOLIDATED CREDIT CARD PYMT	12,040.66	BUSINESS SERVICES DEPARTMENT
980055	VALLE, ELIZABETH	DIST DIGEST TRANSLATION	325.00	SUPERINTENDENT
991338	VERITIV OPERATING COMPANY	SUPPLIES	697.30	OPERATIONS
980050	WATSON, BRIDGET	CANDIDATE STATEMT FEE REIMBURS	1,110.00	SUPERINTENDENT
980051	WEE, ANNALEE	2018 CSBA AEC HOTEL CHARGES	1,009.56	SUPERINTENDENT
980058	WEE, ANNALEE	CFSCPTA PROGRAM/LUNCHEON	140.00	SUPERINTENDENT
923039	WEST VALLEY MUSIC	Instrument Tuning & Repairs	1,186.07	SUNNYVALE MIDDLE
960094	WHYTRY LLC	Online Curriculum	297.00	SPECIAL EDUCATION DEPARTMENT
940059	YMCA OF SILICON VALLEY	MONTHLY CHANGE FOR PE PROGRAM	5,141.45	HUMAN RESOURCES DEPARTMENT
940060	YMCA OF SILICON VALLEY	MONTHLY PE PROGRAM CHARGE	7,049.70	HUMAN RESOURCES DEPARTMENT
940061	YMCA OF SILICON VALLEY	MONTHLY PE PROGRAM CHARGE	8,616.30	HUMAN RESOURCES DEPARTMENT
940062	YMCA OF SILICON VALLEY	MONTHLY SERVICE CHARGE FOR PE	7,049.70	HUMAN RESOURCES DEPARTMENT
940064	ZORIO, MARYBARBARA	DECEMBER ACCOMMODATIONS REIMBU	298.06	HUMAN RESOURCES DEPARTMENT
991355	e2e EXCHANGE LLC	E-rate Consulting Svc. Cat1	2,300.00	TECHNOLOGY DEPARTMENT
TOTAL FUND			102,370.80	

018 GENERAL FLEXIBILITY

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
991359	APPLE INC	Volume Purchase Pgm. SME/EDU	1,630.08	TECHNOLOGY DEPARTMENT
917041	ARMSTRONG, KATHRYN	Reimbursement	371.21	VARGAS
917042	CENTERING ON CHILDREN INC	Support for SDC Classroom	854.88	VARGAS
950063	CURRICULUM ASSOCIATES LLC	software	1,417.50	CURRICULUM DEPARTMENT
918020	DUARTE, DANIEL	PD Expense	539.96	LAKEWOOD
919043	FIK, LISA	CONFERENCE REIMBURSEMENT	2,257.50	COLUMBIA MIDDLE
923047	FOLLETT SCHOOL SOLUTIONS INC	books for library	1,646.21	SUNNYVALE MIDDLE
960097	FREMONT UNION HIGH SCHOOL DIST	Transportation Tokens	30.00	SPECIAL EDUCATION DEPARTMENT
901167	Heinemann Publishing	books - classroom	4,504.09	CURRICULUM DEPARTMENT
901179	Heinemann Publishing	books	16,135.16	CURRICULUM DEPARTMENT
917036	Heinemann Publishing	LCAP 3.2- 3rd Gr Mystery Unit	171.19	VARGAS
950060	LEARNING A-Z	software upgrade	3,370.00	CURRICULUM DEPARTMENT
923044	LEKNES, BRITTANY	Asilomar Conference Expenses	1,519.44	SUNNYVALE MIDDLE
918018	LITERACY RESOURCES INC	Curriculum	260.22	LAKEWOOD
918019	ORIENTAL TRADING COMPANY INC	PBIS Incentives	79.57	LAKEWOOD
950062	OVERDRIVE INC	software	2,000.00	CURRICULUM DEPARTMENT
919037	PENLAND, CHRISTINE	TEACHER REIMBURSEMENT	433.14	COLUMBIA MIDDLE
919045	PIQE	PARENT ENGAGEMENT WORKSHOP	8,250.00	COLUMBIA MIDDLE
912018	READ SIDE BY SIDE	Books for 3rd Grade	789.16	BISHOP
915048	REALLY GOOD STUFF LLC	CLASSROOM BOOK ORGANIZERS	966.80	ELLIS
917037	REALLY GOOD STUFF LLC	LCAP 3.2- Readers Workshop	717.43	VARGAS
912017	SANTA CLARA COE	Science Camp Walden West	16,350.00	BISHOP
917040	SCHOOL OUTFITTERS	Headphones	981.00	VARGAS
919042	SCOTT, WARREN	TEACHER REIMBURSEMENT	796.40	COLUMBIA MIDDLE
923042	SHAHIN, NABIL	Reimbursement for (5) Cameras	1,295.00	SUNNYVALE MIDDLE
915047	TEACHERS COLLEGE READING AND	TEACHERS COLLEGE CONFERENCE	1,600.00	ELLIS
900118	VISTA HIGHER LEARNING INC	JUNTOS BOOKS	2,693.35	SAN MIGUEL
923046	WALTON, MICHAEL	reimbursement for PE supplies	2,434.88	SUNNYVALE MIDDLE
960091	YELLOW CHECKER CAB COMPANY INC	Cab Services	3,060.00	SPECIAL EDUCATION DEPARTMENT
960093	YELLOW CHECKER CAB COMPANY INC	Cab services	2,508.00	SPECIAL EDUCATION DEPARTMENT
TOTAL FUND			79,662.17	

050 ROUTINE REPAIR AND MAINTENANCE

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
991331	DECKER INC	SUPPLIES	1,043.33	OPERATIONS
991332	JOHNSTONE SUPPLY OAKLAND	SUPPLIES	101.06	OPERATIONS
991334	ORCHARD SUPPLY HARDWARE NO 05	SUPPLIES	20.71	OPERATIONS
TOTAL FUND			1,165.10	

060 RESTRICTED PROGRAMS

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
923045	ADOBE SYSTEMS INCORPORATED	CreativeCloud& AcrobatLicenses	2,927.52	SUNNYVALE MIDDLE
991361	APPLE INC	Lakewood Cases Cases-iMacs(32)	39,395.81	TECHNOLOGY DEPARTMENT
919038	BELIEVE KIDS	MUSIC DEPARTMENT SHIRTS	926.50	COLUMBIA MIDDLE
919040	DORIAN BUSINESS SYSTEMS LLC	MUSIC SOFTWARE RENEWAL	395.00	COLUMBIA MIDDLE
920032	GUITAR CENTER STORES INC	PA SOUND SYSTEM	1,169.56	SAN MIGUEL
901172	Heinemann Publishing	books	1,317.16	CURRICULUM DEPARTMENT
901173	Heinemann Publishing	books	7,331.01	CURRICULUM DEPARTMENT
901174	Heinemann Publishing	books	7,331.01	CURRICULUM DEPARTMENT
901175	Heinemann Publishing	books	6,537.25	CURRICULUM DEPARTMENT
901176	Heinemann Publishing	books	10,756.77	CURRICULUM DEPARTMENT
901177	Heinemann Publishing	books	7,331.01	CURRICULUM DEPARTMENT
901178	Heinemann Publishing	books	8,647.01	CURRICULUM DEPARTMENT
917038	INTREPID PHILANTHROPY FOUNDATI	RETURN UNEXPENDED FUNDS	907.10	BUSINESS SERVICES DEPARTMENT
901168	MUSIC IN THE PARKS	DISNEYLAND MUSIC FESTIVAL	28,046.00	COLUMBIA MIDDLE
923043	PIQE	PIQE - Parent Engagement	5,500.00	SUNNYVALE MIDDLE
916013	READYREFRESH	water for staff room	30.52	FAIRWOOD
919044	SANTA TERESA MUSIC AND ARTS	MUSIC PERFORMANCE	450.00	COLUMBIA MIDDLE
917039	STEM SUPPLIES	Makerspace Supplies	552.77	VARGAS
916012	STUDENT SUPPLY COMPANY	Supplies for Student Store	146.12	FAIRWOOD
915046	SUNNYVALE SCHOOL DISTRICT	returned check	46.00	CURRICULUM DEPARTMENT
918021	SUNNYVALE SCHOOL DISTRICT	returned check	115.00	CURRICULUM DEPARTMENT
920033	THE RECEPTIONIST	VISITOR TRACKING SYSTEM	485.10	SAN MIGUEL
919039	WEST MUSIC COMPANY INC	MUSIC MATERIALS	310.81	COLUMBIA MIDDLE
950061	WHATEVER SPIRIT GEAR	materials	155.68	CURRICULUM DEPARTMENT
TOTAL FUND			130,810.71	

080 SPECIAL EDUCATION

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
929002	CALTRONICS BUSINESS SYSTEMS	TONER FOR PRESCHOOL	1,000.00	LAKWOOD
960089	CALTRONICS BUSINESS SYSTEMS	Toner for printer	70.85	SPECIAL EDUCATION DEPARTMENT
960098	CALTRONICS BUSINESS SYSTEMS	Toners for printers	174.40	SPECIAL EDUCATION DEPARTMENT
960095	DEAN, TASHA	Reimbursement	1,319.25	SPECIAL EDUCATION DEPARTMENT
960096	DUISMAN, LISA	Reimbursement for IEE	5,500.00	SPECIAL EDUCATION DEPARTMENT
960092	SAN JOAQUIN COE	Registration Fee	150.00	SPECIAL EDUCATION DEPARTMENT
		TOTAL FUND	8,214.50	

130 CAFETERIA

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
990023	ACE MART RESTAURANT SUPPLY CO	FREEZER FOR ELLIS	7,045.60	FOOD SERVICE
990022	SUNNYVALE SCHOOL DISTRICT	returned check	65.00	CURRICULUM DEPARTMENT
990024	SUNNYVALE SCHOOL DISTRICT	NSF check - Food Services	45.00	SUNNYVALE SCHOOL DISTRICT
		TOTAL FUND	7,155.60	

210 BUILDING

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
991349	ABM	IMPROVEMENT OF BUILDINGS	16,655.69	OPERATIONS
991343	BAY AREA CONCRETES INC	IMPROVEMENT OF BUILDINGS	9,645.50	OPERATIONS
991351	CAL COMPLIANCE INC	INSPECTOR FEES	12,580.00	OPERATIONS
991352	CAL COMPLIANCE INC	INSPECTION FEES	1,900.00	OPERATIONS
991344	CONSTRUCTION TESTING SERVICES	TESTING	2,705.12	OPERATIONS
991347	CONSTRUCTION TESTING SERVICES	TESTING	3,425.92	OPERATIONS
991357	CONSTRUCTION TESTING SERVICES	TESTING	1,282.87	OPERATIONS
980053	DANNIS WOLIVER KELLEY	OCTOBER 2018 LEGAL BILLING	9,180.52	SUPERINTENDENT
991339	DEMCO INC	FURNITURE	14,486.66	OPERATIONS
991356	LEONARD'S CONSTRUCTION	IMPROVEMENTS MODERNIZATION	9,340.00	OPERATIONS
991333	METEOR EDUCATION LLC	FURNITURE	6,035.42	OPERATIONS
901169	PODS ENTERPRISES LLC	EQUIPMENT RENTAL	475.62	OPERATIONS
901170	PODS ENTERPRISES LLC	EQUIPMENT RENTAL	475.62	OPERATIONS
991358	PODS ENTERPRISES LLC	RENTAL EQUIPMENT	237.81	OPERATIONS
991345	READYREFRESH	DRINKING WATER	1,591.93	OPERATIONS
991346	READYREFRESH	DRINKING WATER	21.76	OPERATIONS
991354	SAGE ASSOCIATES INC	CONSTRUCTION MANAGEMENT FEES	2,407.50	OPERATIONS
TOTAL FUND			92,447.94	



250 CAPITAL FACILITIES

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
991348	AEDIS ARCHITECTURE & PLANNING	CONTRACTED SERVICES	828.12	OPERATIONS
991342	CARROLL ENGINEERING	CONTRACTED SERVICES	4,200.00	OPERATIONS
991350	READYREFRESH	DRINKING WATER	61.21	OPERATIONS
991353	READYREFRESH	DRINKING WATER	23.66	OPERATIONS
		TOTAL FUND	5,112.99	
		TOTAL DISTRICT	426,939.81	

FUND		AMOUNT
010	GENERAL FUND	102,370.80
018	GENERAL FLEXIBILITY	79,662.17
050	ROUTINE REPAIR AND MAINTENANCE	1,165.10
060	RESTRICTED PROGRAMS	130,810.71
080	SPECIAL EDUCATION	8,214.50
130	CAFETERIA	7,155.60
210	BUILDING	92,447.94
250	CAPITAL FACILITIES	5,112.99
	TOTAL DISTRICT	426,939.81

Report title: BOARD WARRANT APPROVAL LIST

With account detail: Y  
Date issued range: 12/01/2018 - 12/31/2018  
Warrant number range: -  
Sort by: Vendor name

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040672 PO960021	12/07/2018	95 PERCENT GROUP INC 95% Curriculum	080-6500-0-5830-00-5050-2100-650000-030-0000					9,087.21 Sub total: 9,087.21
37	37040614 PO950059	12/04/2018	ACCO/GBC consultant	010-0000-0-5830-00-0000-2420-045500-030-0000					805.35 Sub total: 805.35
37	37040673 PO901042 PO901042	12/07/2018	ACCOUNTABLE HEALTHCARE STAFF Speech Contractor Speech Contractor	080-6500-0-5100-00-5050-2100-650000-030-0000 080-6500-0-5100-00-5050-2100-650000-030-0000					1,280.00 1,280.00 Sub total: 2,560.00
37	37040692 PO901042	12/10/2018	ACCOUNTABLE HEALTHCARE STAFF Speech Contractor	080-6500-0-5100-00-5050-2100-650000-030-0000					3,200.00 Sub total: 3,200.00
37	37040824 PO901042	12/18/2018	ACCOUNTABLE HEALTHCARE STAFF Speech Contractor	080-6500-0-5100-00-5050-2100-650000-030-0000					3,200.00 Sub total: 3,200.00
37	37040825 PO901043 PO901043 PO901043	12/18/2018	ACHIEVEKIDS NPS Students NPS Students NPS Students	080-6500-0-5100-00-5050-2100-650000-030-0000 080-6500-0-5100-00-5050-2100-650000-030-0000 080-6500-0-5100-00-5050-2100-650000-030-0000					8,485.00 7,063.00 7,233.00 Sub total: 22,781.00
37	37040596 PV900397	12/03/2018	ACSA DUES	010-0000-0-9945-00-0000-0000-000000-000-0000					2,356.00 Sub total: 2,356.00
37	37040878 PV900503	12/21/2018	ACSA DUES	010-0000-0-9945-00-0000-0000-000000-000-0000					2,356.00 Sub total: 2,356.00
37	37040674 PO940044	12/07/2018	ACSA FOUNDATION FOR ED ADMIN LEADERSHIP COACHING (CACP)	010-0000-0-5800-00-0000-7400-071300-030-0000					3,750.00 Sub total: 3,750.00
37	37040879 PO923045	12/21/2018	ADOBE INC CreativeCloud& AcrobatLicenses	060-9010-0-5846-00-1110-1000-902501-080-0000					2,927.52 Sub total: 2,927.52
37	37040639 PO991328	12/04/2018	AEDIS ARCHITECTURE & PLANNING ARCHITECTS & ENGINEER	210-0000-0-6215-00-0000-8500-054400-005-0000					24,703.90 Sub total: 24,703.90
37	37040826 PO991348	12/18/2018	AEDIS ARCHITECTURE & PLANNING CONTRACTED SERVICES	250-0000-0-5830-00-0000-8100-059000-011-0000					828.13 Sub total: 828.13

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040645 PO940042	12/05/2018	ALLIANCE OCCUPATIONAL MEDICINE FIRST AID CLAIM ONLY	010-0000-0-5868-00-0000-7400-071300-030-0000					170.94 Sub total: 170.94
37	37040880 PO940065	12/21/2018	ALLIANCE OCCUPATIONAL MEDICINE MEDICAL REPORT	010-0000-0-5868-00-0000-7400-071300-030-0000					12.46 Sub total: 12.46
37	37040757 PO919035 PO919035 PO919035	12/13/2018	ALLMANN, MARY BETH REIMBURSEMENT REIMBURSEMENT REIMBURSEMENT	010-0000-0-4310-00-1110-1000-018198-025-0000 018-0000-0-4310-00-1110-1000-709099-025-0000 060-9010-0-4310-00-0000-7490-900400-025-0000					183.55 320.91 1,094.79 Sub total: 1,599.25
37	37040675 PO901046	12/07/2018	ALPHA VISTA SERVICES INC OT & Speech Contractors	080-6500-0-5100-00-5050-2100-650000-030-0000					42,640.00 Sub total: 42,640.00
37	37040827 PO901046	12/18/2018	ALPHA VISTA SERVICES INC OT & Speech Contractors	080-6500-0-5100-00-5050-2100-650000-030-0000					32,144.00 Sub total: 32,144.00
37	37040881 PO901110	12/21/2018	AMERICAN FIDELITY RENEWAL SERVICES	010-0000-0-5830-00-0000-7300-071500-030-0000					634.70 Sub total: 634.70
37	37040597 PV900408 PV900408	12/03/2018	AMERICAN FIDELITY ASSURANCE CO MEDICAL INSURANCE VOLUNTARY DEDUCTIONS	010-0000-0-9942-00-0000-0000-000000-000-0000 010-0000-0-9950-00-0000-0000-000000-000-0000					8,320.00 7,115.00 Sub total: 15,435.00
37	37040598 PV900411 PV900411	12/03/2018	AMERICAN FIDELITY ASSURANCE CO LIFE INSURANCE OTHER INSURANCE	010-0000-0-9943-00-0000-0000-000000-000-0000 010-0000-0-9944-00-0000-0000-000000-000-0000					3,858.81 18,719.97 Sub total: 22,578.78
37	37040599 PV900412 PV900412 PV900412 PV900412	12/03/2018	ANTHEM BLUE CROSS HEALTH & WELFARE-CERTFD RETIREE BENEFITS-CERTIFICATD RETIREE BENEFITS-CLASSIFIED MEDICAL INSURANCE	010-0000-0-3401-00-0000-7600-083000-030-0000 010-0000-0-3701-00-0000-7600-083000-030-0000 010-0000-0-3702-00-0000-7600-083000-030-0000 010-0000-0-9942-00-0000-0000-000000-000-0000					948.67 16,868.66 10,387.05 369,272.74 Sub total: 397,477.12
37	37040693 PO991236	12/10/2018	APPLE INC Cherry Chase Lost ATV(1)	060-9010-0-4310-00-1110-1000-903800-009-0000					162.41 Sub total: 162.41
37	37040828 PO991237 PO991238	12/18/2018	APPLE INC SpecialEd iPads (4) SMS LRC iMacs (2)	010-0000-0-4310-00-0000-2100-043800-030-0000 010-0000-0-4400-00-1110-1000-018198-080-0000					1,323.64 1,149.41

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
	PO991239	12/13/2018	CES-FTE iPads (10)	060-9010-0-4310-00-1110-1000-905500-030-0000					3,254.60
	PO991284	12/13/2018	Lakewood iPads(10)FTE	060-9010-0-4310-00-1110-1000-905500-030-0000					3,254.60
	PO991238	12/13/2018	SMS LRC iPads (2)	060-9010-0-4400-00-1110-1000-905500-030-0000					1,149.41
								Sub total:	10,131.66
37	37040758	12/13/2018	ARMSTRONG, KATHRYN						
	PV900437	12/13/2018	CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-0000-7490-900400-022-0000					90.00
								Sub total:	90.00
37	37040793	12/14/2018	ARMSTRONG, KATHRYN						
	PV900460	12/14/2018	CONFERENCE EXPENSES	010-0000-0-5220-00-0000-2130-041500-030-0000					185.96
								Sub total:	185.96
37	37040646	12/05/2018	AT&T						
	PO901009	12/05/2018	CalNet3 Mntly Svcs-050435	010-0000-0-5830-00-0000-7700-072300-030-0000					13,426.75
	PO901010	12/05/2018	CalNet3 Mntly biling-052052	010-0000-0-5830-00-0000-7700-072300-030-0000					1,134.06
								Sub total:	14,560.81
37	37040694	12/10/2018	AT&T						
	PO901032	12/10/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					83.33
								Sub total:	83.33
37	37040721	12/11/2018	AT&T						
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					190.79
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					516.88
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					233.25
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					144.01
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					128.44
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					129.08
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					215.22
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					207.51
	PO901032	12/11/2018	Monthly OPS AT&T Billings	010-0000-0-5930-00-0000-8500-075000-070-0000					986.19
								Sub total:	2,751.37
37	37040882	12/21/2018	AT&T						
	PO901009	12/21/2018	CalNet3 Mntly Svcs-050435	010-0000-0-5830-00-0000-7700-072300-030-0000					13,538.43
	PO901010	12/21/2018	CalNet3 Mntly biling-052052	010-0000-0-5830-00-0000-7700-072300-030-0000					1,134.06
								Sub total:	14,672.49
37	37040732	12/12/2018	AUSTIN, JOHN						
	PO917024	12/12/2018	Reimbursement	018-0000-0-4310-00-1110-1000-709099-022-0000					333.61
	PO917024	12/12/2018	Reimbursement	060-9010-0-4310-00-0000-7490-900400-022-0000					376.01
								Sub total:	709.62
37	37040829	12/18/2018	AVID TRANSLATION						
	PO901114	12/18/2018	Interpretations	080-6500-0-5830-00-5050-2100-650000-030-0000					230.00
								Sub total:	230.00
37	37040733	12/12/2018	AVILA, JASON						
	PV900422	12/12/2018	CLASSROOM/OFFICE SUPPLIES	080-6500-0-4310-00-5750-1190-650000-030-0001					54.23
	PV900422	12/12/2018	MILEAGE/PERSONAL EXP REIMB	080-6500-0-5210-00-5750-1190-650000-030-0001					6.21
								Sub total:	60.44

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040759 PV900438	12/13/2018	AVILA, JASON CLASSROOM/OFFICE SUPPLIES	080-6500-0-4310-00-5750-1190-650000-030-0001					21.83 Sub total: 21.83
37	37040734 PV900414	12/12/2018	BAGDRIWICZ, PEGGY MILEAGE/PERSONAL EXP REIMB	130-5310-0-5210-00-0000-3700-531000-090-0000					39.24 Sub total: 39.24
37	37040735 PV900425	12/12/2018	BALI, ROOPALI MILEAGE/PERSONAL EXP REIMB	010-0000-0-5210-00-0000-2130-041500-030-0000					129.43 Sub total: 129.43
37	37040905 PV900509	12/21/2018	BALLANTYNE, CHRISTINA CONFERENCE EXPENSES	018-0000-0-5220-00-1110-1000-709099-026-0000					186.43 Sub total: 186.43
37	37040615 PO991283	12/04/2018	BEST BUY BUSINESS ADVANTAGE CES TV's 55" (3)	060-9010-0-4400-00-1110-1000-903800-011-0000					1,816.23 Sub total: 1,816.23
37	37040830 PO991327	12/18/2018	BEST BUY BUSINESS ADVANTAGE HR 40"Tv's (Nishara/Gallagher)	010-0000-0-4310-00-0000-7400-071300-030-0000					544.98 Sub total: 544.98
37	37040906 PV900518	12/21/2018	BHASIN, DIVYA CONFERENCE EXPENSES	080-3320-0-5220-00-5730-1110-332000-030-0000					199.99 Sub total: 199.99
37	37040695 PO901123	12/10/2018	BLICK ART MATERIALS Supplies for Art Classes	018-0000-0-4310-00-1110-1000-739599-080-0000					426.82 Sub total: 426.82
37	37040736 PV900417 PV900417 PV900417 PV900417	12/12/2018	BLOOMER, PAUL CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES ACCTS PAYABLE-USE TAX	010-0000-0-4310-00-1110-1000-018101-026-0000 010-0000-0-4310-00-1110-1000-018101-026-0000 010-0000-0-4310-00-1110-1000-018101-026-0000 010-0000-0-9512-00-0000-0000-000000-000-0000					113.61 10.22 169.68 10.22- Sub total: 283.29
37	37040794 PV900461	12/14/2018	BLOOMER, PAUL CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-739599-022-0000					129.71 Sub total: 129.71
37	37040907 PV900510	12/21/2018	BLOOMER, PAUL CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-739599-022-0000					174.14 Sub total: 174.14
37	37040795 PV900462	12/14/2018	BOBBITT, VANESSA MILEAGE/PERSONAL EXP REIMB	010-0000-0-5210-00-0000-2130-041500-030-0000					70.15 Sub total: 70.15

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040831 PO917032	12/18/2018	BOOKSOURCE LCAP 3.3- Booksource	018-0000-0-4200-00-1110-1000-709099-022-0000					739.03 739.03
37	37040796 PV900463	12/14/2018	BOOM, KATRINA MILEAGE/PERSONAL EXP REIMB	080-6500-0-5210-00-5050-2100-650000-030-0000					167.42 167.42
37	37040737 PO915045 PO915045	12/12/2018	BOUND TO STAY BOUND BOOKS INC NEW LIBRARY BOOKS NEW LIBRARY BOOKS	010-0000-0-4200-00-1110-2420-045502-015-0000 018-0000-0-4200-00-1110-1000-739599-015-0000					375.36 422.09 797.45
37	37040760 PV900439	12/13/2018	BOWER, TAMMY CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-901900-015-0000					102.92 102.92
37	37040832 PO917033	12/18/2018	BRAINPOP LLC Brain Pop Subscription 18-19	018-0000-0-5846-00-1110-1000-709099-022-0000					2,395.00 2,395.00
37	37040647 PO918017	12/05/2018	BREATHE FOR CHANGE Class	060-3010-0-5220-00-1110-1000-301099-023-0000					2,150.00 2,150.00
37	37040761 PV900440 PV900441	12/13/2018	BRETT, KRISTIN LICENSING AGREEMENTS CLASSROOM/OFFICE SUPPLIES	010-0000-0-5846-00-1110-1000-018199-080-0000 060-9010-0-4310-00-1110-1000-900400-080-0000					108.00 217.06 325.06
37	37040797 PV900465 PV900464	12/14/2018	BRETT, KRISTIN BOOKS & REFERENCE MATERIALS BOOKS & REFERENCE MATERIALS	018-0000-0-4200-00-1110-1000-709099-080-0000 018-0000-0-4200-00-1110-1000-709099-080-0000					58.65 251.00 309.65
37	37040738 PV900424	12/12/2018	BROSS, RACHEL MILEAGE/PERSONAL EXP REIMB	010-0000-0-5210-00-0000-2130-041500-030-0000					70.47 70.47
37	<37038325> Canceled PO890176	12/07/2018	BUGGLE, ANTOINETTE LUNCH REFUND	130-5310-0-8634-00-0000-3700-531000-090-0000				<	38.25 > 38.25 >
37	37040739 PV900415	12/12/2018	BURNSSED, ROBERT CLASSROOM/OFFICE SUPPLIES	080-6520-0-4310-00-5750-1110-652000-030-0000					188.38 188.38
37	37040798 PV900466 PV900467	12/14/2018	BYUN, JENNIFER CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-709099-080-0000 018-0000-0-4310-00-1110-1000-709099-080-0000					42.07 44.50 86.57



Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure	
37	37040762 PO991351	12/13/2018	CAL COMPLIANCE INC INSPECTOR FEES	210-0000-0-6235-00-0000-8500-054400-005-0000					12,580.00 Sub total: 12,580.00	
37	37040833 PO991352	12/18/2018	CAL COMPLIANCE INC INSPECTION FEES	210-0000-0-6235-00-0000-8500-057400-009-0000					1,900.00 Sub total: 1,900.00	
37	37040834 PO901107	12/18/2018	CALDERON, NANCY Transportation Reimbursement	018-0000-0-5865-00-5001-3600-724000-030-0000					95.92 Sub total: 95.92	
37	37040600 PV900401	12/03/2018	CALIFORNIA TEACHERS ASSN. DUES	010-0000-0-9945-00-0000-0000-000000-000-0000					37,599.87 Sub total: 37,599.87	
37	37040883 PV900504	12/21/2018	CALIFORNIA TEACHERS ASSN. DUES	010-0000-0-9945-00-0000-0000-000000-000-0000					37,493.32 Sub total: 37,493.32	
37	37040648 PO913020	12/05/2018	CALIFORNIA WEEKLY EXPLORER INC 4th In school presentation	060-9010-0-5800-00-1110-1000-903800-009-0000					1,390.00 Sub total: 1,390.00	
37	37040601 PO940045 PO901093 PO901025 PO901023 PO901022 PO901021 PO901020 PO901019 PO901018 PO901017 PO901016 PO901014 PO901013 PO901012	12/03/2018	CALTRONICS BUSINESS SYSTEMS INK FOR STUDENT INFORMATION COPIER COST/MAINT. AGREEMENT Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance Copier Maintenance	010-0000-0-4310-00-0000-3130-076200-030-0000 010-0000-0-4310-00-1110-1000-018199-026-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000 010-0000-0-5622-00-0000-7550-071800-030-0000						225.63 13.30 613.05 25.53 299.05 13.32 200.24 214.53 175.44 153.90 340.72 299.57 205.80 286.23 Sub total: 3,066.31
37	37040616 PO901001	12/04/2018	CALTRONICS BUSINESS SYSTEMS supplies - toner and ink	010-0000-0-4310-00-0000-2100-041500-030-0000					64.31 Sub total: 64.31	
37	37040676 PO914002 PO915000 PO915000 PO915000	12/07/2018	CALTRONICS BUSINESS SYSTEMS CALTRONICS COPIER BLANKET ORDER COPIER BLANKET ORDER COPIER BLANKET ORDER	010-0000-0-4310-00-1110-1000-018199-011-0000 010-0000-0-4310-00-1110-1000-018199-015-0000 010-0000-0-4310-00-1110-1000-018199-015-0000 010-0000-0-4310-00-1110-1000-018199-015-0000					1,258.95 281.22 174.40 278.28	

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
	PO901118	INK & TONER SUPPLY		010-0000-0-4310-00-1110-1000-018199-025-0000					161.32
	PO901118	INK & TONER SUPPLY		010-0000-0-4310-00-1110-1000-018199-025-0000					125.35
	PO901118	INK & TONER SUPPLY		010-0000-0-4310-00-1110-1000-018199-025-0000					92.65
								Sub total:	2,372.17
37	37040696	12/10/2018 CALTRONICS BUSINESS SYSTEMS							
	PO901126	INK CARTRIDGES		010-0000-0-4310-00-1110-1000-018199-026-0000					287.76
	PO901126	INK CARTRIDGES		010-0000-0-4310-00-1110-1000-018199-026-0000					174.40
	PO901100	Supplies for Printers/Copiers		010-0000-0-4310-00-1110-1000-018199-080-0000					140.61
	PO901100	Supplies for Printers/Copiers		010-0000-0-4310-00-1110-1000-018199-080-0000					140.61
	PO960089	Toner for printer		080-6500-0-4310-00-5050-2100-650000-030-0000					70.85
								Sub total:	814.23
37	37040763	12/13/2018 CALTRONICS BUSINESS SYSTEMS							
	PO901001	supplies - toner and ink		010-0000-0-4310-00-0000-2100-041500-030-0000					369.51
	PO901001	supplies - toner and ink		010-0000-0-4310-00-0000-2100-041500-030-0000					239.80
								Sub total:	609.31
37	37040835	12/18/2018 CALTRONICS BUSINESS SYSTEMS							
	PO916011	Toner and Staples for Xerox Ma		010-0000-0-4310-00-1110-1000-018199-016-0000					278.28
	PO901093	COPIER COST/MAINT. AGREEMENT		010-0000-0-4310-00-1110-1000-018199-026-0000					10.85
	PO901023	Copier Maintenance		010-0000-0-5622-00-0000-7550-071800-030-0000					42.18
	PO901018	Copier Maintenance		010-0000-0-5622-00-0000-7550-071800-030-0000					512.45
	PO929002	TONER FOR PRESCHOOL		080-3310-0-4310-00-5730-1110-331000-030-0000					217.98
								Sub total:	1,061.74
37	37040884	12/21/2018 CALTRONICS BUSINESS SYSTEMS							
	PO901094	Site-Network Toner Cartridges		010-0000-0-4310-00-1110-1000-018199-009-0000					409.84
	PO901016	Copier Maintenance		010-0000-0-5622-00-0000-7550-071800-030-0000					214.98
	PO901019	Copier Maintenance		010-0000-0-5622-00-0000-7550-071800-030-0000					332.66
								Sub total:	957.48
37	37040617	12/04/2018 CAMACLANG, MISHELLE ALINA							
	PO901144	Contractor- Behavior		080-6500-0-5100-00-5050-2100-650000-030-0000					9,222.50
								Sub total:	9,222.50
37	37040799	12/14/2018 CARLSON, ERIC							
	PV900470	MILEAGE/PERSONAL EXP REIMB		080-6500-0-5210-00-5050-2100-650000-030-0000					101.75
	PV900469	MILEAGE/PERSONAL EXP REIMB		080-6500-0-5210-00-5050-2100-650000-030-0000					118.64
								Sub total:	220.39
37	37040908	12/21/2018 CARPIO-AGUILAR, PATRICIA							
	PV900511	LICENSING AGREEMENTS		018-0000-0-5846-00-1110-1000-709099-080-0000					174.00
								Sub total:	174.00
37	37040722	12/11/2018 CARROLL ENGINEERING							
	PO991342	CONTRACTED SERVICES		250-0000-0-5830-00-0000-8100-059000-011-0000					4,200.00
								Sub total:	4,200.00
37	<37038329> Canceled	12/07/2018 CASHMAN, VERONICA							
	PO890183	LUNCH REFUND		130-5310-0-8634-00-0000-3700-531000-090-0000					24.50
								Sub total:	< 24.50 >

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure	
37	37040697 PO923035	12/10/2018	CDW-GOVERNMENT INC projection screen	010-0000-0-4400-00-1110-1000-018198-080-0000					581.52 Sub total: 581.52	
37	37040885 PO991340	12/21/2018	CDW-GOVERNMENT INC SMS - Projectors (2)	010-0000-0-4400-00-1110-1000-018199-080-0000					1,150.50 Sub total: 1,150.50	
37	37040740 PV900430	12/12/2018	CHEN, REI JANE CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-900400-080-0000					57.69 Sub total: 57.69	
37	37040800 PV900471 PV900472	12/14/2018	CHEN, REI JANE CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-709099-080-0000 018-0000-0-4310-00-1110-1000-709099-080-0000					90.13 82.88 Sub total: 173.01	
37	37040909 PV900512	12/21/2018	CHEN, REI JANE CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-900400-080-0000					135.00 Sub total: 135.00	
37	37040886 PO901037 PO901037 PO901037	12/21/2018	CHEVRON/TEXACO UNIVERSAL CARD SUPPLIES - FUEL SUPPLIES - FUEL SUPPLIES - FUEL	010-0000-0-4380-00-0000-8200-075000-070-0000 018-0000-0-4360-00-0000-3600-723000-070-0000 050-8150-0-4380-00-0000-8100-810000-070-0000					870.00 580.00 1,450.00 Sub total: 2,900.00	
37	37040836 PO920023	12/18/2018	CHILDREN'S DISCOVERY MUSUEM FIELD TRIPS	018-0000-0-4310-00-1110-1000-709099-026-0000					592.00 Sub total: 592.00	
37	37040837 PO901153	12/18/2018	CHILDREN'S HEALTH COUNCIL NPS Student	080-6500-0-5830-00-5050-2100-650000-030-0000					5,661.75 Sub total: 5,661.75	
37	37040649 PO901101	12/05/2018	CIT TECHNOLOGY FIN SERV INC RISO Copier Lease	010-0000-0-5830-00-1110-1000-043900-030-0000					65.98 Sub total: 65.98	
37	37040887 PO901055 PO901055 PO901055 PO901055 PO901055 PO901055 PO901055 PO901055 PO901055 PO901055	12/21/2018	CITY OF SUNNYVALE DISPOSAL SERVICES DISPOSAL SERVICES DISPOSAL SERVICES SEWAGE SEWAGE SEWAGE SEWAGE SEWAGE WATER WATER	010-0000-0-5515-00-0000-8200-075000-070-0000 010-0000-0-5515-00-0000-8200-075000-070-0000 010-0000-0-5515-00-0000-8200-075000-070-0000 010-0000-0-5556-00-0000-8200-075000-070-0000 010-0000-0-5556-00-0000-8200-075000-070-0000 010-0000-0-5556-00-0000-8200-075000-070-0000 010-0000-0-5556-00-0000-8200-075000-070-0000 010-0000-0-5556-00-0000-8200-075000-070-0000 010-0000-0-5556-00-0000-8200-075000-070-0000 010-0000-0-5558-00-0000-8200-075000-070-0000 010-0000-0-5558-00-0000-8200-075000-070-0000						4,479.72 7,814.45 4,797.14 57.64 1,278.04 1,308.01 503.04 455.88 71.28 762.83

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
	PO901055	WATER		010-0000-0-5558-00-0000-8200-075000-070-0000					2,605.88
	PO901055	WATER		010-0000-0-5558-00-0000-8200-075000-070-0000					34.04
	PO901055	WATER		010-0000-0-5558-00-0000-8200-075000-070-0000					1,859.52
	PO901055	WATER		010-0000-0-5558-00-0000-8200-075000-070-0000					163.39
	PO901055	WATER		010-0000-0-5558-00-0000-8200-075000-070-0000					3,012.19
								Sub total:	29,203.05
37	37040640	12/04/2018	COMMUNITY BANK IMPROVEMENT OF BUILDINGS	210-0000-0-6270-00-0000-8500-054400-005-0000					45,664.47
	PO901152							Sub total:	45,664.47
37	37040838	12/18/2018	COMMUNITY GATEPATH SELPA OTs	080-6500-0-5100-00-5050-2100-650000-030-0000					53,257.50
	PO901047							Sub total:	53,257.50
37	37040764	12/13/2018	CONSTRUCTION TESTING SERVICES						
	PO991344	TESTING		210-0000-0-6265-00-0000-8500-054400-005-0000					2,705.12
	PO991347	TESTING		210-0000-0-6265-00-0000-8500-054400-005-0000					3,425.92
								Sub total:	6,131.04
37	37040839	12/18/2018	CONSTRUCTION TESTING SERVICES						
	PO991357	TESTING		210-0000-0-6265-00-0000-8500-054400-005-0000					1,282.87
								Sub total:	1,282.87
37	37040618	12/04/2018	CRAWFORD, KATHERINE						
	PO990021	LUNCH REFUND		130-5310-0-8634-00-0000-3700-531000-090-0000					88.25
								Sub total:	88.25
37	37040619	12/04/2018	CREATIVE LEARNING CENTER						
	PO901049	NPS Student		080-6500-0-5100-00-5050-2100-650000-030-0000					1,900.50
								Sub total:	1,900.50
37	37040602	12/03/2018	CSEA						
	PV900400	DUES		010-0000-0-9945-00-0000-0000-000000-000-0000					125.00
	PV900400	DUES		010-0000-0-9945-00-0000-0000-000000-000-0000					12,170.94
								Sub total:	12,295.94
37	37040888	12/21/2018	CSEA						
	PV900506	DUES		010-0000-0-9945-00-0000-0000-000000-000-0000					12,198.83
	PV900507	DUES		010-0000-0-9945-00-0000-0000-000000-000-0000					125.00
								Sub total:	12,323.83
37	37040603	12/03/2018	CSEA CHAPTER #205						
	PV900399	DUES		010-0000-0-9945-00-0000-0000-000000-000-0000					542.00
								Sub total:	542.00
37	37040889	12/21/2018	CSEA CHAPTER #205						
	PV900508	DUES		010-0000-0-9945-00-0000-0000-000000-000-0000					542.00
								Sub total:	542.00
37	37040741	12/12/2018	CURRIE, KAREN						
	PV900433	CLASSROOM/OFFICE SUPPLIES		060-9010-0-4310-00-1110-1000-903500-023-0000					99.74
								Sub total:	99.74

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040840	12/18/2018	CustomInk LLC						
	PO915042		STUDENT LEADERSHIP TSHIRTS	060-9010-0-4310-00-1110-1000-901900-015-0000					322.34
	PO915042		STUDENT LEADERSHIP TSHIRTS	060-9010-0-4310-00-1110-1000-901900-015-0000					29.01
	PO915042		STUDENT LEADERSHIP TSHIRTS	060-9010-0-9512-00-0000-0000-000000-000-0000					29.01-
								Sub total:	322.34
37	37040723	12/11/2018	DANNIS WOLIVER KELLEY						
	PO980053		OCTOBER 2018 LEGAL BILLING	010-0000-0-5845-00-0000-7100-071200-030-0000					224.00
	PO980053		OCTOBER 2018 LEGAL BILLING	010-0000-0-5845-00-0000-7100-071200-030-0000					1,396.50
	PO980053		OCTOBER 2018 LEGAL BILLING	010-0000-0-5845-00-0000-7100-071200-030-0000					4,369.50
	PO980053		OCTOBER 2018 LEGAL BILLING	010-0000-0-5845-00-0000-7100-071200-030-0000					1,581.00
	PO980053		OCTOBER 2018 LEGAL BILLING	010-0000-0-5845-00-0000-7100-071200-030-0000					598.00
	PO980053		OCTOBER 2018 LEGAL BILLING	010-0000-0-5845-00-0000-7100-071200-030-0000					233.00
	PO980053		OCTOBER 2018 LEGAL BILLING	210-0000-0-5845-00-0000-8500-075000-070-0000					778.52
								Sub total:	9,180.52
37	37040650	12/05/2018	DE LAGE LANDEN						
	PO901096		LEASE FOR KONICA COPIER	010-0000-0-5622-00-0000-2100-041500-030-0000					135.70
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					485.05
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					81.75
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					516.66
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					403.30
	PO901096		LEASE FOR KONICA COPIER	080-6500-0-5622-00-5050-2100-650000-030-0000					135.71
								Sub total:	1,758.17
37	37040890	12/21/2018	DE LAGE LANDEN						
	PO901140		LEASE FOR KONICA COPIER	010-0000-0-5622-00-0000-7300-071500-030-0000					201.65
	PO901140		LEASE FOR KONICA COPIER	010-0000-0-5622-00-0000-7400-071300-030-0000					201.65
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					403.30
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					403.30
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					403.30
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					888.35
	PO901026		Copiers Lease	010-0000-0-5622-00-0000-7550-071800-030-0000					403.30
								Sub total:	2,904.85
37	37040841	12/18/2018	DE LAGE LANDEN FINANCIAL SERV						
	PO901164		COPIER LEASE	080-3310-0-4310-00-5730-1110-331000-030-0000					153.69
								Sub total:	153.69
37	37040698	12/10/2018	DECKER INC						
	PO991331		SUPPLIES	050-8150-0-4380-00-0000-8100-810000-070-0000					1,043.33
								Sub total:	1,043.33
37	37040604	12/03/2018	DELTA DENTAL AB528						
	PV900409		HEALTH & WELFARE-CERTFD	010-0000-0-3401-00-0000-7600-083000-030-0000					107.99
								Sub total:	107.99
37	37040699	12/10/2018	DEMCO INC						
	PO991339		FURNITURE	210-0000-0-4400-00-0000-8100-075000-070-0000					14,486.66
								Sub total:	14,486.66

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure	
37	37040651 PO940040	12/05/2018	DEPARTMENT OF JUSTICE OCT FINGERPRINT APPLICATIONS	010-0000-0-5838-00-0000-7400-071300-030-0000					544.00 Sub total: 544.00	
37	37040842 PO940057	12/18/2018	DEPARTMENT OF JUSTICE NOVEMBER FINGERPRINT APPS	010-0000-0-5838-00-0000-7400-071300-030-0000					1,120.00 Sub total: 1,120.00	
37	37040910 PV900513	12/21/2018	DEPTUCH, MARCIA DUES AND MEMBERSHIPS	018-0000-0-5300-00-1110-1000-709099-025-0000					140.00 Sub total: 140.00	
37	37040620 PO960087	12/04/2018	DILLARD, DONNA G Settlement	080-6500-0-5830-00-5050-2100-650000-030-0000					1,500.00 Sub total: 1,500.00	
37	37040843 PO915036	12/18/2018	DISCOUNT SCHOOL SUPPLY CLASSROOM SCREEN DIVIDER	010-0000-0-4310-00-1110-1000-018199-015-0000					117.92 Sub total: 117.92	
37	37040844 PO901128 PO901128 PO901128 PO901128 PO901128 PO901128 PO901128 PO901128 PO901128 PO901128 PO901128 PO901128 PO901128	12/18/2018	DISCOVERY EDUCATION software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev software licensing / prof dev	018-0000-0-5830-00-1110-1000-709000-030-0000 018-0000-0-5830-00-1110-1000-709000-030-0000 018-0000-0-5830-00-1110-1000-709000-030-0000 018-0000-0-5830-00-1110-1000-709000-030-0000 018-0000-0-5830-00-1110-1000-709099-022-0000 018-0000-0-5830-00-1110-1000-709099-022-0000 018-0000-0-5830-00-1110-1000-709099-022-0000 018-0000-0-5830-00-1110-1000-709099-022-0000 018-0000-0-5830-00-1110-1000-709099-022-0000 018-0000-0-9512-00-0000-0000-000000-000-0000 018-0000-0-9512-00-0000-0000-000000-000-0000 018-0000-0-9512-00-0000-0000-000000-000-0000 018-0000-0-9512-00-0000-0000-000000-000-0000						252.00 2,800.00 126.00 1,400.00 126.00 2,800.00 252.00 1,400.00 252.00 126.00 252.00 126.00
37	37040724 PO901127	12/11/2018	DJMJ ENTERPRISES PBIS BEHAVIOR REWARD PROGRAM	018-0000-0-4310-00-1110-1000-709099-026-0000					163.50 Sub total: 163.50	
37	37040845 PO919040	12/18/2018	DORIAN BUSINESS SYSTEMS LLC MUSIC SOFTWARE RENEWAL	060-9010-0-5300-00-1110-1000-904900-025-0000					395.00 Sub total: 395.00	
37	37040911 PO918020	12/21/2018	DUARTE, DANIEL PD Expense	018-0000-0-5220-00-1110-1000-709099-023-0000					539.96 Sub total: 539.96	
37	37040765 PV900442 PV900442	12/13/2018	DUGGAN, KATIE CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-0000-2100-041500-030-0000 060-4203-0-4310-00-0000-2100-420300-030-0000					98.00 26.94 Sub total: 124.94	

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	<37040399> PO920021	Canceled 12/19/2018	EAST BAY REGIONAL PARK DIST FIELD TRIP	018-0000-0-4310-00-1110-1000-709099-026-0000	<				372.00 Sub total: < 372.00 >
37	37040846 PO923038	12/18/2018	EDUCATIONAL DESIGN LLC Daily Cafe memberships for ELA	018-0000-0-5846-00-1110-1000-739599-080-0000					1,089.00 Sub total: 1,089.00
37	37040621 PO991313	12/04/2018	ENOS COMMUNICATIONS DO Cable Run	010-0000-0-5830-00-0000-7700-072300-030-0000					350.00 Sub total: 350.00
37	37040891 PO940066	12/21/2018	ENROLLMENT PROJECTION CONSULTS ENROLLMENT FORECAST STUDY	010-0000-0-5830-00-0000-3130-076200-030-0000					3,940.00 Sub total: 3,940.00
37	37040641 PO901063 PO901063	12/04/2018	FEDEX UNION BANK & CHEVRON PAYMT UNION BANK & CHEVRON PAYMT	010-0000-0-5910-00-0000-7300-071500-030-0000 050-8150-0-5910-00-0000-8100-810000-070-0000					17.27 6.84 Sub total: 24.11
37	37040847 PO901168	12/18/2018	FESTIVALS OF MUSIC DISNEYLAND MUSIC FESTIVAL	060-9010-0-5830-00-1110-1000-904901-025-0000					300.00 Sub total: 300.00
37	37040801 PV900474 PV900473	12/14/2018	FIK, LISA CLASSROOM/OFFICE SUPPLIES CONFERENCE EXPENSES	018-0000-0-4310-00-1110-1000-709099-080-0000 018-0000-0-5220-00-1110-1000-709099-025-0000					176.55 89.49 Sub total: 266.04
37	37040605 PO950036	12/03/2018	FOLLETT SCHOOL SOLUTIONS INC books	060-6300-0-4200-00-1110-1000-630000-030-0000					125.29 Sub total: 125.29
37	37040848 PO913026	12/18/2018	FOUNDATION FOR EDUCATIONAL ADM Leadership Coaching Workshop	010-0000-0-5220-00-1110-1000-018199-009-0000					650.00 Sub total: 650.00
37	37040849 PO901011	12/18/2018	FRY'S ELECTRONICS INC Technology Purchases 2018-19	010-0000-0-4310-00-0000-7700-072300-030-0000					216.35 Sub total: 216.35
37	37040652 PO919034	12/05/2018	First Student Inc TRANSPORTATION	060-9010-0-5800-00-1110-1000-904500-025-0000					1,544.78 Sub total: 1,544.78
37	37040700 PO940053	12/10/2018	G2SOLUTIONS INC NOV. TRANSMISSIONS TO DOJ	010-0000-0-5838-00-0000-7400-071300-030-0000					25.50 Sub total: 25.50
37	37040653 PO901053	12/05/2018	GARCIA, CRYSTAL Counseling Intern	010-0000-0-5830-00-0000-3110-064000-030-0000					600.00 Sub total: 600.00

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040642 PO901065	12/04/2018	GARDA CL WEST COURIER	130-5310-0-5830-00-0000-3700-531000-090-0000					25.17 Sub total: 25.17
37	37040654 PO901065	12/05/2018	GARDA CL WEST COURIER	130-5310-0-5830-00-0000-3700-531000-090-0000					132.03 Sub total: 132.03
37	37040850 PO901065	12/18/2018	GARDA CL WEST COURIER	130-5310-0-5830-00-0000-3700-531000-090-0000					53.71 Sub total: 53.71
37	37040701 PO991337	12/10/2018	GARDENLAND POWER EQUIPMENT SUPPLIES	010-0000-0-4380-00-0000-8200-075000-070-0000					237.20 Sub total: 237.20
37	37040851 PO901059 PO901059 PO901059 PO901059	12/18/2018	GATEWAY LEARNING GROUP INC Behavior Services Behavior Services Behavior Services Behavior Services	080-6500-0-5100-00-5050-2100-650000-030-0000 080-6500-0-5100-00-5050-2100-650000-030-0000 080-6500-0-5100-00-5050-2100-650000-030-0000 080-6500-0-5100-00-5050-2100-650000-030-0000					7,403.25 6,743.10 6,455.25 660.75 Sub total: 21,262.35
37	37040742 PV900431	12/12/2018	GEE, SOPHANIE CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018101-080-0000					64.23 Sub total: 64.23
37	37040802 PV900476 PV900475	12/14/2018	GEE, SOPHANIE CLASSROOM/OFFICE SUPPLIES CONFERENCE EXPENSES	018-0000-0-4310-00-1110-1000-709099-080-0000 018-0000-0-5220-00-1110-1000-709099-080-0000					73.78 100.00 Sub total: 173.78
37	37040743 PV900436 PV900435	12/12/2018	GLEIT, PHUONG MILEAGE/PERSONAL EXP REIMB MILEAGE/PERSONAL EXP REIMB	130-5310-0-5210-00-0000-3700-531000-090-0000 130-5310-0-5210-00-0000-3700-531000-090-0000					5.06 26.81 Sub total: 31.87
37	37040725 PO919033 PO919033	12/11/2018	GOPHER SPORT ATHLETIC MATERIALS ATHLETIC MATERIALS	018-0000-0-4310-00-1110-1000-739599-025-0000 060-9010-0-4310-00-1110-1000-901900-025-0000					239.51 62.14 Sub total: 301.65
37	37040803 PV900477	12/14/2018	GORDON, SHANNON CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-709099-022-0000					105.68 Sub total: 105.68
37	37040852 PO980056	12/18/2018	GRAYSTAR DESIGN DEC QTRLY NEWSLETTER DESIGN	010-0000-0-5830-00-0000-7180-071400-030-0000					745.00 Sub total: 745.00
37	37040702 PO901130	12/10/2018	GUERIN, DIANE DIANE GUERIN	060-9010-0-5830-00-1110-1000-903800-011-0000					1,333.00 Sub total: 1,333.00



Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040912 PV900514	12/21/2018	GUMFORY-ESQUIBEL, STACY CLASSROOM/OFFICE SUPPLIES	120-6127-0-4310-00-0001-1000-612700-030-0000					160.79 Sub total: 160.79
37	37040766 PV900443	12/13/2018	GUZMAN, MELISSA CLASSROOM/OFFICE SUPPLIES	060-6010-0-4310-00-1110-1000-601000-025-0000					180.12 Sub total: 180.12
37	37040703 PO901068	12/10/2018	HARRIS SCHOOL SOLUTIONS ONLINE PYMT TRANSACTION FEES	130-5310-0-5830-00-0000-3700-531000-090-0000					664.90 Sub total: 664.90
37	37040622 PO912008	12/04/2018	HEINEMANN Phonemic Awarness	018-0000-0-4200-00-1110-1000-709099-005-0000					371.69 Sub total: 371.69
37	37040767 PO917016	12/13/2018	HEINEMANN F & P LCAP 3.11	018-0000-0-4200-00-1110-1000-709099-022-0000					509.58 Sub total: 509.58
37	37040853 PO917031	12/18/2018	HEINEMANN LCAP 3.4- Heinemann	018-0000-0-4200-00-1110-1000-709099-022-0000					618.67 Sub total: 618.67
37	37040913 PV900515	12/21/2018	HERNANDEZ MENDOZA, EDUARDO CONFERENCE EXPENSES	018-0000-0-5220-00-1110-1000-709099-080-0000					142.16 Sub total: 142.16
37	37040623 PO950050	12/04/2018	HOUGHTON MIFFLIN HARCOURT classroom supplies	060-6300-0-4310-00-1110-1000-630000-030-0000					296.11 Sub total: 296.11
37	37040624 PO901054	12/04/2018	HU, BANRUO Counseling Intern	010-0000-0-5830-00-0000-3110-064000-030-0000					600.00 Sub total: 600.00
37	37040804 PV900478	12/14/2018	IGNACIO, MICHELLE MILEAGE/PERSONAL EXP REIMB	010-0000-0-5210-00-0000-2130-041500-030-0000					213.53 Sub total: 213.53
37	37040655 PO950058 PO950057	12/05/2018	ILLUMINATE EDUCATION INC conference conference	018-0000-0-5220-00-1110-2100-709000-030-0000 018-0000-0-5220-00-1110-2100-709000-030-0000					700.00 800.00 Sub total: 1,500.00
37	37040854 PO901146	12/18/2018	INTERPRETERS UNLIMITED INC Interpretations	080-6500-0-5830-00-5050-2100-650000-030-0000					3,010.00 Sub total: 3,010.00
37	37040855 PO917038	12/18/2018	INTREPID PHILANTHROPY FOUNDATI RETURN UNEXPENDED FUNDS	060-9010-0-8699-00-1110-1000-900600-022-0000					907.10 Sub total: 907.10

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040805 PV900479	12/14/2018	JACOBSON, LINDSAY MILEAGE/PERSONAL EXP REIMB	010-0000-0-5210-00-0000-2130-041500-030-0000					94.56 Sub total: 94.56
37	37040806 PV900480	12/14/2018	JACOBSON, SHEENA-PEARL CONFERENCE EXPENSES	010-0000-0-5220-00-0000-2130-041500-030-0000					185.96 Sub total: 185.96
37	37040744 PV900421 PV900421	12/12/2018	JENSEN, SAMANTHA CLASSROOM/OFFICE SUPPLIES MILEAGE/PERSONAL EXP REIMB	080-6500-0-4310-00-5750-1190-650000-030-0001 080-6500-0-5210-00-5750-1190-650000-030-0001					38.10 11.33 Sub total: 49.43
37	37040704 PO901007 PO901008 PO901008	12/10/2018	JIVE COMMUNICATIONS INC Jive - Monthly Data Charges Monthly Interconnect VOIP Chrg Monthly Interconnect VOIP Chrg	010-0000-0-5830-00-0000-7700-072300-030-0000 010-0000-0-5830-00-0000-7700-072300-030-0000 010-0000-0-5830-00-0000-7700-072300-030-0000					476.25 7,970.81 7,997.61 Sub total: 16,444.67
37	37040705 PO991332	12/10/2018	JOHNSTONE SUPPLY OAKLAND SUPPLIES	050-8150-0-4380-00-0000-8100-810000-070-0000					101.06 Sub total: 101.06
37	37040914 PV900516	12/21/2018	JOSEPH, ANGELICA CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-080-0000					29.35 Sub total: 29.35
37	37040656 PO923029	12/05/2018	JUNIOR LIBRARY GUILD Library Books	018-0000-0-4200-00-1110-1000-739599-080-0000					512.73 Sub total: 512.73
37	37040625 PO960077	12/04/2018	K12 MANAGEMENT INC Contracted services	010-0000-0-5830-00-0000-2100-043800-030-0000					4,889.84 Sub total: 4,889.84
37	37040606 PV900402 PV900402 PV900402	12/03/2018	KAISER FOUNDATION HEALTH PLAN RETIREE BENEFITS-CERTIFICATD RETIREE BENEFITS-CLASSIFIED MEDICAL INSURANCE	010-0000-0-3701-00-0000-7600-083000-030-0000 010-0000-0-3702-00-0000-7600-083000-030-0000 010-0000-0-9942-00-0000-0000-000000-000-0000					6,622.78 4,028.52 393,866.81 Sub total: 404,518.11
37	37040807 PV900481	12/14/2018	KIM, REBECCA CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-709099-080-0000					47.90 Sub total: 47.90
37	37040915 PV900517	12/21/2018	KIM, REBECCA CONFERENCE EXPENSES	018-0000-0-5220-00-1110-1000-709099-080-0000					155.27 Sub total: 155.27
37	37040745 PV900434	12/12/2018	KING, COREY CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018101-011-0000					111.90 Sub total: 111.90

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040746 PO960085	12/12/2018	KOVACH-LONG, LAUREN Registration- Conference	080-6500-0-5220-00-5050-2100-650000-030-0000					347.20 Sub total: 347.20
37	37040747 PV900423	12/12/2018	KRAKOWER, AMBER CLASSROOM/OFFICE SUPPLIES	080-6500-0-4310-00-5750-1190-650000-030-0001					152.31 Sub total: 152.31
37	37040768 PV900444	12/13/2018	KRAKOWER, AMBER CLASSROOM/OFFICE SUPPLIES	080-6500-0-4310-00-5750-1190-650000-030-0001					37.05 Sub total: 37.05
37	37040626 PO990020	12/04/2018	KUHN, ERIC REFUND	130-5310-0-8634-00-0000-3700-531000-090-0000					20.00 Sub total: 20.00
37	37040748 PV900416	12/12/2018	KULKARNI, CHRISTINA CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-015-0000					302.25 Sub total: 302.25
37	37040916 PV900519	12/21/2018	KWONG, MYRA CONFERENCE EXPENSES	018-0000-0-5220-00-1110-1000-709099-080-0000					89.03 Sub total: 89.03
37	37040892 PO950060 PO950060	12/21/2018	LEARNING A-Z software upgrade software upgrade	018-0000-0-5846-00-1110-1000-709099-022-0000 018-0000-0-5846-00-1110-1000-709099-026-0000					2,270.00 1,100.00 Sub total: 3,370.00
37	37040749 PV900428 PV900429	12/12/2018	LEE, ANITA BOOKS & REFERENCE MATERIALS CLASSROOM/OFFICE SUPPLIES	010-0000-0-4200-00-1110-1000-018199-009-0000 060-9010-0-4310-00-0000-7490-900400-009-0000					52.73 97.47 Sub total: 150.20
37	37040917 PO923044	12/21/2018	LEKNES, BRITTANY Asilomar Conference Expenses	018-0000-0-5220-00-1110-1000-709099-080-0000					1,519.44 Sub total: 1,519.44
37	37040750 PV900419	12/12/2018	LEMERY, JOCELYN CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-2100-043900-030-0000					96.96 Sub total: 96.96
37	37040769 PV900445	12/13/2018	LEON-GUERRERO, JULIE CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-025-0000					40.70 Sub total: 40.70
37	37040918 PV900520	12/21/2018	LEONARD, NICOLE BOOKS & REFERENCE MATERIALS	018-0000-0-4200-00-1110-1000-739599-080-0000					155.70 Sub total: 155.70
37	37040770 PV900446	12/13/2018	LESEC, SHARON CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-025-0000					67.04 Sub total: 67.04

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040856 PO940056	12/18/2018	LEXISNEXIS RISK SOLUTIONS MONTHLY SUBSCRIPTION FEE	010-0000-0-5830-00-0000-3130-076200-030-0000					250.00 Sub total: 250.00
37	37040677 PO901041	12/07/2018	LIGHTHOUSE BLUE 2018-19 COMMUNICATION SERVICES	010-0000-0-5830-00-0000-7180-071400-030-0000					2,000.00 Sub total: 2,000.00
37	37040627 PO960082	12/04/2018	LIMM, NATALIE Psychologist Services	080-6500-0-5830-00-5050-2100-650000-030-0000					10,875.00 Sub total: 10,875.00
37	37040893 PO914021 PO914021 PO914021 PO914021 PO918018 PO918018 PO918018 PO918018	12/21/2018	LITERACY RESOURCES INC LITERACY RESOURCES INC LITERACY RESOURCES INC LITERACY RESOURCES INC Curriculum Curriculum Curriculum Curriculum	010-0000-0-4200-00-1110-1000-018199-011-0000 010-0000-0-4200-00-1110-1000-018199-011-0000 010-0000-0-4200-00-1110-1000-018199-011-0000 010-0000-0-9512-00-0000-0000-000000-000-0000 018-0000-0-4200-00-1110-1000-709099-023-0000 018-0000-0-4200-00-1110-1000-709099-023-0000 018-0000-0-4200-00-1110-1000-709099-023-0000 018-0000-0-9512-00-0000-0000-000000-000-0000					6.75 74.99 15.00 6.75- 20.25 15.00 224.97 20.25- Sub total: 329.96
37	37040771 PO913029	12/13/2018	LOOKOUT BOOKS Library Books	010-0000-0-4200-00-1110-2420-045502-009-0000					296.82 Sub total: 296.82
37	37040706 PO991335 PO991335	12/10/2018	LOWE'S BUSINESS ACCOUNT SUPPLIES SUPPLIES	010-0000-0-4380-00-0000-8200-075000-070-0000 050-8150-0-4380-00-0000-8100-810000-070-0000					229.75 401.34 Sub total: 631.09
37	37040751 PV900420	12/12/2018	LUBRANO, TARA CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-739599-005-0000					109.47 Sub total: 109.47
37	37040628 PO901048	12/04/2018	LUSTIG, DR STUART Child Psychiatrist	080-6500-0-5830-00-5050-2100-650000-030-0000					4,767.00 Sub total: 4,767.00
37	37040707 PO923034	12/10/2018	MAA AMERICAN MATH COMPETITIONS AMC 8 Tests, Reg & Shipping	018-0000-0-4310-00-1110-1000-709099-080-0000					556.00 Sub total: 556.00
37	37040857 PO980057	12/18/2018	MAGINOT, MICHELLE CSBA AEC TRANSPORTATION REIMBU	010-0000-0-5220-00-0000-7100-071100-030-0000					70.29 Sub total: 70.29
37	37040808 PV900482	12/14/2018	MAH, CECILIA CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-709099-080-0000					212.18 Sub total: 212.18

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040919 PV900521	12/21/2018	MAH, CECILIA CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-900400-080-0000					151.95 Sub total: 151.95
37	37040772 PO901129	12/13/2018	MAILFINANCE POSTAGE METER LEASE	010-0000-0-5910-00-0000-7300-071500-030-0000					972.79 Sub total: 972.79
37	37040809 PV900483	12/14/2018	MAKOVKIN, PAMELA CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-739599-026-0000					95.91 Sub total: 95.91
37	37040773 PV900447	12/13/2018	MALCOLM, MARY CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-011-0000					165.59 Sub total: 165.59
37	37040774 PV900448	12/13/2018	MALCOLM, STEPHANIE CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-903500-023-0000					104.03 Sub total: 104.03
37	37040810 PV900484	12/14/2018	MCGILLIS, RACHEL MILEAGE/PERSONAL EXP REIMB	080-6500-0-5210-00-5050-2100-650000-030-0000					45.61 Sub total: 45.61
37	37040920 PV900522	12/21/2018	MCGILLIS, RACHEL CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-709099-022-0000					43.86 Sub total: 43.86
37	37040678 PO901058 PO901058	12/07/2018	MEDICAL BILLING TECHNOLOGIES LEA billing Services LEA billing Services	080-6500-0-5830-00-5050-2100-650000-030-0000 080-6500-0-5830-00-5050-2100-650000-030-0000					81.05 235.95 Sub total: 317.00
37	37040858 PO901058 PO901058	12/18/2018	MEDICAL BILLING TECHNOLOGIES LEA billing Services LEA billing Services	080-6500-0-5830-00-5050-2100-650000-030-0000 080-6500-0-5830-00-5050-2100-650000-030-0000					369.25 600.00 Sub total: 969.25
37	37040811 PV900485 PV900486	12/14/2018	MESSNER, NANCY CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-709099-080-0000 018-0000-0-4310-00-1110-1000-709099-080-0000					154.74 133.71 Sub total: 288.45
37	37040708 PO991333 PO991333	12/10/2018	METEOR EDUCATION LLC FURNITURE FURNITURE	210-0000-0-4310-00-0000-8100-075000-070-0000 210-0000-0-4400-00-0000-8100-075000-070-0000					1,509.64 4,525.78 Sub total: 6,035.42
37	37040679 PO991330	12/07/2018	MIRACLE PLAYSYSTEMS INC PLAYGROUND EQUIPMENT	050-8150-0-6410-00-0000-8500-810000-023-0584					46,721.96 Sub total: 46,721.96

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040726	12/11/2018	MOBILE MODULAR MANAGEMENT CORP						
	PO901087		RENTALS OF PORTABLES	250-0000-0-5652-00-0000-8100-056000-080-0000					1,590.00
	PO901077		PORTABLE RENTAL	250-0000-0-5652-00-0000-8100-056300-009-0000					515.00
	PO901075		PORTABLE RENTAL	250-0000-0-5652-00-0000-8100-056400-011-0000					624.00
								Sub total:	2,729.00
37	37040752	12/12/2018	MOURTOS, EDITH						
	PO914022		EDY MOURTOS	060-9010-0-4310-00-1110-1000-900400-011-0000					491.04
								Sub total:	491.04
37	37040812	12/14/2018	MURDOCK, PAM						
	PV900487		MILEAGE/PERSONAL EXP REIMB	010-0000-0-5210-00-0000-2420-045500-030-0000					50.58
								Sub total:	50.58
37	37040775	12/13/2018	MYERS, REID						
	PO980052		2018 CSBA AEC HOTEL/MEAL CHARG	010-0000-0-5220-00-0000-7100-071100-030-0000					657.41
								Sub total:	657.41
37	37040709	12/10/2018	N2Y LLC						
	PO960080		Subscription	080-6500-0-5846-00-5050-2100-650000-030-0000					421.03
								Sub total:	421.03
37	37040657	12/05/2018	NELSON, JUDITH						
	PO901143		2018-2019 After School Band	060-9010-0-5800-00-1110-1000-903800-009-0000					1,360.00
								Sub total:	1,360.00
37	37040776	12/13/2018	NELSON, MAYA						
	PV900449		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-025-0000					78.48
								Sub total:	78.48
37	37040859	12/18/2018	NEOFUNDS						
	PO901027		POSTAGE AND SUPPLIES	010-0000-0-5910-00-0000-7300-071500-030-0000					2,000.00
								Sub total:	2,000.00
37	37040629	12/04/2018	NICHOLAS, ANDY						
	PO960083		Reimbursement	080-6500-0-5845-00-5750-1110-650000-030-0000					2,000.00
								Sub total:	2,000.00
37	37040777	12/13/2018	NISHIHARA, JEREMY						
	PV900450		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-0000-7400-071300-030-0000					50.85
	PO940055		CETPA CONFERENCE REIMBURSEMENT	010-0000-0-5220-00-0000-3130-076200-030-0000					615.70
								Sub total:	666.55
37	<37040381>	Canceled	12/19/2018 OAKLAND ZOO						
	PO920024		ZOO TICKETS	018-0000-0-4310-00-1110-1000-709099-026-0000					1,716.00
								Sub total:	1,716.00
37	37040658	12/05/2018	OFFICE DEPOT						
	PO901064		OFFICE SUPPLIES FOR BUSINESS	010-0000-0-4310-00-0000-7300-071500-030-0000					92.42
	PO901064		OFFICE SUPPLIES FOR BUSINESS	010-0000-0-4310-00-0000-7300-071500-030-0000					117.37
								Sub total:	209.79

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040680	12/07/2018	OFFICE DEPOT						
	PO914003		OFFICE DEPOT	010-0000-0-4310-00-1110-1000-018199-011-0000					132.05
	PO914003		OFFICE DEPOT	010-0000-0-4310-00-1110-1000-018199-011-0000					51.21
	PO901111		OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-025-0000					94.44
								Sub total:	277.70
37	37040710	12/10/2018	OFFICE DEPOT						
	PO901073		OFFICE SUPPLIES	130-5310-0-4310-00-0000-3700-531000-090-0000					67.68
	PO901073		OFFICE SUPPLIES	130-5310-0-4310-00-0000-3700-531000-090-0000					284.88
								Sub total:	352.56
37	37040711	12/10/2018	OFFICE DEPOT						
	PO940054		OFFICE SUPPLIES	010-0000-0-4310-00-0000-7400-071300-030-0000					125.51
	PO940054		OFFICE SUPPLIES	010-0000-0-4310-00-0000-7400-071300-030-0000					10.40
	PO940054		OFFICE SUPPLIES	010-0000-0-4310-00-0000-7400-071300-030-0000					100.41
	PO940054		OFFICE SUPPLIES	010-0000-0-4310-00-0000-7400-071300-030-0000					150.20
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					33.84
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					4.22
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					5.00
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					13.07
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					58.06
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					72.01
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					109.02
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					56.83
	PO901106		AVID Supplies - Goal 6.5	018-0000-0-4310-00-1110-1000-709099-080-0000					62.52
	PO901106		AVID Supplies - Goal 6.5	018-0000-0-4310-00-1110-1000-709099-080-0000					261.58
									Sub total:
37	37040860	12/18/2018	OFFICE DEPOT						
	PO991336		OFFICE SUPPLIES	010-0000-0-4310-00-0000-7700-072300-030-0000					20.70
								Sub total:	20.70
37	37040861	12/18/2018	OFFICE DEPOT						
	PO940058		OFFICE SUPPLIES	010-0000-0-4310-00-0000-7400-071300-030-0000					90.37
								Sub total:	90.37
37	37040894	12/21/2018	OFFICE DEPOT						
	PO901073		OFFICE SUPPLIES	130-5310-0-4310-00-0000-3700-531000-090-0000					99.48
								Sub total:	99.48
37	37040895	12/21/2018	OFFICE DEPOT						
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					43.59-
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					43.59
	PO901099		Classroom & Office Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					286.68
	PO901106		AVID Supplies - Goal 6.5	018-0000-0-4310-00-1110-1000-709099-080-0000					65.83
								Sub total:	352.51
37	37040921	12/21/2018	OKAMOTO, MIA ANGELA						
	PV900523		CONFERENCE EXPENSES	080-6500-0-5220-00-5050-2100-650000-030-0000					495.20
								Sub total:	495.20

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040712 PO991334	12/10/2018	ORCHARD BUSINESS/SYNCE SUPPLIES	050-8150-0-4380-00-0000-8100-810000-070-0000					20.71 Sub total: 20.71
37	37040862 PO918019 PO918019 PO918019 PO918019	12/18/2018	OTC BRANDS INC PBIS Incentives PBIS Incentives PBIS Incentives PBIS Incentives	018-0000-0-4310-00-1110-1000-709099-023-0000 018-0000-0-4310-00-1110-1000-709099-023-0000 018-0000-0-4310-00-1110-1000-709099-023-0000 018-0000-0-9512-00-0000-0000-000000-000-0000					12.99 5.50 61.08 5.50- Sub total: 74.07
37	37040659 PO901056 PO901056 PO901056 PO901056 PO901056 PO901056 PO901056 PO901056	12/05/2018	PACIFIC GAS AND ELECTRIC UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA	010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000					5,591.82 1,099.71 147.90 139.81 220.96 1,446.96 215.12 414.26 Sub total: 9,276.54
37	37040681 PO901056 PO901056 PO901056 PO901056 PO901056	12/07/2018	PACIFIC GAS AND ELECTRIC UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA	010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5522-00-0000-8200-075000-070-0000					1,831.53 8,552.27 3,026.16 7,087.08 5,375.68 Sub total: 25,872.72
37	37040896 PO901056 PO901056 PO901056 PO901056 PO901056 PO901056 PO901056 PO901056 PO901038	12/21/2018	PACIFIC GAS AND ELECTRIC UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA UTILITIES - ELECTRICITY AND GA TRANSPORTATION - PGE - CNG	010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5522-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 010-0000-0-5524-00-0000-8200-075000-070-0000 018-0000-0-4360-00-0000-3600-723000-070-0000					1,924.01 9,461.67 5,304.24 5,642.60 835.42 563.12 1,202.61 1,778.37 Sub total: 26,712.04
37	<37040479> Canceled PV900361	12/19/2018	PADILLA, MICHELLE TRAVEL ALLOWANCE-CERTIFICATED	080-3320-0-5201-00-5730-2100-332000-030-0000					16.35 > Sub total: < 16.35 >
37	37040897 PV900502	12/21/2018	PADILLA, MICHELLE TRAVEL ALLOWANCE-CERTIFICATED	080-3320-0-5201-00-5730-2100-332000-030-0000					16.35 Sub total: 16.35
37	37040778 PV900451	12/13/2018	PANOSIAN, ERIC CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-015-0000					50.13 Sub total: 50.13



Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040682 PO919029	12/07/2018	PAPER DIRECT INC AWARDS CERTIFICATES	010-0000-0-4310-00-1110-1000-018199-025-0000					1,508.81 Sub total: 1,508.81
37	37040813 PV900488	12/14/2018	PATTERSON, CYNTHIA MILEAGE/PERSONAL EXP REIMB	080-6500-0-5210-00-5050-2100-650000-030-0000					41.85 Sub total: 41.85
37	37040779 PV900452	12/13/2018	PAUL, DAGMAR CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-0000-2100-043800-030-0000					78.30 Sub total: 78.30
37	37040660 PO901051	12/05/2018	PAZ, YESENIA Counseling Intern	010-0000-0-5830-00-0000-3110-064000-030-0000					600.00 Sub total: 600.00
37	37040780 PO919036	12/13/2018	PENLAND, CHRISTINE ART REIMBURSEMENT	018-0000-0-4310-00-1110-1000-739599-025-0000					528.33 Sub total: 528.33
37	37040922 PO919037	12/21/2018	PENLAND, CHRISTINE TEACHER REIMBURSEMENT	018-0000-0-4310-00-1110-1000-739599-025-0000					433.14 Sub total: 433.14
37	37040713 PO915041	12/10/2018	PENWORTHY COMPANY LIBRARY BOOKS	010-0000-0-4310-00-1110-2420-045502-015-0000					308.64 Sub total: 308.64
37	37040781 PO980054 PO980054	12/13/2018	PICARD, BENJAMIN H 2018 CSBA AEC CHARGES 2018 CSBA AEC CHARGES	010-0000-0-5220-00-0000-7100-071100-030-0000 010-0000-0-5220-00-0000-7100-071200-030-0000					4,396.23 2,297.54 Sub total: 6,693.77
37	37040898 PO901045	12/21/2018	PINE HILL SCHOOL INC NPS for a Student	080-6500-0-5830-00-5050-2100-650000-030-0000					3,157.00 Sub total: 3,157.00
37	37040661 PO950052	12/05/2018	PLANNED PARENTHOOD MAR MONTE consultant	010-0000-0-5830-00-1110-1000-041500-030-0000					6,300.00 Sub total: 6,300.00
37	37040782 PO901170 PO901169 PO901169 PO901170	12/13/2018	PODS ENTERPRISES LLC EQUIPMENT RENTAL EQUIPMENT RENTAL EQUIPMENT RENTAL EQUIPMENT RENTAL	210-0000-0-5622-00-0000-8100-054400-005-0000 210-0000-0-5622-00-0000-8100-054400-005-0000 210-0000-0-5622-00-0000-8100-054400-005-0000 210-0000-0-5622-00-0000-8100-054400-005-0000					237.81 237.81 237.81 237.81 Sub total: 951.24
37	37040863 PO991358	12/18/2018	PODS ENTERPRISES LLC RENTAL EQUIPMENT	210-0000-0-5622-00-0000-8100-054400-005-0000					237.81 Sub total: 237.81

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040683	12/07/2018	POWERSCHOOL GROUP LLC						
	PO940049		ADDITIONAL SUPPORT CONTRACT	010-0000-0-5830-00-0000-3130-076200-030-0000					939.73
	PO940052		POWERSCHOOL ANNUAL FEE	010-0000-0-5830-00-0000-3130-076200-030-0000					3,713.10
	PO940051		PS SIS HOSTING AND CERTIFICATE	010-0000-0-5830-00-0000-3130-076200-030-0000					18,224.82
	PO940050		PS SIS M&S RECURRING	010-0000-0-5830-00-0000-3130-076200-030-0000					21,828.00
								Sub total:	44,705.65
37	37040684	12/07/2018	PREMIER RECYCLE COMPANY						
	PO901033		DISPOSAL SERVICE	010-0000-0-5515-00-0000-8200-075000-070-0000					679.45
								Sub total:	679.45
37	37040814	12/14/2018	PRETTOL, JESSICA						
	PV900501		CONFERENCE EXPENSES	010-0000-0-5220-00-0000-2130-041500-030-0000					254.96
								Sub total:	254.96
37	37040630	12/04/2018	QBS INC						
	PO960079		Safety Care Training	010-0000-0-5830-00-0000-2100-043800-030-0000					425.00
								Sub total:	425.00
37	37040714	12/10/2018	QBS INC						
	PO960090		Safety Care Training	010-0000-0-4310-00-0000-2100-043800-030-0000					7.56
	PO960090		Safety Care Training	010-0000-0-4310-00-0000-2100-043800-030-0000					84.00
	PO960090		Safety Care Training	010-0000-0-9512-00-0000-0000-000000-000-0000					7.56
								Sub total:	84.00
37	37040864	12/18/2018	QSS USERS GROUP						
	PO930014		Conference Attendance Fee	010-0000-0-5220-00-0000-7300-071500-030-0000					1,675.00
								Sub total:	1,675.00
37	37040662	12/05/2018	QUILL CORPORATION						
	PO901000		supplies	010-0000-0-4310-00-0000-2100-041500-030-0000					86.06
	PO901000		supplies	010-0000-0-4310-00-0000-2100-041500-030-0000					16.49
	PO901104		MISC.OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-026-0000					100.00
	PO901104		MISC.OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-026-0000					77.38
								Sub total:	279.93
37	37040685	12/07/2018	QUILL CORPORATION						
	PO901095		Office Supplies	010-0000-0-4310-00-1110-1000-018199-009-0000					193.40
								Sub total:	193.40
37	37040715	12/10/2018	QUILL CORPORATION						
	PO901090		Office Supplies	010-0000-0-4310-00-1110-1000-018199-005-0000					45.10
	PO901090		Office Supplies	010-0000-0-4310-00-1110-1000-018199-005-0000					154.35
	PO901090		Office Supplies	010-0000-0-4310-00-1110-1000-018199-005-0000					42.59
	PO901090		Office Supplies	010-0000-0-4310-00-1110-1000-018199-005-0000					44.25
	PO901090		Office Supplies	010-0000-0-4310-00-1110-1000-018199-005-0000					42.59
	PO901090		Office Supplies	010-0000-0-4310-00-1110-1000-018199-005-0000					42.59
	PO901090		Office Supplies	010-0000-0-4310-00-1110-1000-018199-005-0000					47.88
								Sub total:	334.17
37	37040865	12/18/2018	QUILL CORPORATION						
	PO901000		supplies	010-0000-0-4310-00-0000-2100-041500-030-0000					33.74

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
	PO901000	supplies		010-0000-0-4310-00-0000-2100-041500-030-0000					16.49
								Sub total:	50.23
37	37040783	12/13/2018	READYREFRESH						
	PO991345	DRINKING WATER		210-0000-0-4310-00-0000-8100-054400-005-0000					1,591.93
	PO991346	DRINKING WATER		210-0000-0-5622-00-0000-8100-054400-005-0000					21.76
								Sub total:	1,613.69
37	37040866	12/18/2018	READYREFRESH						
	PO991350	DRINKING WATER		250-0000-0-4310-00-0000-8100-056300-009-0000					42.40
	PO991350	DRINKING WATER		250-0000-0-5622-00-0000-8100-056300-009-0000					18.81
	PO991353	DRINKING WATER		250-0000-0-5622-00-0000-8100-056400-011-0000					23.66
								Sub total:	84.87
37	37040923	12/21/2018	RIEHL, SHANA						
	PV900524	CONFERENCE EXPENSES		018-0000-0-5220-00-1110-1000-709099-025-0000					350.00
								Sub total:	350.00
37	<37038350> Canceled	12/07/2018	ROBINSON, LLOYD						
	PV800841	CLASSROOM/OFFICE SUPPLIES		018-0000-0-4310-00-1110-1000-709099-080-0000					173.93
								Sub total:	173.93
37	37040924	12/21/2018	ROBINSON, LLOYD						
	PV900525	CONFERENCE EXPENSES		018-0000-0-5220-00-1110-1000-709099-080-0000					23.33
								Sub total:	23.33
37	37040784	12/13/2018	ROCK, CINDY						
	PV900453	MILEAGE/PERSONAL EXP REIMB		130-5310-0-5210-00-0000-3700-531000-090-0000					44.25
								Sub total:	44.25
37	37040686	12/07/2018	ROSETTA STONE LTD						
	PO914019	ROSETTA STONE		060-9010-0-5846-00-1110-1000-903800-011-0000					1,815.00
								Sub total:	1,815.00
37	37040815	12/14/2018	SAGE ASSOCIATES INC						
	PO991354	CONSTRUCTION MANAGEMENT FEES		210-0000-0-6227-00-0000-8500-054400-005-0000					2,407.50
								Sub total:	2,407.50
37	37040785	12/13/2018	SALAS, RANDI						
	PV900454	CLASSROOM/OFFICE SUPPLIES		010-0000-0-4310-00-1110-1000-018199-022-0000					140.19
								Sub total:	140.19
37	37040631	12/04/2018	SANTA CLARA COE						
	PO950056	conference		018-0000-0-5220-00-1110-2100-709000-030-0000					100.00
								Sub total:	100.00
37	37040716	12/10/2018	SANTA CLARA COE						
	PO912017	Science Camp Walden West		018-0000-0-5800-00-1110-1000-709099-005-0000					15,000.00
								Sub total:	15,000.00
37	37040727	12/11/2018	SANTA CLARA COE						
	PO980049	NEWKIRK/WATSON BUSI. CARDS		010-0000-0-4310-00-0000-7100-071100-030-0000					19.67
								Sub total:	19.67

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040816 PV900468	12/14/2018	SARNA, CAMILLE MILEAGE/PERSONAL EXP REIMB	080-6500-0-5210-00-5050-2100-650000-030-0000					45.56 Sub total: 45.56
37	37040687 PO915043 PO915043 PO915043	12/07/2018	SCHOLASTIC MAGAZINES SCHOLASTIC BOOK SCHOLASTIC BOOK SCHOLASTIC BOOK	018-0000-0-4200-00-1110-1000-709099-015-0000 018-0000-0-4200-00-1110-1000-709099-015-0000 018-0000-0-9512-00-0000-0000-0000000-000-0000					7.84 87.12 7.84- Sub total: 87.12
37	37040632 PO991311	12/04/2018	SCHOOL ENERGY COALITION Membershiop Dues - R. Smiley	010-0000-0-5300-00-0000-8200-075000-070-0000					260.00 Sub total: 260.00
37	37040688 PO915039 PO912010	12/07/2018	SCHOOL SPECIALTY SCHOOL OFFICE SUPPLIES PE Equipment	010-0000-0-4310-00-1110-1000-018199-015-0000 018-0000-0-4310-00-1110-1000-739599-005-0000					44.47 324.16 Sub total: 368.63
37	37040717 PO912013	12/10/2018	SCHOOL SPECIALTY Playworks equipment	018-0000-0-4310-00-1110-1000-739599-005-0000					100.26 Sub total: 100.26
37	37040753 PV900418	12/12/2018	SCHWAN, JEFFREY CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-904500-025-0000					240.95 Sub total: 240.95
37	37040663 PO901142	12/05/2018	SCOBY, DANA 2018-2019 After School Strings	060-9010-0-5830-00-1110-1000-903800-009-0000					960.00 Sub total: 960.00
37	37040867 PO901142	12/18/2018	SCOBY, DANA 2018-2019 After School Strings	060-9010-0-5830-00-1110-1000-903800-009-0000					1,040.00 Sub total: 1,040.00
37	37040664 PO901050	12/05/2018	SEGALL, KIM B Psychologist Intern	080-6500-0-5830-00-5050-2100-650000-030-0000					1,200.00 Sub total: 1,200.00
37	37040786 PV900455	12/13/2018	SHAHIN, NABIL CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-900400-080-0000					208.60 Sub total: 208.60
37	37040817 PV900489 PV900490 PV900491 PV900493 PV900492 PV900489	12/14/2018	SHAHIN, NABIL BOOKS & REFERENCE MATERIALS BOOKS & REFERENCE MATERIALS CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES	018-0000-0-4200-00-1110-1000-739599-080-0000 018-0000-0-4200-00-1110-1000-739599-080-0000 018-0000-0-4310-00-1110-1000-709099-080-0000 018-0000-0-4310-00-1110-1000-709099-080-0000 018-0000-0-4310-00-1110-1000-709099-080-0000 018-0000-0-4310-00-1110-1000-739599-080-0000					178.15 133.24 117.39 202.22 18.97 29.27 Sub total: 679.24

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040925	12/21/2018	SHAHIN, NABIL						
	PV900527		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-080-0000					87.19
	PV900526		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-080-0000					186.70
	PO923041		Emergency Lockdown Supplies	010-0000-0-4310-00-1110-1000-018199-080-0000					1,780.80
	PO923042		Reimbursement for (5) Cameras	018-0000-0-4310-00-1110-1000-739599-080-0000					1,295.00
								Sub total:	3,349.69
37	37040633	12/04/2018	SHARAF, HUSAMELDIN						
	PO960081		Reimbursement	080-6500-0-5846-00-5050-2100-650000-030-0000					3,000.00
								Sub total:	3,000.00
37	<37038352> Canceled	12/07/2018	SHIN, SEUNG WON						
	PO890185		REFUND LUNCH MONEY	130-5310-0-8634-00-0000-3700-531000-090-0000				<	212.75 >
								Sub total:	< 212.75 >
37	37040643	12/04/2018	SHRED-IT USA						
	PO901108		SHREDDING SERVICES	010-0000-0-5830-00-0000-7300-071500-030-0000					518.41
								Sub total:	518.41
37	37040689	12/07/2018	SMITHGEAR.COM						
	PO912011		Headphones	010-0000-0-5846-00-1110-1000-018198-005-0000					89.96
	PO912011		Headphones	010-0000-0-5846-00-1110-1000-018198-005-0000					999.50
	PO912011		Headphones	010-0000-0-9512-00-0000-0000-000000-000-0000					89.96-
								Sub total:	999.50
37	37040868	12/18/2018	SODEXO INC & AFFILIATES						
	PO901117		SODEXO FIXED PRICE 2018-2019	130-5310-0-5830-00-0000-3700-531000-090-0000					113,066.17
								Sub total:	113,066.17
37	37040926	12/21/2018	SOLIS, ISABEL						
	PO919041		TEACHER REIMBURSEMENT	010-0000-0-4310-00-1110-1000-018101-025-0000					141.08
	PO919041		TEACHER REIMBURSEMENT	018-0000-0-5220-00-1110-1000-709099-025-0000					235.00
								Sub total:	376.08
37	37040690	12/07/2018	SONITROL/PACIFIC WEST SECURITY						
	PO901086		CONTRACTED SERVICE	010-0000-0-5830-00-0000-8200-075000-070-0000					105.00
	PO901086		CONTRACTED SERVICE	010-0000-0-5830-00-0000-8200-075000-070-0000					90.00
								Sub total:	195.00
37	37040665	12/05/2018	SOUTHWEST SCHOOL/OFFICE SUPPLY						
	PO900111		art/class supplies	010-0000-0-9325-00-0000-0000-000000-000-0000					13,528.22
	PO900111		art/class supplies	010-0000-0-9325-00-0000-0000-000000-000-0000					3,437.42
	PO900111		art/class supplies	010-0000-0-9325-00-0000-0000-000000-000-0000					470.55
	PO900111		art/class supplies	010-0000-0-9325-00-0000-0000-000000-000-0000					51.50
								Sub total:	17,487.69
37	37040818	12/14/2018	SRIDHAR, KALYANI						
	PV900494		MILEAGE/PERSONAL EXP REIMB	080-6500-0-5210-00-5050-2100-650000-030-0000					14.55
								Sub total:	14.55
37	37040607	12/03/2018	STANDARD INSURANCE COMPANY						
	PV900403		OTHER INSURANCE	010-0000-0-9944-00-0000-0000-000000-000-0000					2,909.44
								Sub total:	2,909.44

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	<37040127>	Canceled	12/07/2018 STAPLES BUSINESS CREDIT						
	PO901109		OFFICE SUPPLIES 10 KITCHENS	130-5310-0-4310-00-0000-3700-531000-090-0000	<				34.43 >
	PO901109		OFFICE SUPPLIES 10 KITCHENS	130-5310-0-4310-00-0000-3700-531000-090-0000	<				33.78 >
	PO901109		OFFICE SUPPLIES 10 KITCHENS	130-5310-0-4310-00-0000-3700-531000-090-0000	<				37.05 >
	PO901109		OFFICE SUPPLIES 10 KITCHENS	130-5310-0-4310-00-0000-3700-531000-090-0000	<				216.90 >
	PO901109		OFFICE SUPPLIES 10 KITCHENS	130-5310-0-4310-00-0000-3700-531000-090-0000	<				146.05 >
	PO901109		OFFICE SUPPLIES 10 KITCHENS	130-5310-0-4310-00-0000-3700-531000-090-0000	<				34.87 >
			Sub total:		<				503.08 >
37	37040728		12/11/2018 STAPLES BUSINESS CREDIT						
	PV900413		CLASSROOM/OFFICE SUPPLIES	130-5310-0-4310-00-0000-3700-531000-090-0000					503.08
			Sub total:						503.08
37	37040787		12/13/2018 STAYBRIDGE SUITES ANAHEIM						
	PV900456		PROF/CONSULTING OPERATE EXP	060-9010-0-5800-00-1110-1000-904901-025-0000					3,500.00
			Sub total:						3,500.00
37	37040869		12/18/2018 STUDENT SUPPLY COMPANY						
	PO916012		Supplies for Student Store	060-9010-0-4310-00-1110-1000-903800-016-0000					146.12
	PO916012		Supplies for Student Store	060-9010-0-4310-00-1110-1000-903800-016-0000					13.15
	PO916012		Supplies for Student Store	060-9010-0-9512-00-0000-0000-000000-000-0000					13.15-
			Sub total:						146.12
37	37040729		12/11/2018 SUNNYVALE ROTARY CLUB						
	PO980048		PICARD/WILSON NOV LUNCH MEETIN	010-0000-0-5220-00-0000-7100-071200-030-0000					60.00
	PO980048		PICARD/WILSON NOV LUNCH MEETIN	010-0000-0-5220-00-0000-7100-071200-030-0000					40.00
			Sub total:						100.00
37	37040634		12/04/2018 SUNNYVALE SCHOOL DISTRICT						
	PO990022		returned check	130-5310-0-8634-00-0000-3700-531000-090-0000					15.00
	PO990022		returned check	130-5310-0-8634-00-0000-3700-531000-090-0000					50.00
			Sub total:						65.00
37	37040666		12/05/2018 SUNNYVALE SCHOOL DISTRICT						
	PO915046		returned check	060-9010-0-8699-00-1110-1000-901900-015-0000					31.00
	PO915046		returned check	060-9010-0-8699-00-1110-1000-901900-015-0000					15.00
			Sub total:						46.00
37	37040671		12/05/2018 SUNNYVALE SCHOOL DISTRICT						
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-0000-2100-041500-030-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-0000-7100-071200-030-0000					200.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-0000-7400-071300-030-0000					300.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-005-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-009-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-011-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-015-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-016-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-022-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-023-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-025-0000					300.00

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-026-0000					150.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	010-0000-0-4310-00-1110-1000-018199-080-0000					200.00
	RC900101		BANK FEES	010-0000-0-5822-00-0000-7300-071500-030-0000					1,391.70
	RC900101		CLASSROOM/OFFICE SUPPLIES	050-8150-0-4310-00-0000-8100-810000-070-0000					300.00
	RC900101		CLASSROOM/OFFICE SUPPLIES	080-6500-0-4310-00-5050-2100-650000-030-0000					150.00
	RC900101		FOOD/CLASSROOM	130-5310-0-4700-00-0000-3700-531000-090-0000					2,087.57
								Sub total:	6,279.27
37	37040870	12/18/2018	SUNNYVALE SCHOOL DISTRICT						
	PO918021		returned check	060-9010-0-8699-00-1110-1000-905800-023-0000					115.00
								Sub total:	115.00
37	37040899	12/21/2018	SUNNYVALE SCHOOL DISTRICT						
	PO990024		NSF check - Food Services	130-5310-0-8634-00-0000-3700-531000-090-0000					45.00
								Sub total:	45.00
37	37040608	12/03/2018	TAX DEFERRED SOLUTIONS						
	PV900406		MISCELLANEOUS DEDUCTIONS	010-0000-0-9946-00-0000-0000-000000-000-0000					207.00
								Sub total:	207.00
37	37040667	12/05/2018	TEACHERS COLLEGE READING AND						
	PO915035		TEACHER CONFERENCE	018-0000-0-5220-00-1110-1000-709099-015-0000					660.00
								Sub total:	660.00
37	37040871	12/18/2018	TEACHERS COLLEGE READING AND						
	PO915030		TEACHERS COLLEGE INSTITUTE	018-0000-0-5220-00-1110-1000-709099-015-0000					1,300.00
								Sub total:	1,300.00
37	37040609	12/03/2018	TECHNOLOGY CREDIT UNION						
	PV900398		VOLUNTARY DEDUCTIONS	010-0000-0-9950-00-0000-0000-000000-000-0000					10,551.14
								Sub total:	10,551.14
37	37040900	12/21/2018	TECHNOLOGY CREDIT UNION						
	PV900505		VOLUNTARY DEDUCTIONS	010-0000-0-9950-00-0000-0000-000000-000-0000					8,851.14
								Sub total:	8,851.14
37	37040901	12/21/2018	TERRAPIN						
	PO917029		Makerspace- Terrapin	060-9010-0-4310-00-1110-1000-902501-022-0000					36.00
	PO917029		Makerspace- Terrapin	060-9010-0-4310-00-1110-1000-902501-022-0000					137.67
	PO917029		Makerspace- Terrapin	060-9010-0-4310-00-1110-1000-902501-022-0000					1,529.72
	PO917029		Makerspace- Terrapin	060-9010-0-9512-00-0000-0000-000000-000-0000					137.67
								Sub total:	1,565.72
37	37040610	12/03/2018	TEXAS LIFE INSURANCE COMPANY						
	PV900405		LIFE INSURANCE	010-0000-0-9943-00-0000-0000-000000-000-0000					2,940.54
								Sub total:	2,940.54
37	37040872	12/18/2018	THE RECEPTIONIST						
	PO920033		VISITOR TRACKING SYSTEM	060-3010-0-4310-00-1110-1000-301099-026-0000					485.10
								Sub total:	485.10
37	37040611	12/03/2018	THE STANDARD						
	PV900407		LIFE INSURANCE	010-0000-0-9943-00-0000-0000-000000-000-0000					901.65

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
	PV900407	OTHER INSURANCE		010-0000-0-9944-00-0000-0000-000000-000-0000					5,458.80
								Sub total:	6,360.45
37	37040635 PO960073	12/04/2018 TOBII DYNAVOX LLC Subscription		080-6500-0-5300-00-5050-2100-650000-030-0000					2,686.50
								Sub total:	2,686.50
37	37040718 PO920018	12/10/2018 TOLEDO PE SUPPLY COMPANY RECESS EQUIPMENT		018-0000-0-4310-00-1110-1000-739599-026-0000					359.99
								Sub total:	359.99
37	37040819 PV900495	12/14/2018 TOVAR, GUADALUPE CONFERENCE EXPENSES		010-0000-0-5220-00-0000-3130-076200-030-0000					33.24
								Sub total:	33.24
37	37040636 PO991291 PO991290 PO991291	12/04/2018 TRANSOURCE SERVICES CORP Aerohive AP's/Software Aerohive AP (100) Aerohive AP's/Software		010-0000-0-4400-00-0000-7700-072300-030-0000 010-0000-0-5830-00-0000-7700-072300-030-0000 010-0000-0-5830-00-0000-7700-072300-030-0000					100,694.06 87,664.50 35,667.11
								Sub total:	224,025.67
37	37040612 PV900404 PV900404 PV900404	12/03/2018 TRUSTMARK INSURANCE COMPANY RETIREE BENEFITS-CERTIFICATD RETIREE BENEFITS-CLASSIFIED LIFE INSURANCE		010-0000-0-3701-00-0000-7600-083000-030-0000 010-0000-0-3702-00-0000-7600-083000-030-0000 010-0000-0-9943-00-0000-0000-000000-000-0000					17.55 12.87 7,315.35
								Sub total:	7,345.77
37	37040613 PV900410 PV900410	12/03/2018 TRUSTMARK VOL BENEFITS ADMIN MEDICAL INSURANCE LIFE INSURANCE		010-0000-0-9942-00-0000-0000-000000-000-0000 010-0000-0-9943-00-0000-0000-000000-000-0000					181.13 616.41
								Sub total:	797.54
37	37040668 PO901138	12/05/2018 TUTOR CORP Tutoring Services		080-6500-0-5830-00-5050-2100-650000-030-0000					770.00
								Sub total:	770.00
37	37040877 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 PO930013 CM900123 CM900122	12/18/2018 UNION BANK CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT CONSOLIDATED CREDIT CARD PYMT MISCELLANEOUS EXPENDITURES MISCELLANEOUS EXPENDITURES		010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000 010-0000-0-4359-00-0000-7300-071500-030-0000					10.98 .99 20.42 226.93 306.74 27.61 1,420.51 2,547.20 221.54 1,650.00 916.73 3,941.43 170.35- 25.23-



Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
	PO930013		CONSOLIDATED CREDIT CARD PYMT	010-0000-0-9512-00-0000-0000-0000000-000-0000					.99-
	PO930013		CONSOLIDATED CREDIT CARD PYMT	010-0000-0-9512-00-0000-0000-0000000-000-0000					27.61-
	PO930013		CONSOLIDATED CREDIT CARD PYMT	010-0000-0-9512-00-0000-0000-0000000-000-0000					20.42-
								Sub total:	11,046.48
37	37040691	12/07/2018	USS CAL BUILDERS INC						
	PO901152		IMPROVEMENT OF BUILDINGS	210-0000-0-6270-00-0000-8500-054400-005-0000					147,250.00
								Sub total:	147,250.00
37	37040730	12/11/2018	VALLE, ELIZABETH						
	PO980055		DIST DIGEST TRANSLATION	010-0000-0-5830-00-0000-7180-071400-030-0000					325.00
	PO960060		Spanish Oral Translations	080-6500-0-5830-00-5050-2100-650000-030-0000					720.00
								Sub total:	1,045.00
37	37040754	12/12/2018	VAN MOUWERIK, LINDA						
	PV900427		CLASSROOM/OFFICE SUPPLIES	080-3320-0-4310-00-5730-1110-332000-030-0000					.36
	PV900427		CLASSROOM/OFFICE SUPPLIES	080-3320-0-4310-00-5730-1110-332000-030-0000					3.98
	PV900427		CLASSROOM/OFFICE SUPPLIES	080-3320-0-4310-00-5730-1110-332000-030-0000					54.35
	PV900427		CLASSROOM/OFFICE SUPPLIES	080-3320-0-4310-00-5730-1110-332000-030-0000					1.17
	PV900427		CLASSROOM/OFFICE SUPPLIES	080-3320-0-4310-00-5730-1110-332000-030-0000					12.99
	PV900426		CLASSROOM/OFFICE SUPPLIES	080-3320-0-4310-00-5730-1110-332000-030-0000					176.26
	PV900427		ACCTS PAYABLE-USE TAX	080-3320-0-9512-00-0000-0000-0000000-000-0000					.36-
	PV900427		ACCTS PAYABLE-USE TAX	080-3320-0-9512-00-0000-0000-0000000-000-0000					1.17-
								Sub total:	247.58
37	37040788	12/13/2018	VAN MOUWERIK, LINDA						
	PV900457		CLASSROOM/OFFICE SUPPLIES	120-6127-0-4310-00-0001-1000-612700-030-0000					183.41
								Sub total:	183.41
37	37040873	12/18/2018	VAVRINEK TRINE DAY AND CO LLP						
	PO901151		AUDITING SERVICES	010-0000-0-5820-00-0000-7200-071100-030-0000					13,350.00
								Sub total:	13,350.00
37	37040644	12/04/2018	VERITIV OPERATING COMPANY						
	PO901156		SUPPLIES FOR PRINT SHOP	010-0000-0-4310-00-0000-7550-071800-030-0000					89.88
								Sub total:	89.88
37	37040719	12/10/2018	VERITIV OPERATING COMPANY						
	PO991338		SUPPLIES	010-0000-0-4380-00-0000-8200-075000-070-0000					697.30
								Sub total:	697.30
37	37040902	12/21/2018	VERITIV OPERATING COMPANY						
	PO901156		SUPPLIES FOR PRINT SHOP	010-0000-0-4310-00-0000-7550-071800-030-0000					1,265.85
								Sub total:	1,265.85
37	37040731	12/11/2018	VEX ROBOTICS INC						
	PO919027		ROBOTICS REGISTRATION	060-9010-0-4310-00-1110-1000-902501-025-0000					37.80
	PO919027		ROBOTICS REGISTRATION	060-9010-0-4310-00-1110-1000-902501-025-0000					419.97
	PO919027		ROBOTICS REGISTRATION	060-9010-0-4310-00-1110-1000-902501-025-0000					12.36
	PO919027		ROBOTICS REGISTRATION	060-9010-0-4310-00-1110-1000-902501-025-0000					137.28
	PO919027		ROBOTICS REGISTRATION	060-9010-0-9512-00-0000-0000-0000000-000-0000					12.36-

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
	PO919027		ROBOTICS REGISTRATION	060-9010-0-9512-00-0000-0000-0000000-000-0000					37.80-
								Sub total:	557.25
37	37040755 PV900432	12/12/2018	VILLEGAS, PATRICIA CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-904500-025-0000					171.79
								Sub total:	171.79
37	37040820 PV900496	12/14/2018	WALCH, MARIVIC DUPLICATING	018-0000-0-4350-00-1110-1000-739599-005-0000					185.67
								Sub total:	185.67
37	37040789 PV900458	12/13/2018	WALTON, MICHAEL CLASSROOM/OFFICE SUPPLIES	060-9010-0-4310-00-1110-1000-900500-080-0000					242.90
								Sub total:	242.90
37	37040927 PV900528 PO923046	12/21/2018	WALTON, MICHAEL CLASSROOM/OFFICE SUPPLIES reimbursement for PE supplies	010-0000-0-4310-00-1110-1000-018199-080-0000 018-0000-0-4310-00-1110-1000-739599-080-0000					129.71 2,434.88
								Sub total:	2,564.59
37	37040790 PO980050	12/13/2018	WATSON, BRIDGET CANDIDATE STATEMENT FEE REIMBURS	010-0000-0-4310-00-0000-7100-071100-030-0000					1,110.00
								Sub total:	1,110.00
37	37040791 PO980051	12/13/2018	WEE, ANNALEE 2018 CSBA AEC HOTEL CHARGES	010-0000-0-5220-00-0000-7100-071200-030-0000					1,009.56
								Sub total:	1,009.56
37	37040928 PO980058 PO980058	12/21/2018	WEE, ANNALEE CFSCPTA PROGRAM/LUNCHEON CFSCPTA PROGRAM/LUNCHEON	010-0000-0-5220-00-0000-7100-071100-030-0000 010-0000-0-5220-00-0000-7100-071200-030-0000					80.00 60.00
								Sub total:	140.00
37	37040929 PV900529	12/21/2018	WEINSTOCK, JESSE CONFERENCE EXPENSES	018-0000-0-5220-00-1110-1000-709099-025-0000					100.00
								Sub total:	100.00
37	37040874 PO923039	12/18/2018	WEST VALLEY MUSIC Instrument Tuning & Repairs	010-0000-0-5675-00-1110-1000-016300-030-0000					1,186.07
								Sub total:	1,186.07
37	37040875 PO950061	12/18/2018	WHATEVER SPIRIT GEAR materials	060-9010-0-4310-00-1110-1000-901700-030-0000					155.68
								Sub total:	155.68
37	37040821 PV900498 PV900497	12/14/2018	WHITED, JEFFREY CLASSROOM/OFFICE SUPPLIES CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-739599-080-0000 018-0000-0-4310-00-1110-1000-739599-080-0000					240.90 240.90
								Sub total:	481.80
37	37040669 PO901052	12/05/2018	WHITING, LACEY Counseling Intern	010-0000-0-5830-00-0000-3110-064000-030-0000					600.00
								Sub total:	600.00

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Expenditure
37	37040822 PV900499	12/14/2018	WILLHALM, HEATHER CONFERENCE EXPENSES	010-0000-0-5220-00-0000-2130-041500-030-0000					185.96 Sub total: 185.96
37	37040670 PO901154	12/05/2018	WONDER ICE CREAM MUSIC FUNDRAISER	060-9010-0-4310-00-1110-1000-904900-025-0000					191.64 Sub total: 191.64
37	37040792 PV900459	12/13/2018	WU LI, SILVIA MILEAGE/PERSONAL EXP REIMB	080-6500-0-5210-00-5050-2100-650000-030-0000					5.56 Sub total: 5.56
37	37040637	12/04/2018	YELLOW CHECKER CAB COMPANY INC						
	PO960084		CAB Services for students	018-0000-0-5830-00-5001-3600-724000-030-0000					1,450.00
	PO960084		CAB Services for students	018-0000-0-5830-00-5001-3600-724000-030-0000					858.00
	PO960084		CAB Services for students	018-0000-0-5830-00-5001-3600-724000-030-0000					1,500.00
	PO960084		CAB Services for students	018-0000-0-5830-00-5001-3600-724000-030-0000					1,620.00
	PO960084		CAB Services for students	018-0000-0-5830-00-5001-3600-724000-030-0000					1,130.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					70.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					50.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					80.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					40.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					1,000.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					10.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					139.20
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					535.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					560.00
	PO960076		Transportation for Students	018-0000-0-5830-00-5001-3600-724000-030-0000					600.00
									Sub total: 9,642.20
37	37040720	12/10/2018	YELLOW CHECKER CAB COMPANY INC						
	PO960091		Cab Services	018-0000-0-5830-00-5001-3600-724000-030-0000					620.00
	PO960091		Cab Services	018-0000-0-5830-00-5001-3600-724000-030-0000					800.00
	PO960091		Cab Services	018-0000-0-5830-00-5001-3600-724000-030-0000					640.00
	PO960091		Cab Services	018-0000-0-5830-00-5001-3600-724000-030-0000					1,000.00
									Sub total: 3,060.00
37	37040903	12/21/2018	YMCA OF SILICON VALLEY						
	PO940062		MONTHLY SERVICE CHARGE FOR PE	010-0000-0-5100-00-1110-1000-012900-030-0000					2,857.15
	PO940059		MONTHLY CHANGE FOR PE PROGRAM	010-0000-0-5830-00-1110-1000-012900-030-0000					5,141.45
	PO940060		MONTHLY PE PROGRAM CHARGE	010-0000-0-5830-00-1110-1000-012900-030-0000					7,049.70
	PO940061		MONTHLY PE PROGRAM CHARGE	010-0000-0-5830-00-1110-1000-012900-030-0000					8,616.30
	PO940062		MONTHLY SERVICE CHARGE FOR PE	010-0000-0-5830-00-1110-1000-012900-030-0000					4,192.55
									Sub total: 27,857.15
37	37040823 PV900500	12/14/2018	ZAMANI, SHIREEN CLASSROOM/OFFICE SUPPLIES	018-0000-0-4310-00-1110-1000-739599-005-0000					178.41 Sub total: 178.41
37	37040756 PO940041	12/12/2018	ZORIO, MARYBARBARA NOVEMBER COACH ACCOMMODATIONS	010-0000-0-5800-00-0000-7400-071300-030-0000					197.58 Sub total: 197.58

Warrant Number	Reference Number	Issue Date	Payee and Purpose	Fnd Resc Y	Objt SO	Goal Func	CstCtr Ste	Mngr	Expenditure
37	37040904 PO940064	12/21/2018	ZORIO, MARYBARBARA DECEMBER ACCOMMODATIONS REIMBU	010-0000-0-5800-00-0000-7400-071300-030-0000					298.06 298.06
37	37040638 PO991312	12/04/2018	e2e EXCHANGE LLC E-rate Consulting Svc: Bd Mgmt.	010-0000-0-5830-00-0000-7700-072300-030-0000					500.00 500.00
37	37040876 PO991355	12/18/2018	e2e EXCHANGE LLC E-rate Consulting Svc. Cat1	010-0000-0-5830-00-0000-7700-072300-030-0000					2,300.00 2,300.00
Total Warrants Issued:									2,351,482.72
Total Warrants Canceled:									3,056.86
Total Warrants (Issued - Canceled):									2,348,425.86



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.7. Approval of Change Order #10 – Bishop Elementary School Modernization – Increment 1 & 2 – USS Cal Builders (Smiley)**

**Type:**

Action

Consent

**Description:**

Pursuant to Public Contract Code, all change orders must be ratified by the Board of Education. This change order represents the tenth formal Change Order for the Bishop Elementary School – Increment 1 & 2 Project and documents unforeseen conditions found during construction and added work requested by the District not identified in the original scope of work. Once ratified by the Board of Education, the contractor can invoice for work associated with this Change Order.

The original contract price awarded by the Board of Education to USS Cal Builders was \$24,699,000.

- Change Order #01 was approved by the Board of Education at its June 22, 2017 meeting and amended the contract to \$24,773,740.23
- Change Order #02 was approved by the Board of Education at its October 5, 2017 meeting and amended the contract to \$24,791,994.40
- Change Order #03 was approved by the Board of Education at its November 14, 2017 meeting and amended the contract to \$24,795,061.43
- Change Order #04 was approved by the Board of Education at its January 11, 2018 meeting and amended the contract to \$24,841,578.66
- Change Order #05 was approved by the Board of Education at its April 24, 2018 meeting and amended the contract to \$24,876,288.67
- Change Order #06 was approved by the Board of Education at its June 2, 2018 meeting and amended the contract to \$24,936,023.06
- Change Order #07 was approved by the Board of Education at its August 9, 2018 meeting and amended the contract to \$24,968,315.61
- Change Order #08 was approved by the Board of Education at its November 1, 2018 meeting and amended the contract to \$24,946,905.44

- Change Order #09 was approved by the Board of Education at its December 11, 2018 meeting and amended the contract to \$24,883,951.60
- Change Order #10 is in the amount of \$6,178.37 and will amend the contract amount to \$24,890,129.97

**Recommended Motion:**

The Superintendent recommends the Board of Education approve Change Order #10 Bishop Elementary School Modernization – Increment 1 & 2 Project.

**Attachments:**

1. Change Order #10



**BISHOP ES MODERNIZATION & NEW CLASSROOMS**

**CHANGE ORDER : 10**  
COVER SHEET

School:	Bishop ES Modernization & New Classrooms	<b>Change Order No.: 10</b>
Owner:	Sunnyvale School District	AEDIS No.: 2014067
Contractor:	USS CAL BUILDERS, INC.	DSA File.: 43-54 <b>Appl. No.: 01-115156</b>
		Date: 12/12/2018

Original Contract Sum:	\$24,699,000.00
Net Change by Previous Change Order:	\$184,951.60
Revised Contract Amount Prior to this Change Order:	\$24,883,951.60
Contract Amount to be adjusted by this Change Order:	\$6,178.37
Proposed Contract Amount with this Change Order:	\$24,890,129.97
Contract time will increase by:	0 Calendar Days

The Contractor is hereby directed to make the changes as described in the attached Change Order: Description of Items. The Contractor shall proceed with the work after approval by the Division of the State Architect.

\_\_\_\_\_  
District Authority  
Sunnyvale School District

\_\_\_\_\_  
USS CAL BUILDERS, INC.

\_\_\_\_\_  
KPW Structural Engineers

\_\_\_\_\_  
Architect of Record  
Aedis Architects

\_\_\_\_\_  
ACE Electrical, Inc.

\_\_\_\_\_  
Capital Engineering Consultants, Inc.

\_\_\_\_\_  
Division of the State Architect



**BISHOP ES MODERNIZATION & NEW CLASSROOMS INC.1 INC. 2**

**CHANGE ORDER : 10**  
DESCRIPTION OF ITEMS

School: Bishop ES Modernization & New Classrooms Inc.1  
Owner: Sunnyvale School District  
Contractor: USS CAL BUILDERS, INC.

**Change Order No.: 10**  
AEDIS No.: 2014067  
DSA File.: 43-54      **Appl. No.: 01-115156**  
Date: 12/12/2018

DESCRIPTION OF ITEMS

<b>Item No. 1</b>	<b>Reference PCO # 078</b>	<b>CCD Reference # 115</b>	<b>ADD: \$3,790.09</b>
Description:	REPLACE EXISTING RECEPTACLE AT BUILDING B STAGE AREA		Time Ext. 0 Calendar Days
	Replace 5 receptacles at stage		
Reason:	Replacing old receptacles		
Requested by:	District		
Support Docs.:	None		

<b>Item No. 2</b>	<b>Reference PCO # 079</b>	<b>CCD Reference # 116</b>	<b>ADD: \$2,388.28</b>
Description:	ELECTRICAL WORK FOR BUILDING B PROJECTION ROOM PER DISTRICT DIRECTION		Time Ext. 0 Calendar Days
	Re-pipe (E) LV data conduit (1- ¾"c) for Projector		
	Pull 3 circuits from new stage panel to projection room and provide double duplex receptacle at Projector location,		
	Provide (1) 2" sleeve through curved wall for pass through cable to projector		
	Provide power to (E) IDF cabinet.		
Reason:	District request		
Requested by:	District		
Support Docs.:	None		

**TOTAL THIS CHANGE ORDER: \$6,178.37**

Attachments:





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.8. Approval of Change Order #03 - Cherry Chase Elementary School Modernization (Smiley)**

**Type:**

Action

Consent

**Description:**

Pursuant to Public Contract Code, all change orders must be ratified by the Board of Education. This change order represents the third formal Change Order for the Cherry Chase Elementary School Modernization Project and documents unforeseen conditions found during construction and added work requested by the District not identified in the original scope of work. Once ratified by the Board of Education, the contractor can invoice for work associated with this Change Order.

The original contract price awarded by the Board of Education to Calstate Construction, Inc was \$4,799,000.

- Change Order #01 was approved by the Board of Education at its August 9, 2018 meeting and amended the contract to \$4,839,616
- Change Order #02 was approved by the Board of Education at its September 20, 2018 meeting and amended the contract to \$4,852,474
- Change Order #03 is in the amount of (\$111,132) and will amend the contract amount to \$4,741,342

**Recommended Motion:**

The Superintendent recommends the Board of Education approve Change Order #03 - Cherry Chase Elementary School Modernization Project.

**Attachments:**

1. Cherry Chase - Change Order #03





**CHERRY CHASE ES MODERNIZATION 2017**

**CHANGE ORDER : 3**  
COVER SHEET

School:	Cherry Chase ES Modernization 2017	<b>Change Order No.:</b>	<b>3</b>
Owner:	Sunnyvale School District	AEDIS No.:	2017009
Contractor:	Calstate Construction Inc.	DSA File.:	43-54 <b>Appl. No.:</b> 01-116903
		Date:	12/18/2018

Original Contract Sum:	\$4,799,000.00
Net Change by Previous Change Order:	\$53,474.00
Revised Contract Amount Prior to this Change Order:	\$4,852,474.00
Contract Amount to be adjusted by this Change Order:	<b>-\$111,132.00</b>
Proposed Contract Amount with this Change Order:	\$4,741,342.00
Contract time will increase by:	0 Calendar Days

The Contractor is hereby directed to make the changes as described in the attached Change Order: Description of Items. The Contractor shall proceed with the work after approval by the Division of the State Architect.

\_\_\_\_\_  
 District Authority  
 Sunnyvale School District

\_\_\_\_\_  
 Calstate Construction Inc.

\_\_\_\_\_  
 Architect of Record  
 Aedis Architects

\_\_\_\_\_  
 Division of the State Architect

School: Cherry Chase ES Modernization 2017  
 Owner: Sunnyvale School District  
 Contractor: Calstate Construction Inc.

**Change Order No.: 3**  
 AEDIS No.: 2017009  
 DSA File.: 43-54      **Appl. No.: 01-116903**  
 Date: 12/18/2018

DESCRIPTION OF ITEMS

<b>Item No. 1</b>	<b>Reference PCO # 009</b>	<b>CCD Reference # 24</b>	<b>ADD: \$7,074.00</b>
Description:	POTENTIAL CHANGE ORDER (PCO) 009: Cost for additional blocking for the Mechoshades per CCD 002.		Time Ext. 0 Calendar Days
Reason:	Per Architect's Request Based on Existing Conditions		
Requested by:	Architect's Request Based on Existing Conditions		
Support Docs.:	None		

<b>Item No. 2</b>	<b>Reference PCO # 010</b>	<b>CCD Reference # 25</b>	<b>ADD: \$2,964.00</b>
Description:	POTENTIAL CHANGE ORDER (PCO) 010: Cost for additional fencing around Mechanical Units per the District's request.		Time Ext. 0 Calendar Days
Reason:	Per the District's Request		
Requested by:	District		
Support Docs.:	None		

<b>Item No. 3</b>	<b>Reference PCO # 011.1</b>	<b>CCD Reference # 26</b>	<b>DEDUCT: -\$153,945.00</b>
Description:	POTENTIAL CHANGE ORDER (PCO) 011.1: Credit for CCD 004 on reducing the Project Scope of Work.		Time Ext. 0 Calendar Days
Reason:	Per the District and Architect's Request.		
Requested by:	District and Architect		
Support Docs.:	None.		

<b>Item No. 4</b>	<b>Reference PCO # 012</b>	<b>CCD Reference # 27</b>	<b>ADD: \$966.00</b>
Description:	POTENTIAL CHANGE ORDER (PCO) 012: Cost to reroute electrical from outside soffit to above new ceiling in kindergarten classroom.		Time Ext. 0 Calendar Days
Reason:	Per the Architect and Electrical Engineer's Request.		
Requested by:	Architect and Electrical Engineer		
Support Docs.:	None		



**CHERRY CHASE ES MODERNIZATION 2017**

**CHANGE ORDER : 3**  
DESCRIPTION OF ITEMS

School: Cherry Chase ES Modernization 2017  
Owner: Sunnyvale School District  
Contractor: Calstate Construction Inc.

**Change Order No.: 3**  
AEDIS No.: 2017009  
DSA File.: 43-54     **Appl. No.: 01-116903**  
Date: 12/18/2018

DESCRIPTION OF ITEMS

<b>Item No. 5</b>	<b>Reference PCO # 013</b>	<b>CCD Reference # 30</b>	<b>ADD: \$3,148.00</b>
Description:	POTENTIAL CHANGE ORDER (PCO) 013: Cost to add Building D Exit Signs per CCD 29.		Time Ext. 0 Calendar Days
Reason:	Per Architect and Electrical Engineer's Request		
Requested by:	Architect and Electrical Engineer		
Support Docs.:	None		

<b>Item No. 6</b>	<b>Reference PCO # 015.2</b>	<b>CCD Reference # 34</b>	<b>ADD: \$6,573.00</b>
Description:	POTENTIAL CHANGE ORDER (PCO) 015.2: Costs associated with CCD 32 relocating t-stats in Bldg G.		Time Ext. 0 Calendar Days
Reason:	Per District's and Architect's Request		
Requested by:	District and Architect		
Support Docs.:	None		

<b>Item No. 7</b>	<b>Reference PCO # 016</b>	<b>CCD Reference # 35</b>	<b>DEDUCT: -\$2,904.00</b>
Description:	POTENTIAL CHANGE ORDER (PCO) 016: Credit for not doing the landscaping scope of work per CCD 33		Time Ext. 0 Calendar Days
Reason:	Per District, Architect, Landscape Architect's Request		
Requested by:	District, Architect, Landscape Architect		
Support Docs.:	None		

<b>Item No. 8</b>	<b>Reference PCO # 004</b>	<b>CCD Reference # 14</b>	<b>ADD: \$24,992.00</b>
Description:	POTENTIAL CHANGE ORDER (PCO) 004.2: Costs associated with CCD 001 to extend electrical conduits underground.		Time Ext. 0 Calendar Days
Reason:	Per Contractor's Request		
Requested by:	Contractor		
Support Docs.:	None		

**TOTAL THIS CHANGE ORDER: -\$111,132.00**

Attachments: None.  
None



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.9. Approval of Change Order #01 – Columbia MS Parking Lot – Guerra Construction Group (Smiley)**

**Type:**

Action

Consent

**Description:**

Pursuant to Public Contract Code, all change orders must be ratified by the Board of Education. This change order represents the first formal Change Order for the Columbia MS Parking Lot Project and documents unforeseen conditions found during construction and added work requested by the District not identified in the original scope of work. Once ratified by the Board of Education, the contractor can invoice for work associated with this Change Order.

The original contract price awarded by the Board of Education to Guerra Construction Group was \$1,537,940.

- Change Order #01 is in the amount of \$21,699.37 and will amend the contract amount to \$1,559,639.37

**Recommended Motion:**

The Superintendent recommends the Board of Education approve Change Order #01 - Columbia MS Parking Lot Project.

**Attachments:**

1. Columbia MS Parking Lot - CO #01



**COLUMBIA M.S. PARKING LOT RESTORATION**

**CHANGE ORDER : 1**  
COVER SHEET

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School:	Columbia M.S. Parking Lot Restoration	<b>Change Order No.:</b> 1
Owner:	Sunnyvale	AEDIS No.: 2018021
Contractor:	Guerra Construction Group	DSA File.: 43-54 <b>Appl. No.:</b> 01-117539
		Date: 12/19/2018

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Original Contract Sum:	\$1,537,940.00
Net Change by Previous Change Order:	
Revised Contract Amount Prior to this Change Order:	\$1,537,940.00
Contract Amount to be adjusted by this Change Order:	\$21,699.37
Proposed Contract Amount with this Change Order:	\$1,559,639.37
Contract time will increase by:	0 Calendar Days

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The Contractor is hereby directed to make the changes as described in the attached Change Order: Description of Items. The Contractor shall proceed with the work after approval by the Division of the State Architect.

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District Authority  
Sunnyvale

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Guerra Construction Group

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Architect of Record  
Aedis Architects

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Division of the State Architect

School: Columbia M.S. Parking Lot Restoration  
 Owner: Sunnyvale  
 Contractor: Guerra Construction Group

**Change Order No.: 1**  
 AEDIS No.: 2018021  
 DSA File.: 43-54      **Appl. No.: 01-117539**  
 Date: 12/19/2018

DESCRIPTION OF ITEMS

<b>Item No. 1</b>	<b>Reference PCO # 01.2</b>	<b>CCD Reference # 1</b>	<b>ADD: \$21,699.37</b>
Description:	FUTURE EV CHARGING STATION Modify curb and planting install conduits and boxes per attached drawing for future EV charging station		Time Ext. 0 Calendar Days
Reason:	District request to prepare for future needs without demolishing the new parking lot		
Requested by:	District		
Support Docs.:	CCD1-C1.1, CCD1-C2.1, CCD1-C3.1, CCD1-C5.1, CCD1-E1.1, CCD1-E3.1, CCD1-L1a, CCD1-L2A		

**TOTAL THIS CHANGE ORDER: \$21,699.37**

Attachments: CCD1-C1.1, CCD1-C2.1, CCD1-C3.1, CCD1-C5.1, CCD1-E1.1, CCD1-E3.1, CCD1-L1a, CCD1-L2A





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.10. Approval of Consultant Contracts (Greenspan) (Gallagher)**

**Type:**

Consent

**Description:**

Support Information

The following agreements have been tentatively agreed to by Sunnyvale School District management, but are subject to approval or ratification by the Board of Education. A signed copy of the agreement, in its entirety, is on file in the Human Resources Department.

<u>Consultant</u>	<u>School/Dept</u>	<u>Function</u>	<u>Qualifications</u>	<u>Time/Date</u>	<u>Amt.</u>
Dana Greenspan Funding Source: 0762033K5830 CON: 18-19-127	Information Services/Human Resources	Will provide facilitation and content expertise regarding the creation of the District's Technology Plan	Former Education Technology Specialist with Ventura County Office of Education and Data Privacy Consultant with the CA Student Data Privacy Alliance	Janunary 1, 2019 thru June 30, 2019	Not to exceed \$8,500 Total

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve the consultant contract(s) as listed.





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.11. Approval of General Contractor Agreements (Advance Medical Personnel Services, Community Services Agency of Mountain View, Northwest YMCA, SCCOE) (Gallagher)**

**Type:**

Consent

**Description:**

Support Information

The following agreements have been tentatively agreed to by Sunnyvale School District management, but are subject to approval or ratification by the Board of Education. A signed copy of the agreement, in it's entirety, is on file in the Human Resources Department.

Contractor	Amount/Date	Services
Advance Medical Personnel Services Funding Source: 6500C21K5830 CON 18-19-125	Not to Exceed \$62,000 January 10, 2019 thru  June 30, 2019	Will provide an Occupational Therapist (Sarah Warner) for 18 weeks at a hourly rate of \$85.00. This contractor replaces contractor Shruti Gadkari.
Community Services Agency of Mountain View CON 18-19-126	<i>No Cost to District</i>  January 1, 2019 thru June 30, 2019	Will provide the Challenge Diabetes Program (CDP) to family members of children attending Ellis Elementary School who are at risk for pre-diabetes and diabetes.
MOU Northwest YMCA CON 18-19-128	<i>No Cost to District</i> January 10, 2019 thru on going	Will provide discounted membership to the Northwest YMCA as long as 10 employees sign up within the first six months of the agreement and the district

		maintains 10 employees in membership ongoing.
MOU SCCOE - JUST RUN CON 18-19-129	<i>No Cost to District</i> December 1, 2018 thru May 31, 2019	Will provide support and stipend funds to implement the JUST RUN Program to promote healthy student lifestyles at the following schools; Lakewood, Ellis, Vargas KLAS and Columbia Middle KLAS

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve the proposed agreement(s) with contractor(s) as listed.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.12. Approval of Personnel Assignment Order 18-10 (Gallagher)**

**Type:**

Action

Consent

**Description:**

Support Information

Attached.

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve Personnel Assignment Order 18-10 as presented.

**Attachments:**

1. Certificated PAO 18-10
2. Classified PAO 18-10

1. Certificated

a. Request for Leave of Absence

Sonali Bhagat, Speech Language Pathologist  
 Cherry Chase Elementary School  
 Effective: November 26, 2018 to March 8, 2019

#11152  
 Baby Bonding

Pearl Mizrahi, Fourth Grade Teacher  
 Ellis Elementary School  
 Effective: December 20, 2018 to March 29, 2019

#10261  
 Baby Bonding

Kara Tham, Induction Mentor  
 District Office  
 Effective: November 26, 2018 to March 8, 2019

#11171  
 Baby Bonding

b. Request for Unpaid Leave of Absence

Sonali Bhagat, Speech Language Pathologist  
 Cherry Chase Elementary School  
 Effective: March 11, 2019 to June 6, 2019

#11152  
 Infant Child Care

Pearl Mizrahi, Fourth Grade Teacher  
 Ellis Elementary School  
 Effective: April 1, 2019 to June 6, 2019

#10261  
 Infant Child Care

Kara Tham, Induction Mentor  
 District Office  
 Effective: March 11, 2019 to March 29, 2019

#11171  
 Infant Child Care

c. Resignation

Maya Nelson, Math Teacher  
 Columbia Middle School  
 Effective: December 4, 2018

#10056  
 Personal

TO THE BOARD OF EDUCATION FROM THE SUPERINTENDENT

January 10, 2019

Personnel Assignment Order 18-10

COMMENTS

PURPOSE

1. Classified

a. Employment

Guadalupe Garcia Bailon, School Outreach Assistant  
6 hrs/day, Range 23, Step C, San Miguel School  
SACS=7090025H2915

#11197

& Bilingual Para Educator, 2 hrs/day, Range 23, Step C  
SACS=4203010H2110  
Effective: December 3, 2018

#11232  
Replace  
Hector Rodas

Amadeni Guzman Morales, Para Educator – KLAS  
21.5 hrs/wk, Range 18, Step D, Bishop School  
SACS=6010A10A2110  
Effective: December 10, 2018

#11442  
Replaces  
Ian Espiritu

Maria Trinidad Valdivia Iglesias, Bilingual Para Educator  
2 hrs/day, Range 23, Step A, San Miguel School  
SACS=4203101H2110  
Effective: January 7, 2019

#11630  
Extra Help

b. Promotion

Cindy Rock  
From: Cafeteria Clerk, 1.5 hrs/day, Bishop School  
From: Cafeteria Clerk, 1.5 hrs/day, District Office  
From: Staff Secretary, 5 hrs/day, District Office  
To: Accounting Assistant II, 8 hrs/day, District Office  
Range 35, Step 22  
SACS=0715073K2440  
Effective: January 1, 2019

#10585  
#10848  
#10584  
#11439  
Replaces  
Brenda Ortega

c. Increase in Hours

Maryam Haghghatdana  
From: 6 hrs/day, Para Educator – Special Education  
To: 6 hrs/day, Para Educator – Special Education  
Range 21, Step E, Columbia Middle School  
& 2 hrs/day, Para Educator – KLAS  
Range 18, Step E, Vargas School  
SACS=6010010J2110  
Effective: December 3, 2018

#11011

#11626  
Class  
Needs

Rommy Kushner, Bilingual Para Educator  
From: 3 hrs/day  
To: 5 hrs/day, Range 23, Step D, San Miguel School  
SACS=4203010H2110  
Effective: December 3, 2018

#11449

Intervention  
Groups

TO THE BOARD OF EDUCATION FROM THE SUPERINTENDENT

January 10, 2019

Personnel Assignment Order 18-10

COMMENTS

PURPOSE

2. Classified

Laura Ruelas

From: 3 hrs/day, Cafeteria Clerk, Cherry Chase School

To: 7 hrs/day, Food Services Assistant I, Ellis School

Range 18, Step A

SACS=5310037E2230

Effective: January 7, 2019

#10644

#10408

Replaces

Serafina

Lawrence

d. Retirement

Amjad Khan, Accounting Assistant II

Range 35, Step L/22, 8 hrs/day, District Office

Effective: December 30, 2018

#11276

Retirement

e. Resignation

Teresa Rivas, Noon Aide

Range N, Step 2, 1.5 hrs/day, Bishop School

Effective: December 6, 2018

#11515

Personal

Elvira Savvateeva, Para Educator – Special Education

Range 21, Step L/9, 6 hrs/day, Sunnyvale Middle School

Effective: January 4, 2019

#11230

Personal

Veda Shreedhar, Noon Aide

Range N, Step 2, 1.5 hrs/day, Cherry Chase School

Effective: December 11, 2018

#11529

Personal





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**N.13. Acceptance of Donations to the District (Picard)**

**Type:**

Consent

**Description:**

The District has received the following donation(s):

- Tom Pyle donated \$1,000.00 to Ellis Elementary School to be disbursed as follows: \$500 each to Tammy Bower and Eileen Mendez to be used at their discretion in their classroom.
  
- The following donations for the Lakewood TechEQ computer lab with a total amount of \$12,000 were made in memory of KP Cheng, Lakewood Principal Pamela Cheng's father:
  -

<b>Name of Donor</b>	<b>Amount</b>
Chiayin Kao	\$1,000.00
Bella P. Liang	\$300.00
Lily C. Feng & David W. Feng	500.00
Schwab Charitable	\$200.00
Frank & Grace Lin	\$10,000.00

**Recommended Motion:**

The Superintendent recommends that the Board of Education accept the donation(s) to the District as listed with a letter of appreciation sent to the donor(s).



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**O.1. DELAC Meeting Minutes (Duggan)**

**Type:**

Informational

**Description:**

Attached are the meeting minutes from the October 3 DELAC meeting. These minutes were approved by the committee on December 5. The agenda for the December 5 meeting is also attached.

**Attachments:**

1. DELAC Minutes - 10/3/18
2. DELAC agenda - 12/5/18

**District English Learner Advisory Committee Meeting**

October 3, 2018 6:30-8:00PM

Topic	Outcomes
<b>Welcome and Introductions</b>	<p>Get to know team members</p> <p>Share one recent highlight from your school site</p> <p>Vargas: ABC readers, Family Reading Night            Fairwood: parent volunteer started Monday            Ellis: 4th grade field trip to Tech Museum, teacher appreciation snacks            Cumberland: goal setting conferences, Walkathon            San Miguel: Spanish classes for Kindergarten students, Zumba classes for parents and kids, ELAC meeting last week with good turnout            Sunnyvale Middle: Parent Reading Night            Bishop: students using technology and apps for reading</p>
<b>DELAC (District English Learner Advisory Committee) Purpose</b>	<p>Understand role and responsibility</p> <p>The primary responsibilities of the DELAC are to advise the governing board on the following:</p> <ul style="list-style-type: none"> <li>• Development of district master plan for English Learners</li> <li>• District needs assessment</li> <li>• Establishment of district programs and services for English Learners and corresponding objectives</li> <li>• Development of plan to ensure compliance with teacher or aide requirements</li> <li>• Reclassification procedures</li> <li>• Written notifications to parents/guardians</li> </ul>
<b>Goals and programs for English Learners</b>	<p>Share district goals and programs for English Learners and participate in a collaborative math activity</p> <p>Math objectives:</p> <ul style="list-style-type: none"> <li>• Increase student engagement</li> <li>• Reduce proficiency gaps and increase student proficiency overall</li> <li>• Ensure advanced math classes reflect diversity of student population</li> </ul> <p>Committee reviewed excerpt from “Positive Norms to Encourage in Math Class” by Dr. Jo Boaler (Stanford University) and discussed how these norms can be supported at home.</p>
<b>Elections</b>	<p>Determined Chair/Vice Chair for 2018-19 DELAC</p> <p>Elected Chair: Mrs. Golani (Ellis)            Elected Vice-Chair: Mrs. Gonzalez (Bishop)</p>
<b>Follow Up Steps and Closing</b>	<p>Committee requested that upcoming meetings address the following topics: criteria for reclassification, information about English Language Proficiency</p>

	Assessment for California (ELPAC) levels and score reports, and English Language Development (ELD) report cards.
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Upcoming Dates/ *Fechas Futuras*

Future DELAC Dates: December 5, March 13, May 1

Lyceum Date: February 6, 2019

**Reunión del Comité Asesor de Aprendices de Inglés del Distrito**  
**Octubre 3, 2018 6:30-8:00PM**

Tema	Resultados
<p><b>Bienvenida y Presentaciones</b></p>	<p>Conozca a los miembros del equipo            Compartir algún evento destacado reciente de su escuela</p> <p><u>Vargas</u>: lectores de ABC, Noche de Lectura Familiar  <u>Fairwood</u>: Padres- voluntarios comenzaron el lunes de esta semana  <u>Ellis</u>: Excursión de 4º grado al Tech Museum, Snacks fueron preparados para apreciar a los maestros  <u>Cumberland</u>: Conferencias para establecer objetivos, Walkathon  <u>San Miguel</u>: Clases de español para estudiantes de kindergarten, clases de zumba para padres e hijos, reunión de ELAC la semana pasada con buena asistencia  <u>Sunnyvale Middle</u>: Noche de lectura para padres  <u>Bishop</u>: estudiantes que usan tecnología y aplicaciones para la lectura.</p>
<p><b>Propósito de DELAC</b></p>	<p>Comprender el papel y la responsabilidad</p> <p>Las principales responsabilidades del DELAC son asesorar a la junta directiva sobre lo siguiente:</p> <ul style="list-style-type: none"> <li>● Desarrollo del plan maestro del distrito para Estudiantes de Inglés</li> <li>● Evaluación de las necesidades del Distrito</li> <li>● Establecimiento de programas y servicios del distrito para Estudiantes de Inglés y objetivos correspondientes</li> <li>● Desarrollo del plan para asegurar el cumplimiento de los requisitos del maestro o asistente..</li> <li>● Procedimientos de Reclasificación</li> <li>● Notificaciones por escrito a los padres / tutores</li> </ul>
<p><b>Metas y programas para estudiantes aprendices de inglés</b></p>	<p>Compartir las metas y programas del distrito para los Estudiantes de Inglés y participar en una actividad colaborativa de matemáticas</p> <p>Objetivos matemáticos:</p> <ul style="list-style-type: none"> <li>● Aumentar el compromiso de los estudiantes</li> <li>● Reducir las brechas de competencia y aumentar la competencia general de los estudiantes</li> <li>● Asegurar que las clases de matemáticas avanzadas reflejen la diversidad de la población estudiantil</li> </ul> <ul style="list-style-type: none"> <li>● El comité revisó el extracto de "Normas positivas para fomentar en la clase de matemáticas" por el Dr. Jo Boaler (Universidad de Stanford) y discutió cómo estas normas pueden ser apoyadas en el hogar.</li> </ul>

<b>Elecciones</b>	<p>Determinar el Presidente y Vicepresidente de DELAC 2018-19</p> <p>Presidente electo: Mrs. Golani (Ellis)  Vice-presidente electo: Mrs. Gonzalez (Bishop)</p>
<b>Pasos de seguimiento y cierre</b>	<p>El comité solicitó que las próximas reuniones traten los siguientes temas: criterios de reclasificación, información sobre los niveles e informes de calificaciones de la Evaluación de Dominio del Idioma Inglés para California (ELPAC), y boletas de calificaciones de Desarrollo del Idioma Inglés (ELD).</p>

Fechas Futuras

Futuras fechas DELAC: Diciembre 5, Marzo 13, Mayo 1

Fecha del Liceo: Febrero 6, 2019

District English Learner Advisory Committee Meeting  
*Reunión del Comité Asesor de Aprendices de Inglés del Distrito*  
 December/Diciembre 5, 2018 6:30-8:00

Topic/Tópico	Outcome/Resultados
Welcome <i>Bienvenida</i>	Share one highlight of site <i>Compartir la parte más memorable del sitio</i>
Minutes <i>Minutas</i>	Review and approve minutes for October meeting <i>Revisar y aprobar las minutas de la junta de octubre</i>
Healthier Kids Foundation Guest: Martha Gabaray  <i>Fundación “Niños más Sanos” Invitada: Martha Gabaray</i>	Share information about “10 Steps to a Healthier You” program  <i>Comparta información sobre el programa “10 Pasos para una Vida más Saludable”</i>
Language Review Team (LRT) and Reclassification Procedures  <i>Equipo de Revisión de Idioma (LRT) y Procedimientos de Reclasificación</i>	Discuss Language Review Team and reclassification procedures  <i>Discutir sobre el Equipo de Revisión de Lenguaje y el proceso de reclasificación</i>
Local Control Accountability Plan (LCAP)  <i>Plan de Responsabilidad de Control Local (LCAP)</i>	Discuss progress and seek input on LCAP and on questions for upcoming Thoughtexchange survey.  <i>Compartir el progreso y buscar información sobre el LCAP y sobre las preguntas para la próxima encuesta de Thoughtexchange.</i>

Upcoming Dates/ *Fechas Futuras*

Future DELAC Dates/Fechas Futuras DELAC: March/Marzo 13, May/Mayo 1

Lyceum Date/Fecha del Liceo: February/Febrero 6, 2019



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, January 10, 2019

Open Session: 7:00 PM | Closed Session:

Sunnyvale School District

**O.2. Revised Administrative Regulation 3320 – Claims And Actions Against The District (van Gogh)**

**Type:**

Informational

**Description:**

Administrative Regulation 3320 – Claims And Actions Against The District was updated to reflect NEW LAW (SB 1053) which clarifies that districts do not have the authority to use district-established claims procedures for claims of childhood sexual abuse and that such claims are governed by the timelines and procedures of Code of Civil Procedure 340.1.

The revised accompanying Board Policy 3320 – Claims And Actions Against The District can be found under Review and Discussion Agenda items.

All revisions are in bold text.

**Attachments:**

1. AR3320 - Claims And Actions Against The District REVISED 011019



Business and Noninstructional Operations

Claims And Actions Against The District

Time Limitations

The following time limitations apply to claims against the district:

- 1. Claims for money or damages relating to any cause of action which is governed by a statute or regulation, including childhood sexual abuse and other causes of action specifically excepted from the Government Claims Act by Government Code 905, shall be filed in accordance with the governing statute or regulation. (Government Code 905, 935)**
- 2. In accordance with the Board's authority pursuant to Government Code 935, claims for money or damages which relate to any cause of action specifically excepted from the Government Claims Act by Government Code 905 but which are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 935)**
3. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code 911.2)
4. Claims for money or damages **relating to any other cause of action** shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)

**Receipt of Claims**

**A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)**

**Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.**

**Review of Contents of the Claim**

**The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:**

- 1. The name and post office address of the claimant**
- 2. The post office address to which the person presenting the claim desires notices to be sent**
- 3. The date, place, and other circumstances of the occurrence or transaction which gave rise to**

the claim asserted

4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the district employee(s) causing the injury, damage, or loss if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case.
7. The signature of the claimant or the person acting on his/her behalf

Notice of Claim Insufficiency

**If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, personally deliver or mail to the claimant, at the address stated in the claim or application, a notice that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)**

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

#### **Amendment to Claims**

**Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)**

#### **Late Claims**

**For claims under items #2 and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.4)**

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect

and the district was not prejudiced in its defense **regarding** the claim by the **claimant's** failure to present the claim within the time limit.

2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.

3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.

4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in **substantially the same form as** set forth in Government Code 911.8. (Government Code 911.8)

If the Board does not take action on the application to **present** a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless **the** time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

#### **Action on**

#### Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement **between the district and the claimant** before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or **been** barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, **912.6**)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.

2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.

3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.

4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.

5. **If the Board takes no action on the claim, the claim shall be deemed rejected.**

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The **Board** or **its** designee shall transmit to the claimant written notice of action taken or **of** inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

Regulation  
approved: January 10, 2019

SUNNYVALE SCHOOL DISTRICT  
Sunnyvale, California

**Sunnyvale SD**  
BOARD OF EDUCATION Regular Board Meeting  
Thursday, January 10, 2019  
Open Session: 7:00 PM  
Sunnyvale School District | Closed Session:

**O.3 Revised Administrative Regulation 5141.6 - School Health Services (Dean)**

**Type:**

Informational

**Description:**

Administrative Regulation 5141.6 - School Health Services was updated to expand section on "Types of Health Services" to include additional services for which we received Medi-Cal reimbursement. Regulation also includes the random-moment time study for the Medi-Cal Administrative Activities program and reflects NEW LAW (AB 3192) which requires the Department of Health Care Services to develop a program guide for the LEA Medi-Cal Billing Option.

The revised accompanying Board Policy 5141.6 - School Health Services can be found under Review and Discussion items.

All revisions are in bold text.

**Attachments:**

1. AR 5141.6 - School Health Services

Students

School Health Services

### Types of Health Services

**In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:**

**1. Health screenings, evaluations, and assessments of students' need for health services**

**2. Physical examinations, immunizations, and other preventive medical services**

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

**3. First aid and administration of medications**

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

**4. Diagnosis and treatment of minor injuries and acute medical conditions**

**5. Management of chronic medical conditions**

(cf. 5141.23 - Asthma Management)

**6. Emergency response procedures**

(cf. 5141 - Health Care and Emergencies)

**7. Nutrition services**

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

**8. Oral health services that may include preventive services, basic restorative services, and referral to specialty services**

(cf. 5145.6 - Parental Notifications)

**9. Mental health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs**

(cf. 5141.52 - Suicide Prevention)

(cf. 6164.2 - Counseling/Guidance Services)

**10. Substance abuse prevention and intervention services**

(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5131.62 - Tobacco)  
(cf. 5131.63 - Steroids)

11. Vision and audiology services

12. Speech therapy

13. Occupational therapy

14. Reproductive health services

(cf. 5141.25 - Availability of Condoms)

15. Specialized health care services for students with disabilities

(cf. 5141.24 - Specialized Health Care Services)  
(cf. 6159 - Individualized Education Program)

16. Medical transportation

17. Targeted case management

18. Referrals and linkage to services not offered on-site

19. Public health and disease surveillance

20. Individual and family health education

21. School or districtwide health promotion

#### Medi-Cal Billing

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (**DHCS**). (Welfare and Institutions Code 14132.06; **22 CCR 51051, 51270**)

Health care aides who provide specialized physical health care services pursuant to Education Code 49423.5, any practitioner whom the district employs or with whom it contracts must be credentialed to practice as a physician, registered nurse, psychologist, school social worker, or one of the other professions listed in **22 CCR 51190.3** in order for the district to receive Medi-Cal reimbursement.

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those

**The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a Medi-Cal-eligible student under age 22 and/or a member of the student's family a covered service specified in 22 CCR 5 190.4 or 51360. (Welfare and Institutions Code 14132.06;**

22 CCR 51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

**The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)**

**(cf. 3580 - District Records)**  
**(cf. 5125 - Student Records)**

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in **approved** services for students and their families. The Superintendent or designee shall consult with a local school-linked services collaborative group regarding decisions on reinvestment of federal funds. (22 CCR 51270)

**The Superintendent or designee shall submit an annual report to DHCS to identify participants in the community collaborative, provide a financial summary including reinvestment expenditures, and describe service priorities for the future. (22 CCR 51270)**

Medi-Cal Administrative Activities

**The district shall apply for reimbursement for** activities identified by **DHCS** which are related to the administration of the Medi-Cal program. Such activities include, but **are** not limited to, outreach, translation **for Medi-Cal** services, facilitation of applications, **arrangement of** nonemergency **and** nonmedical transportation of eligible individuals, program planning and policy development, claims **coordination and** administration, **training**, and general administration.

**Appropriate staff shall receive training in administrative claiming categories and related activities.**

**To receive reimbursement for Medi-Cal administrative activities, the** Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted.

**In addition, the Superintendent or designee shall submit to the local educational consortium or local governmental agency, and shall update each quarter, a roster of all employees who perform direct Medi-Cal services or administrative activities. When notified by the local educational consortium or local governmental agency of the date and time that a random-moment time survey must be conducted by a particular employee, the Superintendent or designee shall coordinate the completion and submission of the survey in accordance with DHCS timelines and procedures.**

The Superintendent or designee shall maintain an audit file containing **random-moment** time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

Regulation  
Approved: January 10, 2019

SUNNYVALE SCHOOL DISTRICT  
Sunnyvale, California



**Sunnyvale SD**  
BOARD OF EDUCATION Regular Board Meeting  
Thursday, January 10, 2019  
Open Session: 7:00 PM  
Sunnyvale School District | Closed Session:

**O.4 Williams Uniform Complaint Settlement Quarterly Report**

**Type:**

Informational

**Description:**

As required by law, under the Williams Uniform Complaint Settlement, a quarterly report must be provided to the Board of Education listing complaints filed regarding Textbooks and Instructional Materials, Facilities Conditions posing an emergency or health/safety threat; and/or Teacher Vacancies or Misassignments.

Reporting for the quarter beginning October 1, 2018 and ending on December 31, 2018 - no complaints have been filed.

**Attachments:**

1. Williams Uniform Complaints Oct. thru Dec. 2018

**Academic School Year 2018-2019**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186]

**District:** Sunnyvale School District

**Person completing this form:** Michael Gallapher, Ed.D.

**Title:** Deputy Supt. of HR

**Quarterly Report Submission Date:**

Jul 1 – Sep 30, 2018 (due Oct 27, 2018)

*(Please check one)*

Oct 1 – Dec 31, 2018 (due Jan 27, 2019)

Jan 1 – Mar 31, 2019 (due Apr 27, 2019)

Apr 1 – Jun 30, 2019 (due Jul 27, 2019)

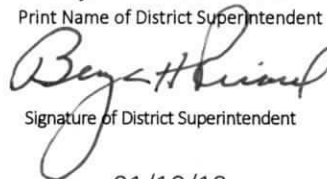
**Date for information to be reported publicly at governing board meeting:** January 10, 2019

**Please check the box that applies:**

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

GENERAL SUBJECT AREA	TOTAL # OF COMPLAINTS	# RESOLVED	# UNRESOLVED
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy of Misassignments	0	0	0
Facilities Conditions	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

Benjamin Picard Ed.D.  
 Print Name of District Superintendent



Signature of District Superintendent

01/10/19

Date

Please scan the original signed copy and email to: Santa Clara County Office of  
 Education Educational Services Branch  
 Peggy Stull, [peggy\\_stull@sccoe.org](mailto:peggy_stull@sccoe.org)

**Sunnyvale SD**  
BOARD OF EDUCATION Regular Board Meeting  
Thursday, January 10, 2019  
Open Session: 7:00 PM  
Sunnyvale School District | Closed Session:

**P FUTURE MEETINGS/ADJOURNMENT**

**Type:**

Informational

**Quick Summary/Abstract:**

Thursday, January 24 , 2018, 7:00 p.m.  
Special Board Development Meeting  
District Office Board Room