



Magnolia Public Schools

Regular Board Meeting

Date and Time

Thursday December 14, 2023 at 8:00 PM PST

Location

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012

Access to the Board Meeting

Teleconferencing locations are provided at each Magnolia Science Academy school site. Any interested parties or community members from remote locations may attend the meeting at any Magnolia Science Academy school, or the addresses where Board Members are joining from. Dialing information for this meeting is included below:

By dialing into; 1.669.444.9171

Meeting ID: 978 5606 4990 - **Passcode:** 021250

Zoom: <https://zoom.us/j/97856064990?pwd=MHhBZCtGT0xEMIZpNEZQZVJ3RDBPZz09>

- Magnolia Science Academy-San Diego - 6525 Estrella Ave., San Diego, CA 92120 (Dr. Salih Dikbas)

Accessibility

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured. Please contact Jennifer Lara at 213-628-3634 or email jlara@magnoliapublicschools.org with such requests.

Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection.

Public Comment Procedures

Magnolia Public Schools greatly values public comment during Board meetings. For members of the public who would like to speak, please fill out the Public Speaker Form which can be accessed at magnoliapublicschools.org, there will also be speaker cards to be filled out prior to the beginning of the meeting. By law, the Board is only allowed to discuss or take action on items listed on the agenda. The Board may, at its discretion, refer a matter to MPS staff or add the issue to a future board meeting date for discussion. Public speakers are limited to three (3) minutes and speakers with interpreters up to six (6) minutes.

Please note that the agenda presenting times for when that item will be discussed, or taken action on, is subject to change on the day of the Board meeting to accommodate public speaker times indicated above.

For any questions regarding this meeting please email board@magnoliapublicschools.org or call (213) 628-3634 ext. 21101.

Board Members:

- Mr. Mekan Muhammedov, Chair
- Ms. Sandra Covarrubias, Vice-Chair
- Dr. Umit Yapanel
- Dr. Salih Dikbas
- Ms. Diane Gonzalez
- Mrs. Esra Eldem Tunc

Student Board Member:

Melissa De La Rosa Aparicio

CEO & Superintendent:

Mr. Alfredo Rubalcava

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:00 PM
Opening Items			

	Purpose	Presenter	Time
A. Call the Meeting to Order			1 m
B. Pledge of Allegiance			1 m
C. Record Attendance and Guests			1 m
D. Approval of Agenda	Vote		1 m
E. Public Comments			5 m
F. Announcements			10 m
Board and CEO & Superintendent			
G. Approval of Minutes from MPS Regular Board Meeting - November 9, 2023	Approve Minutes		1 m
H. Approval of Minutes from MPS Special Board Meeting - November 30, 2023	Approve Minutes		1 m
II. Consent Items			8:21 PM
A. Approval of Updated 2023-24 Board Meeting Calendar	Vote	Alfredo Rubalcava	3 m
III. Information/Discussion Items			8:24 PM
A. MPS Annual Authorizer Oversight Reports From Los Angeles County Office of Education (LACOE)	Discuss	David Yilmaz	15 m
B. Projected Enrollment Update for 2024-25	Discuss	Brenda Olivares	10 m
IV. Action Items			8:49 PM
A. Approval of First Interim Reports for the 2023-24 Fiscal Year	Vote	Steve Budhreja	20 m
B. Approval of Resolution to Suspend Performance Pay for Teachers, Non-Classroom Based Academic Positions, and School Leaders in the 2023-24 School Year	Vote	Fiorella Del Carpio	10 m

	Purpose	Presenter	Time	
C.	Approval of Magnolia Science Academy-4, 6,7 and 8 Fiscal Benchmarks	Vote	Steve Budhraj	5 m
D.	Approval of New Construction Manager for Magnolia Science Academy-5 Charter School Facility Program Project	Vote	Audit & Facilities Committee	60 m
E.	Approval of Arts & Music Discretionary Block Grant Plans	Vote	Erdinc Acar	10 m
F.	Approval of Award To Xerox Business Solutions for New & Revolution Office for Like New Options for Copier Lease Needs for MPS Schools for 2023-28	Vote	Rasul Monoshev	7 m
G.	Approval of Updated 2023-24 MPS Employee Handbook	Vote	Fiorella Del Carpio	7 m
H.	Approval of the Substitute Company: Sub Teacher Source (STS)	Vote	Suat Acar	5 m
V.	Closing Items			10:53 PM
A.	Adjourn Meeting			1 m

Coversheet

Approval of Minutes from MPS Regular Board Meeting - November 9, 2023

Section: I. Opening Items
Item: G. Approval of Minutes from MPS Regular Board Meeting - November 9, 2023
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on November 9, 2023

APPROVED



Magnolia Public Schools

Minutes

Regular Board Meeting

Date and Time

Thursday November 9, 2023 at 7:40 PM

Location

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012

Board Members:

Mr. Mekan Muhammedov, Chair
Ms. Sandra Covarrubias, Vice-Chair
Dr. Umit Yapanel
Dr. Salih Dikbas
Ms. Diane Gonzalez
Mrs. Esra Eldem Tunc

Student Board Member:

Melissa De La Rosa Aparicio

CEO & Superintendent:

Mr. Alfredo Rubalcava

Directors Present

D. Gonzalez, E. Eldem Tunc, M. Muhammedov (remote), S. Covarrubias, S. Dikbas (remote), U. Yapanel

Directors Absent

None

Directors who arrived after the meeting opened

M. Muhammedov, S. Dikbas

Guests Present

J. Lara

I. Opening Items

A. Call the Meeting to Order

S. Covarrubias called a meeting of the board of directors of Magnolia Public Schools to order on Thursday Nov 9, 2023 at 7:44 PM.

B. Pledge of Allegiance

Board, staff and guests conducted the pledge of allegiance.

C. Record Attendance and Guests

Refer to attendance information recorded above.

S.Dikbas, joined from MSA-San Diego (6525 Estrella Ave San Diego, CA 92120).
Student Board Member, M. De La Rosa, was present in-person.

D. Approval of Agenda

D. Gonzalez made a motion to approve the agenda as presented.

U. Yapanel seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Dikbas	Absent
S. Covarrubias	Aye
M. Muhammedov	Absent
D. Gonzalez	Aye
E. Eldem Tunc	Aye
U. Yapanel	Aye

E. Public Comments

No public comments were made at this time.

F. Announcements

A. Rubalcava, CEO & Superintendent, welcomed everyone to the Board Meeting. He will provide his comments during the Strategic Plan item.

G. Approval of Minutes from MPS Regular Board Meeting - October 12, 2023

U. Yapanel made a motion to approve the minutes from Regular Board Meeting on 10-12-23.

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

E. Eldem Tunc	Aye
M. Muhammedov	Absent
S. Covarrubias	Aye
U. Yapanel	Aye
S. Dikbas	Absent
D. Gonzalez	Aye

II. Student Board Member

A. Updates on Goals for 2023 Year

J. Hernandez, Director of Student Services, indicated that he had the honor to sit and discuss with the Student Board Member to discuss their new role and support needed. M. De La Rosa, Student Board Member, joined in-person. She stated her excitement for the opportunity and chance to be the voice of the students at the Board level. She presented that her mission in her role was student engagement. She described her vision of student engagement in both the classrooms and outside activities in an effort to reinforce positive behavior, academic success, social development and community involvement. She described her observations in MSA-5 with low engagement particularly in school clubs. She voiced that students should feel that they are part of the school and engagement is a key factor. By working alongside the Director of Student Services, Academic Department and the Board, she expressed that possible solutions are to build environments where teachers can build connections with the students as well as providing students with workshops, and guest speakers. She also expressed an effort to get insight from students in other MSA campuses. She added that student engagement can be measured through self assessments, student survey's that MPS does annually and through the reflection of test scores.

S. Dikbas arrived at 7:49 PM.

III. Information/Discussion Items

A. Review & Discussion of the 2022-23 CEO Metrics & MPS Strategic Plan

M. Muhammedov arrived at 8:08 PM.

A. Rubalcava, CEO & Superintendent, presented that in March of 2023, the Board was presented with MPS Strategic Plans which overlapped with the Board approved CEO

Metrics. The goals and metrics derived from the LCAP process and with keeping educational partners in mind. He added that as an organization, staff identified the most critical goals/metrics for the organization. All Home Office Departments (CEO Department, Academic Department, Accountability Department, Finance Department, Finance Department, Outreach & Communications Department, and Facilities Department) provided data and reflections to those plans as an update to the Board of the progress and the continued growth and next steps for each Department.

IV. Action Items

A. Approval of MSA-San Diego Administration Plan for 2023-2025

G. Serce, Regional Director & Principal at MSA-San Diego, presented a revision to their current organizational structure in an effort to better distribute responsibilities and to meet the school's needs. He presented the current and proposed structure. The changes are: eliminating one (1) Dean position and adding an Assistant Principal, and adding an Office Clerk. He went over the responsibilities of the Assistant Principal and Office Clerk positions, how it will benefit the school in regards to academics, accountability, student support and administrative duties. He also presented the current challenges faced with their existing model. He also presented the budget implications and their school's rise in enrollment.

U. Yapanel made a motion to approve the revised MSA-San Diego Administration Structure and Organizational Chart for 2023-2024.

D. Gonzalez seconded the motion.

A typo was cleared up verbally. Instead of 2025 it would be 2024.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Gonzalez	Aye
M. Muhammedov	Aye
S. Dikbas	Aye
S. Covarrubias	Aye
U. Yapanel	Aye
E. Eldem Tunc	Aye

B. Approval of the Submission of a Countywide Benefit Charter Petition to the Orange County Board of Education

B. Olivares, Chief External Officer, informed the Board that MPS is proposing to submit a charter petition to the Orange County Board of Education. A. Rubalcava, CEO & Superintendent, added that the effort into looking to expand into Orange County has been a year long process. The Board was made aware of this venture back in May 2023 during the Strategic Planning presentation. MPS identified communities such as Orange Unified School District, Placentia-Yorba Linda Unified School District, Irvine Unified School District and Saddleback Valley Unified School District. He added that the Board will

receive further updates as it becomes available and the approval today will be the step to move forward as an organization. Board Members questions were addressed by staff. S. Dikbas made a motion to authorize MPS' Chief Executive Officer and Superintendent to finalize and submit a countywide benefit charter petition to the Orange County Board of Education for the establishment of Magnolia Science Academy Orange County, and to take all steps appropriate and necessary to obtain approval for the charter petition. U. Yapanel seconded the motion. The board **VOTED** unanimously to approve the motion.

Roll Call

M. Muhammedov Aye
U. Yapanel Aye
S. Covarrubias Aye
E. Eldem Tunc Aye
D. Gonzalez Aye
S. Dikbas Aye

V. Closed Session

A. Public Announcement of Closed Session

S. Covarrubias, Board Vice-Chair, announced that the Board will be going into closed session for the matter of conference with legal counsel regarding an existing litigation and would report out any actions that may be taken.

B. Conference with Legal Counsel — Existing Litigation § 54956.9 - One Case

This item was discussed in Closed Session.

C. Report Out of Closed Session

S. Covarrubias announced in Open Session at 10:39pm that the MPS staff apprised the Board of a litigation matter in efforts to settle it, the Board provided feedback and no votes were taken.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:40 PM.

Respectfully Submitted,
S. Covarrubias

Coversheet

Approval of Minutes from MPS Special Board Meeting - November 30, 2023

Section: I. Opening Items
Item: H. Approval of Minutes from MPS Special Board Meeting - November 30, 2023
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on November 30, 2023

APPROVED



Magnolia Public Schools

Minutes

Special Board Meeting

Date and Time

Thursday November 30, 2023 at 6:30 PM

Location

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012

Board Members:

Mr. Mekan Muhammedov, Chair
Ms. Sandra Covarrubias, Vice-Chair
Dr. Umit Yapanel
Dr. Salih Dikbas
Ms. Diane Gonzalez
Mrs. Esra Eldem Tunc

Student Board Member:

Melissa De La Rosa Aparicio

CEO & Superintendent:

Mr. Alfredo Rubalcava

Directors Present

D. Gonzalez, E. Eldem Tunc, M. Muhammedov, S. Covarrubias, S. Dikbas (remote), U. Yapanel

Directors Absent

None

Guests Present

J. Lara

I. Opening Items

A. Call the Meeting to Order

M. Muhammedov called a meeting of the board of directors of Magnolia Public Schools to order on Thursday Nov 30, 2023 at 7:17 PM.

B. Pledge of Allegiance

Board, staff and guests conducted the pledge of allegiance.

C. Record Attendance and Guests

Refer to attendance information recorded above.

U. Yapanel and S. Covarrubias joined in-person.

D. Approval of Agenda

D. Gonzalez made a motion to approve the agenda as presented.

S. Covarrubias seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Covarrubias Aye

E. Eldem Tunc Aye

D. Gonzalez Aye

M. Muhammedov Aye

U. Yapanel Aye

S. Dikbas Aye

E. Public Comments

No public comments were made at this time.

II. Action Items

A. Approval of MPS Teaching Assignments per EdCode ("EC") 44258.3"

F. Del Carpio, Chief People Officer, presented the approval for the academic teaching position: Magnolia Science Academy-2, teacher Rustam Babakulyyev for the subject of mathematics, per EdCode. The assignment has been reviewed and approved by the Subject Matter Panel that was approved on November 20, 2023.

D. Gonzalez made a motion to approve the listed academic teaching assignments for the listed teacher per EC 44258.3.

U. Yapanel seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

U. Yapanel	Aye
M. Muhammedov	Aye
E. Eldem Tunc	Aye
S. Covarrubias	Aye
S. Dikbas	Aye
D. Gonzalez	Aye

III. Information/Discussion Items

A. Magnolia Science Academy-5 Charter School Facility Program Project Update

S. Budhraj, Chief Financial Officer, refreshed the Board that on October 2022, MPS received a State Award for approximately \$50.8 million to facilitate new school construction specifically for MSA-5. He stated verbally for the record that there is a correction to be made under the budget implications which should state, *should the MPS Board decide not to move forward with securing a loan through Banc of California, the total costs will be \$35,000 related to the time and effort spent towards the review and analysis of MPS financial data.* He presented the timeline for new academic facility to be built by fall of 2024. P. Ontiveros, General Counsel & Director of Facilities, described the process from hiring an architect, DLR Group, bringing in a Construction Manager and succeeding in putting plans together which was submitted to the Division of State Architect (DSA) in May 2023 in two increments. Staff discovered that those plans were more expensive as expected which would lead to a deficit. Staff evaluated and ultimately the decision was made to end the relationship with the Construction Manager and re-issue a new RFP to seek a new Construction Manager to get the project on the proposed budget. The Board will be receiving a recommendation of a new Construction Manager at the December Board Meeting. Patti Thompson, Senior Vice President on the Charter School Division with Banc of California, explained the \$35,000 good faith deposit which is refundable if the money is not spent. S. Budhraj, explained how some of the money from the State Award was spent as of date. P. Ontiveros went over construction options: steel frame, modular construction, and wood frame construction. Board Members questions were addressed and directed staff on certain actions.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:51 PM.

Respectfully Submitted,
M. Muhammedov

Coversheet

Approval of Updated 2023-24 Board Meeting Calendar

Section: II. Consent Items
Item: A. Approval of Updated 2023-24 Board Meeting Calendar
Purpose: Vote
Submitted by:
Related Material: II_A_Updated 2023-24 Board Calendar.pdf



Agenda Item:	II A: Consent Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Alfredo Rubalcava, CEO & Superintendent Jennifer Lara, Executive Assistant & Board Secretary
RE:	Updated 2023-24 MPS Board Meeting Calendar

1. Action Proposed:

I move that the Board approve the revised and updated calendar for the 2023-24 Regular MPS Board Meetings.

2. Background:

Following the decision made by Los Angeles Unified School District (LAUSD) to sunset their COVID-19 vaccination policy, Magnolia Public Schools (MPS) would no longer require vaccination proof. This will open up MPS school sites authorized by LAUSD.

3. Analysis:

No changes will be made to the current MPS Board Committee Calendar that was approved on June 2023.

4. Exhibits:

- MPS Updated 2023-24 Regular Board Meeting Calendar



2023-2024 Updated Board Meeting Calendar

Magnolia Educational & Research Foundation
Magnolia Public Schools

All meetings begin between the hours of 6:00 pm - 7:00 pm (PST) and are held on the dates stated below.

Meeting times, location, call-in numbers and additional information and support are posted on the website following notice procedures: 72-hours' notice for Regular Board Meetings, 24 hours' notice for Special Board Meeting or 1-hour notice for Emergency Board Meetings. 2,3,4,6,8

Visit magnoliapublicschools.org or call (213) 628-3634 ext. 21101

7/13/2023 – Home Office

8/10/2023 – Home Office

9/14/2023 – MSA- 7

10/12/2023 – MSA- 1

11/09/2023 – MSA- 5

12/14/2023 – Home Office

1/18/2024 – Home Office

2/08/2024 – MSA- 3

3/14/2024 – MSA- 8

4/11/2024 – MSA- 4

5/09/2024 – MSA- 6

6/13/2024 – Home Office

6/20/2024 – Home Office

Coversheet

MPS Annual Authorizer Oversight Reports

Section: III. Information/Discussion Items
Item: A. MPS Annual Authorizer Oversight Reports
Purpose: Discuss
Submitted by:
Related Material: III_A_Annual Authorizer Oversight Reports.pdf



Agenda Item:	III A: Information/Discussion Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	David Yilmaz, Chief Accountability Officer
RE:	MPS Annual Authorizer Oversight Reports

1. Action Proposed:

N/A

2. Purpose:

It is imperative that we share authorizer oversight reports with our Board, highlight any findings, and discuss possible next steps for actions that should be taken based on the feedback provided by the authorizers.

3. Background:

Oversight Visits Overview

Per the Education Code, charter authorizers need to conduct at least one annual oversight visit to their authorized schools. During an oversight visit authorizers meet with the school leadership, visit classrooms, conduct interviews with staff, parents, and students, check student and staff records, interview some staff (for segregation of duties, etc.), and review a list of documents that our schools provide in physical and electronic binders. The Home Office supports the schools in preparation for the oversight visits through mock visits, document review, and attendance to the visits.

2022-23 Oversight Visits

All ten of our MPS schools have been visited by their respective authorizers. Following are the oversight visit details for 2022-23:

School	Authorizer	Visited?	Dates/Notes
MSA-1	LACOE	Yes	5/17/23
MSA-2	LACOE	Yes	5/2/23
MSA-3	LACOE	Yes	5/18/23
MSA-4	LAUSD	Yes	3/8/23
MSA-5	LACOE	Yes	4/25/23
MSA-6	LAUSD	Yes	3/14/23
MSA-7	LAUSD	Yes	4/14/23
MSA-Bell	LAUSD	Yes	3/24/23
MSA-San Diego	SDUSD	Yes	4/25/23
MSA-Santa Ana	SBE	Yes	3/20/23



4. Analysis:

This agenda is about LACOE's oversight visit reports. LACOE provides two reports: Governance Review report for MPS and an Instructional Review report for each school. The full reports are attached. The following are excerpts from the summary and recommendations parts of the reports.

Summary / Recommendations from Oversight Visit Reports

GOVERNANCE REVIEW 2022-23

Summary:
<i>The current board consists of seven members and is consistent with the approved bylaws. All regular meetings, special meetings, and committee meetings are compliant with the Brown Act. A review of audio recordings, school and board documents, and site visits indicate that parent and stakeholder involvement exist. There have been no notices of violation or documented board complaints. The board has demonstrated effective governance and the ability to take action in alignment with the school's mission and vision.</i>
Recommendations:
<p><i>Recommendations for continuing practice by the Board:</i></p> <ul style="list-style-type: none"> • <i>Participation in annual Brown Act training</i> • <i>Have as many board members physically present as possible during regularly scheduled meetings.</i> • <i>Meet LACOE deadlines for all school and central office submissions to canvas portal. Review timelines with LACOE authorized schools.</i> • <i>Focus on CalSAAS system for teacher credentialing assignment monitoring to determine required CALPADS submission. Utilize fully credentialed and highly qualified teachers in all subjects.</i> • <i>Board recruitment should focus on membership of the local community.</i> • <i>Encourage more parent participation at board meetings.</i>

<ul style="list-style-type: none"> • <i>Each LACOE authorized school should indicate such authorization on their school webpage and at physical sites.</i>



INSTRUCTIONAL PROGRAM REVIEW 2022-23

MSA-1:

Summary
<p><i>MSA-1 is following its instructional program as described within its charter; classroom observations show evidence of that implementation. The school uses standards-based materials with all students, including supplemental materials for students with special needs, English learners, and students needing intervention and/or remediation. A review of staff records indicates that all classes are being instructed by properly certified instructors. Site visits were in-person, and a facility inspection was performed by LACOE prior to the start of school. Both site visits indicated MSA-1 was operating and implementing the educational program reflected in the charter petition. Interim benchmark assessments indicate a need to improve ELA and Math performance. The instructional program aligned with the Common Core State Standards, ELD Framework, and NGSS. Instructional lessons observed were standards-based aligned and provided several instructional strategies. The LACOE CSO staff visited several classrooms during both the fall and spring visits. Classroom observations of sample classes yielded the following:</i></p> <ul style="list-style-type: none"> • <i>Evidence of student collaboration in breakout rooms</i> • <i>Positive rapport between students and teachers</i> • <i>Students asked purposeful questions</i> • <i>Student work displayed throughout rooms</i>
<ul style="list-style-type: none"> • <i>Students worked in small groups with teacher facilitation</i> • <i>Many formative assessments given within many classrooms</i> • <i>Inclusion of English learners, SED, students with exceptions, accessing curriculum with all students</i> <p><i>A review of the school's Child Abuse Mandated Reporter Training records revealed the school has implemented a system for training staff based on the requirements set forth in law. The school has established a system of internal benchmarking and processes for ongoing data analysis. Emergency drills were scheduled regularly during the school year, and included fire, earthquake, shelter in place, and lockdown practices in-person at the school site.</i></p> <p>Student Enrollment Data</p> <p><i>For the 2022-23 school year, MSA-1 served 694 students and maintained an average ADA of 93.14%.</i></p> <p>Subgroup Enrollment</p> <p><i>The school's Socioeconomically Disadvantaged student population of 84.3% is higher than the comparison school district. English learners attending MSA-1 represent a 22.5% population and received ELD instruction through Integrated and Designated ELD support. The school is also serving a higher population of Students with Disabilities (15.6%), which is larger than the students' district of residence and the state. See the 2022-23 Student Subgroup Enrollment data below. The MSA governing board of directors has incorporated a goal for measuring and reviewing student demographic data for MSA-1.</i></p>



Demographic population by Subgroup – 2022-23

Subgroup	Enrollment	LAUSD (Non-charter)	State (Non-Charter)
English Learners	22.5%	20.1%	16.3%
Foster Youth	0%	0.7%	0.6%
Homeless Youth	2.3%	1.3%	3.3%
Migrant Education	0.0%	0.1%	0.8%
Students with Disabilities	15.6%	11.4%	11.9%
Socioeconomically Disadvantaged	84.3%	81.5%	60.9%
All Students	694	440,365	5,487,627

Demographic Population by Ethnicity – 2022-23

Subgroup	MSA-1 Enrollment	LA County (Non-Charter)
African American	1.6%	5.4%
Hispanic/Latino	89.5%	65.8%
Asian	3.6%	7.2%
Pacific Islander	0%	0.2%
White	3%	10.8%
Not Reported	0%	6.2%
All Students	694	1,313,935

Resources

1. CTC Administrator Assignment Manual -<https://www.ctc.ca.gov/credentials/manuals>



Recommendations

- *The school leadership should continue to closely monitor progress on Measurable Pupil Outcomes, CAASSP student data, NWEA results, and LCAP goals to ensure implementation of all action items in order to meet the criteria for renewal.*
- *It is incumbent on each school to formulate a plan for analyzing and organizing assessment results in order to present clear and convincing data as evidence the school is fulfilling its measurable pupil outcomes and that all groups of students are demonstrating academic progress.*
- *Continue to provide professional development and PLC advancement to increase the use of best instructional practices for EL students in all classes.*
- *Continue to modify (or increase) intervention for EL and SPED students in the areas of Math and ELA proficiency. (CAASPP dashboard)*
- *It is important to recognize that the school could be identified as a Differentiated Assistance school based on low performance of ELs & SWDs, determined by 2023 dashboard results.*
- *Encourage more parent participation and involvement at relevant school functions (ELAC, PTF, PAC, and board meetings).*
- *Continue to monitor and improve the implementation of the ELD program.*
- *Update websites on a regular basis for stakeholders' informational needs.*

**MSA-2:****Summary**

The instructional program at MSA-2 aligns with the program described in the charter. The school uses standards-based materials with all students, including supplemental materials for students with special needs, English learners, and students needing intervention. A review of staffing records shows that teachers at MSA-2 are properly credentialed for the classes they instruct. The school professional development calendar includes mandated trainings for staff and additional training for staff in alignment with achievement goals. MSA-2 has also implemented a system of internal benchmarks to evaluate student progress and plan for instruction, including MAP testing and the use of IABs. Throughout the school closure and continuous hybrid learning period, MSA-2 operationalized a program of study through distance learning for students. During 2021-22, MSA-2 returned to an in-person learning program with CAASSP testing for all appropriate grade levels. The instructional program aligned with the Common Core State Standards, ELD Framework, and NGSS. Instructional lessons observed were standards-based aligned and

provided several instructional strategies. LACOE CSO staff visited several classrooms during both the fall and spring visits. Classroom observations of sample classes yielded the following:

- Evidence of student collaboration in small groups*
- Positive rapport between students and teachers*
- Students asked purposeful questions*
- Student work displayed throughout rooms*
- Some formative assessments given within some classrooms*
- Inclusion of English learners, SED, students with exceptions, accessing curriculum with all students.*

A review of the school's Child Abuse Mandated Reporter Training records revealed the school has implemented a system for training staff based on the requirements set forth in law. The school has established a system of internal benchmarking and processes for ongoing data analysis. Emergency drills were scheduled regularly during the school year, and included fire, earthquake, shelter in place, and lockdown practices in-person, at the school site.

Student Enrollment Data

For the 2022-23 school year, MSA-2 served 511 and maintained an average ADA of 93.12%

Subgroup Enrollment

The school's Socioeconomically Disadvantaged student population of 87.3% is higher than the comparison school district. English learners attending MSA-2 represent a 15.9% population and received ELD instruction through Integrated and Designated ELD support. The school is also serving a higher population of Students with Disabilities (18.4%), which is larger than the students' district of residence and the state. The MSA governing board of directors has incorporated a goal for measuring and reviewing student demographic data for MSA-2.



Demographic population by Subgroup – 2022-23

Subgroup	Enrollment	LAUSD (Non-charter)	State (Non-Charter)
English Learners	15.9%	20.1%	16.3%
Foster Youth	0.2%	0.7%	0.6%
Homeless Youth	0.4%	1.3%	3.3%
Migrant Education	0.0%	0.1%	0.8%
Students with Disabilities	18.4%	11.4%	11.9%
Socioeconomically Disadvantaged	87.3%	81.5%	60.9%
All Students	511	440,365	5,487,627

Demographic population by Ethnicity – 2022-23

Subgroup	MSA-2 Enrollment	LA County (Non-Charter)
African American	2.9%	5.4%
Hispanic/Latino	88.6%	65.8%
Asian	3.7%	7.2%
White	4.7%	10.8%
All Students	511	1,313,935

Resources

<https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=19101990115212&agglevel=school&year=2022-23>



Recommendations

- *It is recommended that MSA-2 continue with its addition and implementation of STEM and Career Technical Education (CTE) related courses for students.*
- *The school leadership should continue to closely monitor progress on Measurable Pupil Outcomes, LCAP goals and all internal assessment measures to ensure academic improvement for all students.*
- *MSA-2 must present clear and convincing data as evidence the school is fulfilling its measurable pupil outcomes and that all groups of students are demonstrating academic progress.*
- *It is important to recognize that the school could be identified as a Differentiated Assistance school based on low performance of ELs & SWDs, determined by 2023 dashboard results.*
- *The school needs to detail specific interventions for EL students, SPED students, and EL Newcomer students in the areas of Math and ELA proficiency. (CAASPP dashboard)*



MSA-3:

Summary

The instructional program at MSA-3 aligns with the program described in the charter. The school uses standards-based materials with all students, including supplemental materials for students with special needs, English learners, and students needing intervention. A review of staffing records shows that teachers at MSA-3 are properly credentialed for the classes they instruct. The school professional development calendar includes mandated trainings for staff and training for staff in alignment with achievement goals. MSA-3 has also implemented a system of internal benchmarks to evaluate student progress and plan for instruction. MSA-3 has identified the need for increased academic achievement for students with disabilities, English learners, and African American students. The LACOE CSO staff visited several classrooms during both the fall and spring visits. Classroom observations of sample classes yielded the following:

- *Evidence of student collaboration in small groups*
- *Positive rapport between students and teachers*
- *Students asked purposeful questions*

- *Student work displayed throughout rooms*
- *Some formative assessments given within some classrooms*
- *Inclusion of ELs, SEDs, students with exceptions, accessing curriculum with all students*

A review of the school's Child Abuse Mandated Reporter Training records revealed the school has implemented a system for training staff based on the requirements set forth in law. The school has established a system of internal benchmarking and processes for ongoing data analysis. Emergency drills were scheduled regularly during the school year, and included fire, earthquake, shelter in place, and lockdown practices in-person, at the school site.

Student Enrollment Data

For the 2022-23 school year, MSA-3 served 379 and maintained an average ADA of 90.03%.

Subgroup Enrollment

The school's Socioeconomically Disadvantaged student population of 69.1% is lower than the comparison school district. English learners attending MSA-3 represent a 7.9% population and received ELD instruction through Integrated and Designated ELD support. The school is also serving a higher population of Students with Disabilities (11.9%), which is smaller than the students' district of residence and the state. The MSA governing board of directors has incorporated a goal for measuring and reviewing student demographic data for MSA-3.



Demographic Population by Subgroup – 2022-23

Subgroup	Enrollment	LAUSD (Non-charter)	State (Non-Charter)
English Learners	7.9%	20.1%	16.3%
Foster Youth	2.1%	0.7%	0.6%
Homeless Youth	2.6%	1.3%	3.3%
Migrant Education	0.0%	0.1%	0.8%
Students with Disabilities	11.9%	11.4%	11.9%
Socioeconomically Disadvantaged	69.1%	81.5%	60.9%
All Students	379	440,365	5,487,627

Demographic Population by Ethnicity – 2022-23

Subgroup	MSA-3 Enrollment	LA County (Non-Charter)
African American	35.4%	5.4%
Hispanic/Latino	60.4%	65.8%
Asian	0.5%	7.2%
White	0.8%	10.8%
Two or more races	2.9%	2.5%
All Students	379	1,313,935

Resources

<https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=19101990115212&agglevel=school&year=2022-23>



Recommendations

1. *The school leadership should continue to closely monitor progress on internal assessments, MPOs, and LCAP goals ensuring full implementation of any action items in order to meet the criteria for renewal.*
2. *It is incumbent for the school to formulate a plan for analyzing and organizing assessment results in order to present clear and convincing data as evidence the school is fulfilling its measurable pupil outcomes and that all groups of students are demonstrating academic progress.*
3. *It is important to recognize that the school could be identified as a Differentiated Assistance school based on low performance of SWDs, determined by 2023 dashboard results.*
4. *The school needs to detail specific interventions for EL students, SPED students, and all low performing groups in the areas of Math and ELA proficiency. (CAASPP dashboard)*
5. *Please continue the practice of providing translations of documents for parents and students having a home language other than English, on the website.*
6. *Analysis of 6th grade instructional program specifically to address MAP scores in ELA and Math.*
7. *Increase parents' participation at specifically designated parent groups with surveys, and board level meetings.*



MSA-5:

Summary

The instructional program at MSA-5 aligns with the program described in the charter. The school uses standards-based materials with all students, including supplemental materials for students with special needs, English learners, and students needing intervention. A review of staffing records shows that teachers at MSA-5 are properly credentialed for the classes they instruct. The school professional development calendar includes mandated trainings for staff and training for staff in alignment with achievement goals. MSA-5 has also implemented a system of internal benchmarks to evaluate student

progress and plan for instruction. LACOE CSO staff visited several classrooms during both the fall and spring visits. Classroom observations of sample classes yielded the following:

- *Evidence of student collaboration in small groups*
- *Positive rapport between students and teachers*
- *Students asked purposeful questions*
- *Student work displayed throughout rooms*
- *Some formative assessments given within some classrooms*
- *Inclusion of English learners, SED, students with exceptions, accessing curriculum with all students*

A review of the school's Child Abuse Mandated Reporter Training records revealed the school has implemented a system for training staff based on the requirements set forth in law. The school has established a system of internal benchmarking and processes for ongoing data analysis. Emergency drills were scheduled regularly during the school year, and included fire, earthquake, shelter in place, and lockdown practices in-person, at the school site.

Student Enrollment Data

For the 2022-23 school year, MSA-5 served 238 and maintained an average ADA of 90.27%.

Subgroup Enrollment

The school's Socioeconomically Disadvantaged student population of 82.4% is larger than the comparison school district. English learners attending MSA-5 represent a 33.2% population and received ELD instruction through Integrated and Designated ELD support. The school is also serving a higher population of Students with Disabilities (14.7%), larger than the students' district of residence and the state. The MSA governing board of directors has incorporated a goal for measuring and reviewing student demographic data for MSA-5.



Demographic Population by Subgroup – 2022-23

Subgroup	Enrollment	LAUSD (Non-charter)	State (Non-Charter)
English Learners	33.2%	20.1%	16.3%
Foster Youth	0%	0.7%	0.6%
Homeless Youth	0.4%	1.3%	3.3%
Migrant Education	0.0%	0.1%	0.8%
Students with Disabilities	14.7%	11.4%	11.9%
Socioeconomically Disadvantaged	82.4%	81.5%	60.9%
All Students	238	440,365	5,487,627

Demographic population by Ethnicity – 2022-23

Subgroup	MSA-5 Enrollment	LA County (Non-Charter)
African American	1.3%	5.4%
Hispanic/Latino	89.1%	65.8%
Asian	2.1%	7.2%
White	3.8%	10.8%
Filipino	2.9%	1.7%
American Indian	0.4%	0.2%
Two or more races	0.4%	2.5%
All Students	238	1,313,935

Resources

<https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=19101990115212&aggllevel=school&year=2022-23>



Recommendations

- 1. School leadership should continue to closely monitor progress on MPOs, CAASPP, and LCAP goals ensuring implementation of any action items in order to meet criteria for renewal.*
- 2. It is incumbent for the school to formulate a plan for analyzing and organizing assessment results in order to present clear and convincing data as evidence the school is fulfilling its measurable pupil outcomes and that all groups of students are demonstrating academic progress.*
- 3. As a STEAM focused program, it is recommended that the school continue to work toward increasing its industry specific partnerships, relationships with local colleges, and examine ways to establish CTE courses and related pathways.*
- 4. Continue to design academic programs specific to large subgroup populations, SEDs and ELs.*
- 5. Continue to focus on improving Math proficiency for all subgroups of students.*
- 6. Continue the practice of providing translations of documents for parents and students having a home language other than English, on the web site.*
- 7. Increase parent participation at specifically designated parent groups, with surveys, and board level meetings.*



5. **Impact:**

Authorizers typically provide the school with a report after their visit to delineate the school’s areas of strength and areas for improvement as well as areas of compliance and non-compliance, if applicable. The school leadership and the Home Office teams review those reports very carefully. It is critically important to have positive oversight reports from our authorizers and to act on their feedback for continuous improvement of our schools and systems. The Home Office will continue to provide the board with any oversight report and feedback from the authorizers’ visits.

6. **Budget Implications:**

N/A

7. **Committee Recommendations:**

N/A

8. **Exhibits:**

- Oversight Visit Reports for MSA-1, 2, 3, and 5

Los Angeles County Office of Education
Charter School Office Oversight Protocol

GOVERNANCE REVIEW 2022-2023


Charter School:	Magnolia Science Academy (MSA) 1, 2, 3, 5
Charter Term:	2017-2022 (MSA 1, 2, 3) – Extended through June 30, 2025* 2018-2023 (MSA 5) – Extended through June 30, 2026*
<p><i>This document provides a summary of observations and data collected through LACOE monitoring and oversight visit(s), review of meeting agendas, Board documents, minutes, meeting audio recordings and other communications focusing on the Governance structure described in the school's charter and adherence to applicable laws. This form is adapted from the FCMAT Charter School Annual Oversight Checklist.</i></p>	
A. Organizational Management	
<p>1. The charter school is structured as:</p> <ol style="list-style-type: none"> a. Solely a charter school b. A charter school with other associated entities (e.g., LLCs, foundations, management organizations) c. If b, describe the structure 	
<p><i>The four schools are part of 10 charter schools associated with Magnolia Educational and Research Foundation, a California nonprofit public benefit corporation.</i></p>	
<p>2. If the charter school is constituted as a nonprofit corporation, the corporate papers, including articles of incorporation, are available to the authorizer.</p>	
<p><i>LACOE has been provided with all relevant corporate papers including the following: Articles of Incorporation, 2022 Amended Bylaws, COI Code, Lease Agreements, and Co-Location Agreements. Should any amendments take place to any of the corporate documents, the organization is to notify LACOE and provide draft documents for review prior to approval by the Board.</i></p>	
<p>3. There is a list or roster of governing board members.</p>	
<p><i>The roster for 2022-23 identifies seven board members. The organizational bylaws indicate that the number of directors shall be no less than three and no more than 11. During the Magnolia Public Schools (MPS) Board meeting of July 7, 2022, Mr. Daniel Sheehan and Ms. Esra Eldem were approved as new MPS Board members. Mr. Sheehan and Ms. Eldem were appointed for five-year terms beginning on June 17, 2022, and ending June 16, 2027. The current MPS Board includes the following individuals: Mekan Muhammedov, Chair; Sandra Covarrubias, Vice Chair; Dr. Umit Yapanel, Member; Dr. Salih Dikbas, Member; Diane Gonzalez, Member; Daniel Sheehan, Member; and Esra Eldem-Tunc, Member.</i></p>	
<p>4. The governing board has a comprehensive plan to conduct an annual oversight of the academic program, which reflects the goals, and objectives of the Local Control Accountability Plan.</p>	
<p><i>According to the MPS charter petitions, one of the board's responsibilities is to assess the compliance and progress in achieving educational and other outcomes agreed to in the charter; and to review the strategic plan and progress. The board approved the local control accountability plans for MSA 1, 2, 3, and 5 on June 22, 2023. The Board maintains an Academic Committee that oversees instructional evaluation. In addition, the Chief Academic Officer, Chief Accountability Officer, and Leadership Team provide regular reports and updates to the board regarding academic progress, LCAP outcomes, curriculum and instruction, and any changes made to the academic program for students.</i></p>	
<p>5. The governing board is equipped to execute its fiduciary responsibility with regard to the disbursement of public funds.</p>	
<p><i>The Chief Financial Officer and back-office provider provide financial reports and updates periodically at board meetings. In reviewing documentation and audio recordings of meetings, it is evident that the board carefully monitors the finances of the schools and adjusts the budget and operations, as</i></p>	

<i>necessary. In addition, the board regularly requests increased clarity and explicit detail from home office staff regarding budget items and the purpose of expenditures.</i>
6. The governing board understands the annual budget and demonstrates knowledge of the charter school's short- and long-term financial outlook.
<i>A review of audio recordings and meeting documentation indicates that the governing board understands the annual budget, including the short and long-term financial outlook of each school.</i>
7. The organizational structure of the charter school clearly delineates and distinguishes between the responsibilities of its governing board and those of its management staff.
<i>The organizational structure aligns with the description found in the approved charters for MSA 1, 2, 3, and 5.</i>
B. Capacity/Composition
1. Some of the governing board members have previous governance experience.
<i>Yes, some of the governing board members have previous governance experience.</i>
2. The governing board is free of real or perceived conflicts of interest and has adopted a conflict of interest policy in accordance with Government Code Section 1090.
<i>LACOE is in receipt of an approved conflict of interest policy and code. The current board appears to be free from any perceived or real conflict of interests.</i>
3. The governing board represents strong diversity relevant to the community and the charter school population.
<i>In 2017-18, the MPS Board added two members of the community who added diversity and relevance to the school community. This was in response to LACOE's concerns regarding diversity and that board meetings take place in-person, and within the boundaries of the area in which the schools are authorized.</i>
<i>It is recommended that this practice continue so that the board is representative of the local community served by each school and understands the unique needs of each community served.</i>
4. The governing board members have expertise in key fields such as finance, legal, real estate, fundraising and education.
<i>Current board members bring expertise in the legal field, finance, higher education, engineering, medicine, and social services.</i>
C. Structure
1. The composition of the governing board is consistent with the approved charter.
<i>Yes.</i>
2. The governing board has governed in such a manner that there has been no cause for the authorizer to believe that the board either has too few or too many members to support effective governance.
<i>Yes, the board has given evidence that they are able to govern effectively and could continue to do so in their current form.</i>
3. The governing board has bylaws that are comprehensive and that include a reasonable term limit.
<i>Yes, the governing board bylaws are comprehensive and have an existing term limit of five years.</i>
4. The governing board appears to fully understand the bylaws and their implications.
<i>The board appears to act in accordance with its bylaws, which were updated and approved in 2022.</i>
5. The governing board has identified officers.
<i>The current board recognizes a chair and vice-chair.</i>
6. There are written job descriptions for board officers that clearly describe the roles and responsibilities of each.

<i>The organization bylaws outline specific duties and responsibilities for a chairman of the board, president, vice presidents, secretary, and treasurer.</i>
7. The bylaws delineate committees and provide detailed job descriptions for these committees.
<i>The bylaws discuss the creation of, and powers given to board committees. The bylaws also include language about meetings and the actions of committees; however, there are no specific job descriptions provided for committees. At this time, the board maintains Academic, Educational Partners & Development, Finance, Audit/Facilities, and Nominating/Governance committees.</i>
<i>Magnolia Public Schools has published its 2022-23 MPS Board of Directors Handbook. The handbook was reviewed by the Board Nominating/Governance Committee and approved by the full Board on March 24, 2022. The handbook is provided to each board member, and is used for onboarding, training, and reference. The document includes an overview of MPS, home office details, and specific Board information including member roles and responsibilities, Board committees, and Board policies.</i>
D. Clarity
1. The governing board actively discusses which elements of key decision are governance vs. management.
<i>A review of audio recordings demonstrates a clear delineation between governance and management. The board has not attempted solving school management issues on its own.</i>
2. The charter school leadership team demonstrates a strong understanding of their role related to effective governance.
<i>Yes, the board and school leadership regularly report to the board and work together collaboratively toward positive change at the schools.</i>
3. The governing board members understand their role in developing, supporting and evaluating the charter school leader.
<i>Yes, the board has demonstrated an understanding of this rule and its effective execution.</i>
4. There is a strong working relationship among the charter school leader, board chair and full board.
<i>Yes, a review of board documents and audio recordings indicate a collaborative and cooperative relationship exists between the charter leader, the board chair, and the full board.</i>
E. Meetings
1. The governing board conducts public meetings as frequently as is needed to ensure that it addresses the business required to provide sufficient direction to the charter school, and its meetings comply with the requirements of the Brown Act.
<i>The board meets on a regular basis. In the 2022-23 school year, MPS conducted 17-regular board meetings, 10-Audit/Facility meetings, 3-Finance meetings, 2-Academic meetings, 1-Ad Hoc meeting, and 1-Educational partners meeting. Committees of the board meet during the other weeks of the month, with special board meetings held as needed. All meetings comply with the requirements of the Brown Act.</i>
2. The governing board complies with the following: <ul style="list-style-type: none"> a. Regularly scheduled meetings with appropriate public notice b. Brown Act training and meeting compliance c. Availability of meeting minutes
<i>All board meetings are compliant with the Brown Act. Board members participate in Brown Act training, and meeting agendas are posted and available on the school and organization websites.</i>
3. The governing board has resolutions and board-adopted policies related to the following: <ul style="list-style-type: none"> a. Conflict of interest

<ul style="list-style-type: none"> b. Advisory Council Nominating Process c. Public Records Requests d. Curriculum and Instruction Policies e. Facilities and Operations f. Personnel g. Student Policies h. Handbooks: parent, student, employee i. Parent complaint resolution and due process j. Internal controls policies and related forms and systems k. Bank signature authorizations l. Harassment: student, staff m. Safety plan n. Immunization records o. Family Educational Rights and Privacy Act (FERPA): Policy and notices p. Section 504 compliance q. Allowable purchases and purchasing authority r. Uniform Complaint Procedures
<i>Yes, the board has adopted policies related to all of the above concerns.</i>
4. Material revisions to the charter have been approved by the governing board.
<i>There were no material revisions in the 2022-23 school year.</i>
F. Parent and Staff Involvement
1. There is a process in place that ensures that parents, teachers and staff may provide input regarding the effectiveness of the charter school.
<i>In addition to holding regular parent and staff meetings, parents have regular emails and phone access to teachers and administrators. Review of audio recordings indicates that the board interacts with parents, staff members, and teachers during their public meetings. Further, MPS seeks parental input through surveys and through parent participation on committees at each school site.</i>
Summary:
<i>The current board consists of seven members and is consistent with the approved bylaws. All regular meetings, special meetings, and committee meetings are compliant with the Brown Act. A review of audio recordings, school and board documents, and site visits indicate that parent and stakeholder involvement exist. There have been no notices of violation or documented board complaints. The board has demonstrated effective governance and the ability to take action in alignment with the school's mission and vision.</i>
Recommendations:
<p><i>Recommendations for continuing practice by the Board:</i></p> <ul style="list-style-type: none"> • <i>Participation in annual Brown Act training</i> • <i>Have as many board members physically present as possible during regularly scheduled meetings.</i> • <i>Meet LACOE deadlines for all school and central office submissions to canvas portal. Review timelines with LACOE authorized schools.</i> • <i>Focus on CalSAAS system for teacher credentialing assignment monitoring to determine required CALPADS submission. Utilize fully credentialed and highly qualified teachers in all subjects.</i> • <i>Board recruitment should focus on membership of the local community.</i> • <i>Encourage more parent participation at board meetings.</i>

Magnolia Science Academy 1, 2, 3, 5
 Governance Review 2022-23

<ul style="list-style-type: none"> Each LACOE authorized school should indicate such authorization on their school webpage and at physical sites. 	
Report completed by LACOE Lead Reviewer: <u><i>Duncan McCulloch</i></u> <small>Duncan McCulloch (Nov 8, 2023 17:16 PST)</small>	Approved by LACOE Charter School Office Administrator: 
Duncan McCulloch, Coordinator III	Indra Ciccarelli, Director II
Date report provided to the charter school: <p style="text-align: center;">October 3, 2023</p>	Report provided to charter school via: <input checked="" type="checkbox"/> US Postal Mail/Email <input type="checkbox"/> Meeting <input checked="" type="checkbox"/> Zoom Conference

INSTRUCTIONAL PROGRAM REVIEW 2022-23

Charter School:	Magnolia Science Academy-1 (Grades 6-12)	
Date of Visit(s):	November 17, 2022 and May 17, 2023	
Enrollment:	Expected: 795	Actual: 694

This document provides a summary of observations and data collected through LACOE monitoring and oversight visit(s) focusing on the implementation of the academic program described in the school's charter and adherence to applicable laws. This form is adapted from the FCMAT Charter School Annual Oversight Checklist.

A. Educational Program

1. The charter school is following its curricular and instructional plan as presented in the approved charter petition.

Magnolia Science Academy (MSA-1 or Charter School) is a classroom-based charter school serving grades 6-12 with a curriculum emphasis on science, technology, engineering, arts, and math (STEAM). Originally founded in 2002, MSA-1's mission is to provide a college preparatory educational program emphasizing STEAM in a safe environment that cultivates respect for self and others. Magnolia Public Schools' (MPS) vision is that graduates of MPS are scientific thinkers who contribute to the global community as socially responsible and educated members of society. MSA-1 is implementing the curricular and instructional plan as outlined in the approved charter. The core curriculum for MSA-1 is based upon the UC/CSU A-G course requirements and includes five advanced placement courses (93 total students) and a selection of elective courses that complement the school's focus on STEAM education. MSA-1 has established an agreement with Los Angeles Mission College to offer college courses on campus during the school year. The number of college courses taken in the 2022-23 school year was 87, with 35 students enrolled in courses during the spring semester.

During the 2022-23 school year, MSA-1 continued in-person learning for students. Classroom observations during visits show increased use of technology by teachers and increased student interaction and active participation during instruction.

2. The charter school staffing is sufficient to carry out the educational program.

There are currently 39 credentialed instructors for both general education and special education (11 teachers have preliminary credentials and six teachers on permits). In addition to the regular teaching staff, MSA-1 provides a Vice Principal, two academic deans, two student deans, an EL coordinator, and a team of Education Specialists. Further, the home office provides assistance through academic coordinators.

3. Students who are achieving either significantly below or significantly above grade level are receiving instruction that addresses their learning differences.

Based on the 8 State Standards, MSA-1 could potentially be designated as a Differentiated Assistance (DA) school due to the 2021-22 dashboard results of state priorities for one or more student groups across two or more priorities. The two student sub-groups of English learners and Students with Disabilities were identified as low performers in the academic standard and chronic absenteeism. If these sub-groups are recognized for two consecutive years, then schools are identified as DA. MSA-1 teachers provide differentiated instructional experiences within the classroom for students. Students needing assistance have an opportunity to work with teachers during the day, or they can receive assistance before and after school, or during Saturday School. Think Together partnerships, and Spring camp through the Pali Institute are also available for students to improve their academic performance. In addition, the school offers Power classes in ELA and Math as daily interventions. Data meetings are held twice each week to roster students into specific intervention programs and online courses are offered for those needing credit recovery.

4.	Parents of charter school high school students are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.
	<i>The MPS Student/Parent Handbook outlines requirements for graduation from high school and includes a matrix identifying UC/A-G transferable courses with semester/credit requirements. Every six weeks, parents are provided a hard copy or electronic copy of their child's progress report. MSA-1 now offers dual enrollment opportunities for students through Los Angeles Mission College. Over 50 students were enrolled in college courses during the school year. Credit recovery courses were provided during the summer session as well.</i>
5.	The charter school is implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition.
	<i>MSA-1 continues to implement a curriculum focused on college preparedness with access to advanced coursework in core disciplines. In addition, school teams regularly compete in STEAM related activities, including robotics. In addition to providing AP classes and multiple college courses, MSA-1 provides multiple interventions and learning acceleration methodologies for anyone needing assistance. MSA-1 has increased its number of STEAM related offerings to include computer science at both the middle school and high school.</i>
6.	The charter school has sought WASC accreditation.
	<i>MSA-1 is accredited through the Western Association of Schools and Colleges (WASC) until June 30, 2028.</i>
7.	A cross-reference with budget indicates that there is sufficient funding to operate the program delineated in the charter petition as addressing the mission of the charter school.
	<i>See the Fiscal Annual Report provided by LACOE Business Advisory Services.</i>
B. Services to Special Populations	
1.	The charter school has adopted policies and practices that indicate compliance with all laws related to the provision of special education.
	<i>Yes, MSA-1 has adopted policies and practices indicating compliance with all laws pertaining to the provision of special education. Quarterly reports indicate appropriate numbers of students per teacher on each caseload. The final quarterly report for the year shows zero overdue IEPs and 30 minutes of service owed to one student.</i>
2.	Students who are identified as eligible for special education are receiving services required by their IEPs.
	<i>In addition to receiving regular classroom instruction, students receive service in Speech and Language, DHH services, counseling, adaptive PE, and occupational therapy.</i>
3.	The charter school follows a process to identify and reclassify students who are English learners (ELs).
	<i>MSA-1 has established a program for the identification, instruction, reclassification, and progress monitoring of English learners, which includes primary and supplemental instructional materials, including McGraw Hill's Study Sync, MyOn Reading, and IXL Learning for math and ELA. The 2022 dashboard data indicates that 2.04% of EL students met or exceeded proficiency in ELA and 1.02% in Math. The school's most recent reclassification rate for 2021-22 was 10.4%.</i>
C. Curricular Materials	
1.	The charter school uses state standards-based instructional materials.
	<i>MSA-1 uses California standards-based instructional materials from approved publishers.</i>
2.	The charter school uses instructional materials that address the specific needs of special education students.

<p><i>Students with IEPs utilize the same materials as general education students, with specialized academic instruction and assistance provided utilizing push-in and pull-out services. In addition, MSA-1 implements multiple programs for instructional differentiation at the individual level including ALEKS, MyOn Reading, Flocabulary, and Standards Plus for grammar and writing.</i></p>
<p>3. The charter school uses instructional materials that address the specific needs of English learners.</p> <p><i>MSA-1 has established a program for the identification, instruction, reclassification, and progress monitoring of English learners, which includes primary and supplemental instructional materials, including McGraw Hill's Study Sync and MyOn Reading.</i></p>
<p>4. The charter school refrains from using faith-based instructional materials.</p> <p><i>No faith-based instructional materials were observed during the fall or spring school visits.</i></p>
<p>D. Professional Development & Teacher Qualification</p>
<p>1. The charter school staff has received legally required trainings.</p> <p><i>The school provided the LACOE Charter School Office (CSO) a matrix listing all professional development opportunities provided for staff, including legally required trainings, and the dates those trainings were conducted.</i></p>
<p>2. Charter school staff is provided with opportunities for professional development needed to carry out the instructional program.</p> <p><i>MSA-1 followed the model of all Magnolia Public Schools, instituting professional learning communities (PLCs) with all staff departments. MSA-1 staff meets on Wednesdays within specific PLCs, with grade-level and department meetings rotating on alternating Wednesday afternoons. School leadership staff meeting topics include MTSS, PLC, PBIS, SEL, student achievement, discipline, pedagogy, and school safety. All teachers attend bi-weekly department and staff development meetings focused on the instructional program. These departmentalized meetings include the following topics: pedagogical strategies, differentiation, student achievement data and analysis using IAB, MAP-NWEA and IXL, explicit direct instruction, and providing modifications and accommodations for students. MSA-1 leadership also participates in Monday Leadership meetings with the home office team.</i></p>
<p>3. Students identified as eligible for special education and/or as English learners are receiving services from teachers holding the legally required credentials, certificates and/or authorizations.</p> <p><i>MSA-1 administration submitted staff rosters to the LACOE CSO during the fall and spring semesters. All teacher credentials are verified to ensure that staff members hold an appropriate English learner and/or special education credentials and authorization.</i></p>
<p>4. The charter school cross-references the master schedule with teacher credentials to ensure that core subjects are being taught by highly qualified teachers.</p> <p><i>During both the first and second semesters of 2022-23, staff credential lists were cross-checked with the master schedule to ensure that credentialed teachers are teaching core subjects.</i></p>
<p>5. The charter school participates in trainings made available through LACOE.</p> <p><i>MSA-1 attends all required trainings provided by LACOE staff.</i></p>
<p>E. Ongoing Assessment</p>
<p>1. The charter school participates in CAASPP testing as required for all K-12 schools in California.</p> <p><i>MSA-1 participates in required CAASPP testing, as evidenced by the cumulative record of annual test scores and the school's testing schedule. During the 2021-22 and 2022-23 school years, CAASPP testing was administered to all appropriate grade levels (6, 7, 8, 11).</i></p>
<p>2. A review of CAASPP and verifiable data indicates the charter school is on target to meet renewal requirements as set forth in EC 47607.</p>

*Effective July 1, 2022, all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, shall have their term extended by one additional year pursuant to California Education Code Section 47607.4. The California Department of Education (CDE) Charter Schools Division has automatically updated the charter term for charter schools impacted by this extension. The term for MSA-1 has now been extended through **June 30, 2025**.*

Schoolwide Student Academic Performance and Achievement

Effective July 1, 2020, the renewal criteria for charter schools changed and is now based on a three-tiered criterion that will utilize School Dashboard outcomes.

*The **2022 CAASPP** data for all students (423 tested in grades 6, 7, 8 and 11) showed 36.04% of students met or exceeded standard in ELA, and 14.05% met or exceeded standard in math. The percentage of current EL students who progressed at least one ELPI level (53.6%), maintained ELPI level 4 (0%), maintained ELPI levels 1, 2L, 2H, 3L, 3H (32.5%), or decreased at least one ELPI level (13.9%), was indicated on the dashboard for the 2022 school year.*

In preparation for charter renewal, it will be important for the school to show progress over time for all groups of students. Results of internal assessments: NWEA, IAB and IXL will be essential in demonstrating progress, particularly during times when testing was suspended.

3. The charter school has submitted its Annual Report to the LA County Board and School Accountability Report Card (SARC) containing the required elements.

MSA-1 has completed and submitted a SARC for 2022-23, which is also on file with the California State Board of Education website. The school also submitted an Annual Report to LACOE reporting progress toward meeting measurable pupil outcomes (MPOs), LCAP summary data and the results of internal assessments. All documentation was submitted in a timely manner.

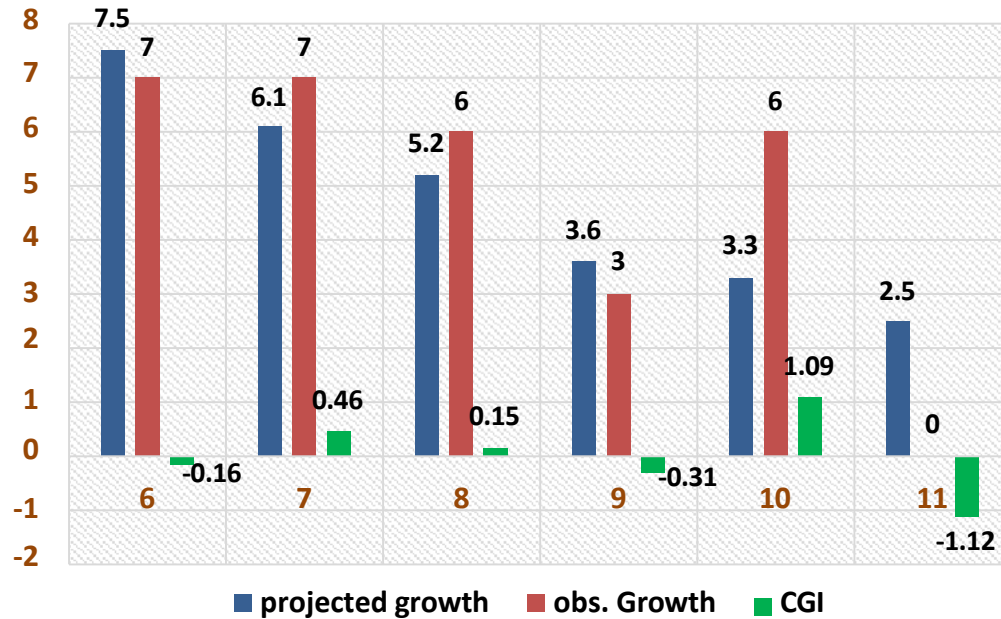
4. Student achievement data is regularly reported to parents and staff.

The school's website provides a login for parents, so they have the ability to track their child's progress at school. Parents also have access to student data portal using Parent Square. Each staff member is issued an email address and phone number, and parents can access their contact information via the website. In addition, every six weeks parents are mailed home a copy of their child's progress report. Parent/teacher conferences are held once each semester. Teachers are able to make personal comments that explain the student's progress beyond the letter grade. Further, student achievement data is regularly discussed and evaluated during staff meetings, department chair meetings, grade level meetings, and through department staff development.

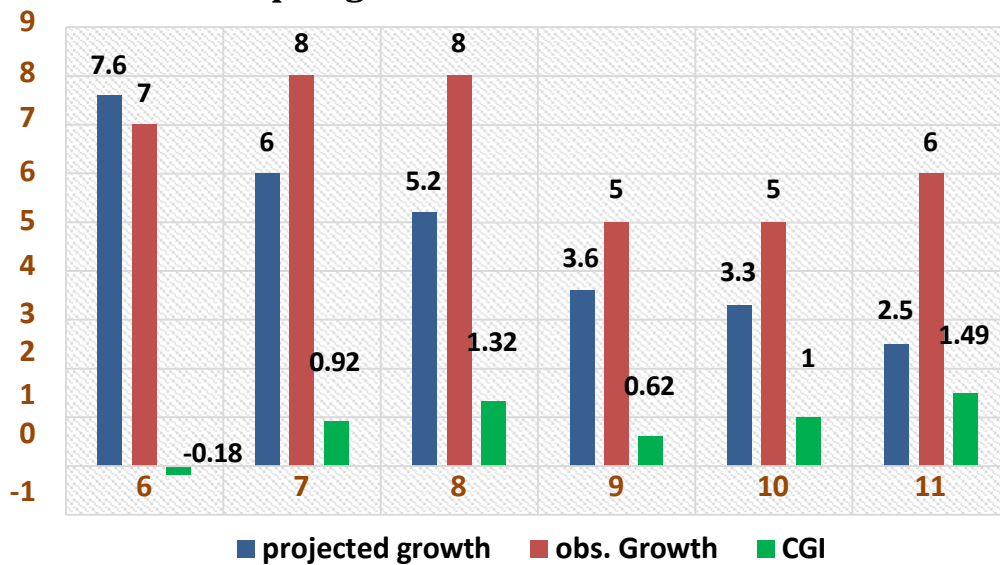
5. The charter school is implementing a plan for collecting, analyzing and reporting data on pupil achievement and using the data continually to monitor and improve its educational program.

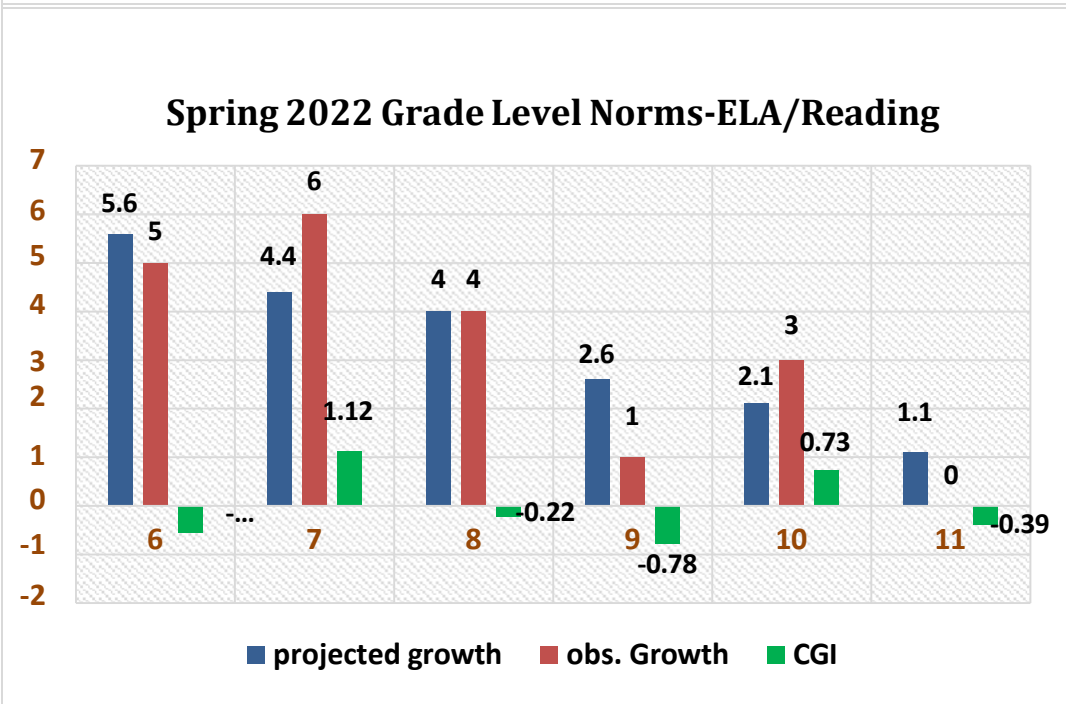
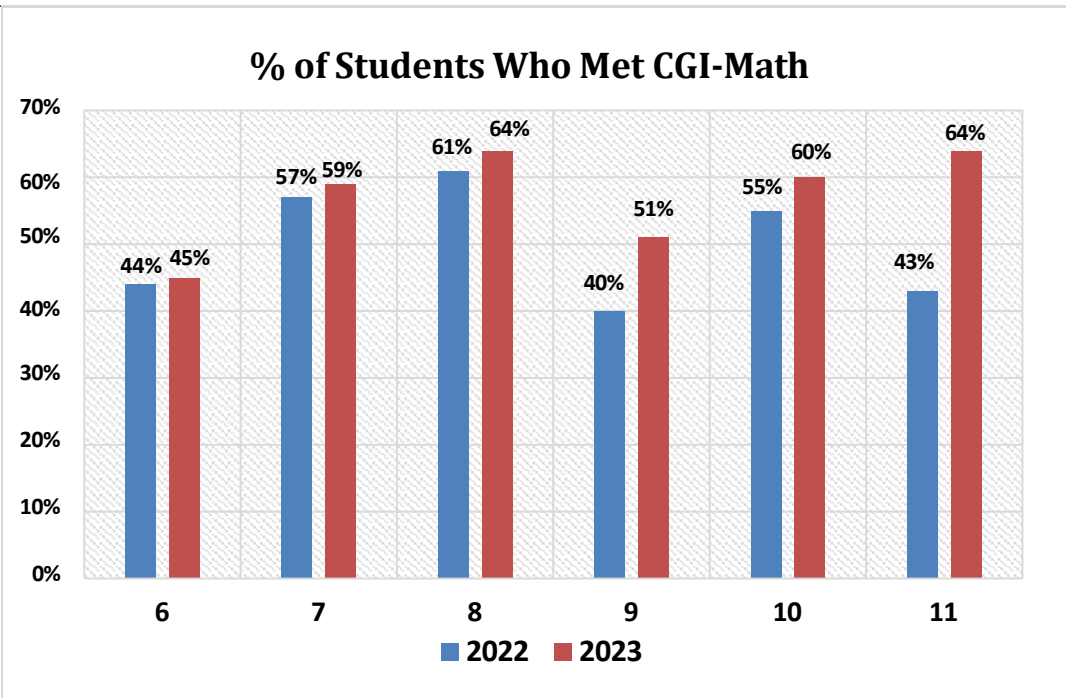
The school has established an internal assessment system and data analysis protocol in order to report and monitor pupil achievement, evaluate the need for intervention, followed by targeted instructional planning. The following is a comparison of NWEA data compiled for the 2021-22 and 2022-23 school years and corresponding percentages of all students who met CGI per grade level (Acceptable CGI \geq -0.2 and % met \geq 50%):

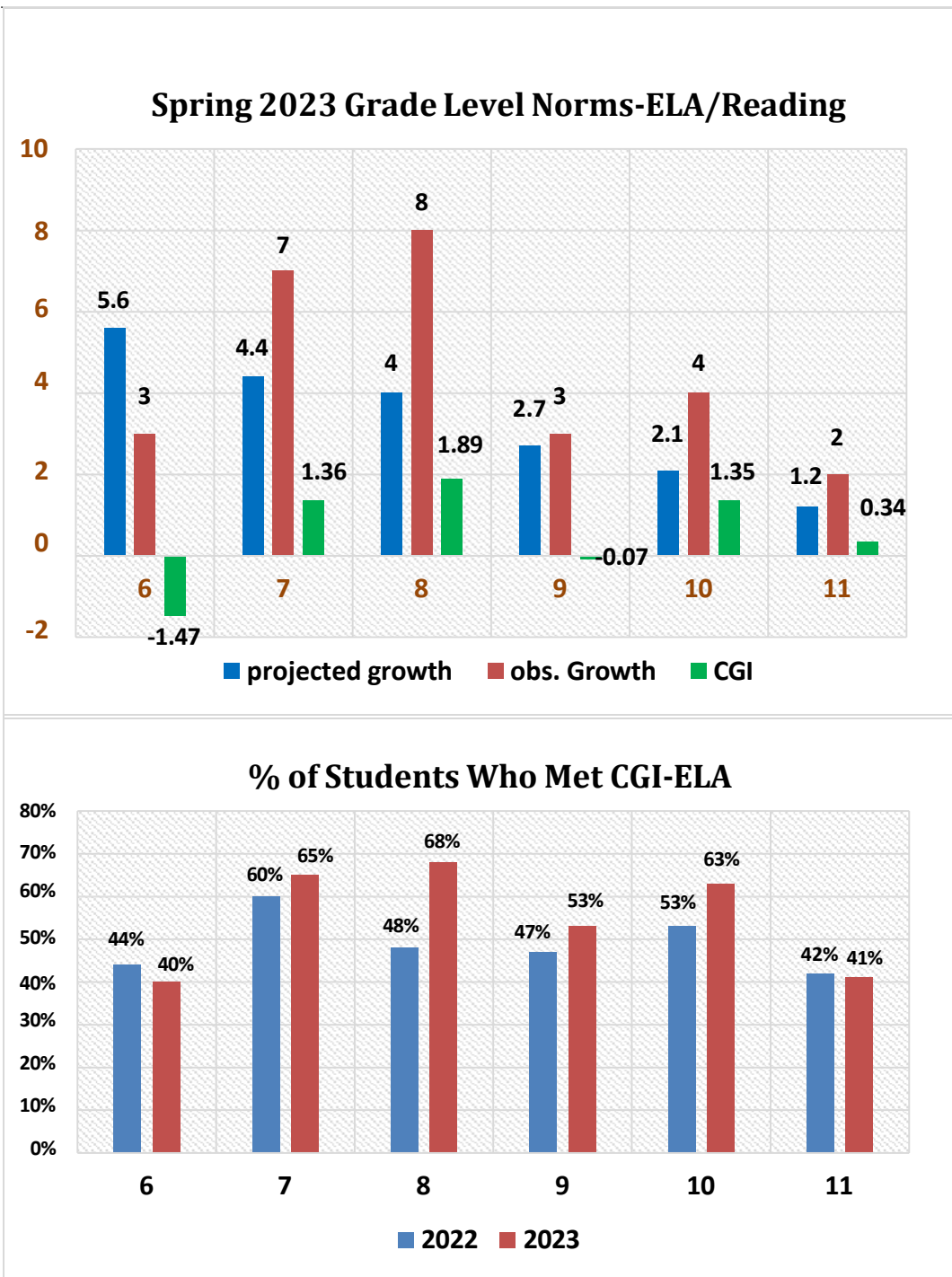
Spring 2022 Grade Level Norms-Math



Spring 2023 Grade Level Norms-Math







6. The charter school has implemented actions to address identified areas for improvement.

The school reports that special education students and English learners continue to need targeted assistance toward improvement on CAASPP. MSA-1 reports having taken the following steps to address these specific areas of need: Power classes, tutoring, Saturday School, and summer school provide additional academic support. All English classes provide students with opportunities to use Study Sync for ELD and has implemented universal standards of writing and reading across content areas.

7. Local Control Accountability Plan (LCAP):
a. Board Approval/Timeliness of Submission:
<i>The MPS Board approved the 2022-23 LCAP for MSA-1 during their meeting of June 23, 2022.</i>
b. 2022-23 LCAP Update
<i>Based on the report provided in the Annual Update for the 2022-23 academic year of the school's progress toward meeting goals as outlined in the school's LCAP.</i>
<u>Goals relating to the following areas:</u>
<ul style="list-style-type: none"> • <i>Improved SBAC scores in ELA and Math</i> • <i>93.14% Attendance rate (goal is 95%)</i> • <i>EL student progress toward proficiency increased by 16%</i> • <i>Implementation of universal standards of writing and reading across content areas</i> • <i>Saturday School, after school tutoring and Power classes are provided for students.</i> • <i>Advanced Placement and college classes are available to students.</i> • <i>Use of PLCs to drive instruction through data analysis</i> • <i>MSA-1 has a 100% graduation rate for seniors.</i>
c. Required Metrics addressed based on type of charter and services offered
<i>No missing metrics or state priorities were noted.</i>
d. Student Subgroups
<i>MSA-1 has established annual goals for all significant subgroups.</i>
F. Facilities and Operations
1. There is a process for providing routine maintenance to ensure that charter school facilities including playgrounds remain in good condition.
<i>MSA-1 has a new high school building which is fully operational. The school is now moving forward with installation of additional bungalows, installation of shade structures, reconstruction of a new gymnasium, and the purchase of an additional building directly adjoining the existing middle school building.</i>
2. The charter school maintains proper documentation related to student safety
<i>Yes, MSA-1 maintains proper documentation related to student safety.</i>
Summary
<i>MSA-1 is following its instructional program as described within its charter; classroom observations show evidence of that implementation. The school uses standards-based materials with all students, including supplemental materials for students with special needs, English learners, and students needing intervention and/or remediation. A review of staff records indicates that all classes are being instructed by properly certified instructors. Site visits were in-person, and a facility inspection was performed by LACOE prior to the start of school. Both site visits indicated MSA-1 was operating and implementing the educational program reflected in the charter petition. Interim benchmark assessments indicate a need to improve ELA and Math performance. The instructional program aligned with the Common Core State Standards, ELD Framework, and NGSS. Instructional lessons observed were standards-based aligned and provided several instructional strategies. The LACOE CSO staff visited several classrooms during both the fall and spring visits. Classroom observations of sample classes yielded the following:</i>
<ul style="list-style-type: none"> • <i>Evidence of student collaboration in breakout rooms</i> • <i>Positive rapport between students and teachers</i> • <i>Students asked purposeful questions</i> • <i>Student work displayed throughout rooms</i>

- *Students worked in small groups with teacher facilitation*
- *Many formative assessments given within many classrooms*
- *Inclusion of English learners, SED, students with exceptions, accessing curriculum with all students*

A review of the school's Child Abuse Mandated Reporter Training records revealed the school has implemented a system for training staff based on the requirements set forth in law. The school has established a system of internal benchmarking and processes for ongoing data analysis. Emergency drills were scheduled regularly during the school year, and included fire, earthquake, shelter in place, and lockdown practices in-person at the school site.

Student Enrollment Data

For the 2022-23 school year, MSA-1 served 694 students and maintained an average ADA of 93.14%.

Subgroup Enrollment

The school's Socioeconomically Disadvantaged student population of 84.3% is higher than the comparison school district. English learners attending MSA-1 represent a 22.5% population and received ELD instruction through Integrated and Designated ELD support. The school is also serving a higher population of Students with Disabilities (15.6%), which is larger than the students' district of residence and the state. See the 2022-23 Student Subgroup Enrollment data below. The MSA governing board of directors has incorporated a goal for measuring and reviewing student demographic data for MSA-1.

Demographic population by Subgroup – 2022-23

Subgroup	Enrollment	LAUSD (Non-charter)	State (Non-Charter)
English Learners	22.5%	20.1%	16.3%
Foster Youth	0%	0.7%	0.6%
Homeless Youth	2.3%	1.3%	3.3%
Migrant Education	0.0%	0.1%	0.8%
Students with Disabilities	15.6%	11.4%	11.9%
Socioeconomically Disadvantaged	84.3%	81.5%	60.9%
All Students	694	440,365	5,487,627

Demographic Population by Ethnicity – 2022-23

Subgroup	MSA-1 Enrollment	LA County (Non-Charter)
African American	1.6%	5.4%
Hispanic/Latino	89.5%	65.8%
Asian	3.6%	7.2%
Pacific Islander	0%	0.2%
White	3%	10.8%
Not Reported	0%	6.2%
All Students	694	1,313,935

Resources

1. CTC Administrator Assignment Manual -<https://www.ctc.ca.gov/credentials/manuals>

Recommendations

- *The school leadership should continue to closely monitor progress on Measurable Pupil Outcomes, CAASSP student data, NWEA results, and LCAP goals to ensure implementation of all action items in order to meet the criteria for renewal.*
- *It is incumbent on each school to formulate a plan for analyzing and organizing assessment results in order to present clear and convincing data as evidence the school is fulfilling its measurable pupil outcomes and that all groups of students are demonstrating academic progress.*
- *Continue to provide professional development and PLC advancement to increase the use of best instructional practices for EL students in all classes.*
- *Continue to modify (or increase) intervention for EL and SPED students in the areas of Math and ELA proficiency. (CAASPP dashboard)*
- *It is important to recognize that the school could be identified as a Differentiated Assistance school based on low performance of ELs & SWDs, determined by 2023 dashboard results.*
- *Encourage more parent participation and involvement at relevant school functions (ELAC, PTF, PAC, and board meetings).*
- *Continue to monitor and improve the implementation of the ELD program.*
- *Update websites on a regular basis for stakeholders' informational needs.*

Report completed by LACOE Lead Reviewer

Duncan McCulloch

Duncan McCulloch (Nov 8, 2023 17:16 PST)

Duncan McCulloch, Coordinator III

Approved by LACOE Charter School Office Administrator:



Indra Ciccarelli, Director II

Date report provided to the charter school:

October 10, 2023

Report provided to charter school via:

US Postal Mail/Email

Meeting

Zoom Conference

INSTRUCTIONAL PROGRAM REVIEW 2022-23

Charter School:	Magnolia Science Academy-2 (Grades 6-12)	
Date of Visit(s):	November 8, 2022 and May 2, 2023	
Enrollment:	Expected: 705	Actual: 478 (LACOE ADA)
<i>This document provides a summary of observations and data collected through LACOE monitoring and oversight visit(s) focusing on the implementation of the academic program described in the school's charter and adherence to applicable laws. This form is adapted from the FCMAT Charter School Annual Oversight Checklist.</i>		
A. Educational Program		
<p>1. The charter school is following its curricular and instructional plan as presented in the approved charter petition.</p>		
<p><i>Magnolia Science Academy-2 (MSA-2) is a classroom-based charter school serving grades 6-12 with a curriculum emphasis on science, technology, engineering, arts, and math (STEAM). Originally founded in 2008, MSA-2's mission is to provide "a college preparatory educational program emphasizing STEAM in a safe environment that cultivates respect for self and others." The core curriculum is based upon the UC/CSU A-G course requirements, and includes two Advanced Placement courses (57 total students), and a selection of electives that complement the school's focus on STEAM education including Robotics, Computer Science, Programming, and Studio Art. MSA-2 has a dual enrollment partnership with Los Angeles Valley College to offer college courses on campus (Psychology 001, Real Estate 001, Health 11, Physical Geography 001, Counseling 20, & English 101) serving approximately 47 students. During the 2022-23 school year, MSA-2 continued in-person instruction for all students. Classroom observations showed increased use of technology by teachers and increased opportunities for student interactions and active participation during instruction.</i></p>		
<p>2. The charter school staffing is sufficient to carry out the educational program.</p>		
<p><i>During the 2022-23 school year, MSA-2 had 24 credentialed instructors for both general education and special education (five teachers with preliminary credentials and nine teachers on permits). In addition to the regular teaching staff, MSA-2 provides a Vice Principal, two Deans of students, Community school coordinator, and one college counselor. The school maintains a student to teacher ratio of 25 to 1 in each classroom. Beyond the regular teaching staff, MSA-2 provides support staff including a school psychologist and parent and community engagement coordinator (PACE). Instruction for students with disabilities is provided in mainstream classroom settings by Resource Specialists and paraprofessionals.</i></p>		
<p>3. Students who are achieving either significantly below or significantly above grade level are receiving instruction that addresses their learning differences.</p>		
<p><i>Based on the 8 State Standards, MSA-2 could potentially be designated as a Differentiated Assistance (DA) school due to the 2021-22 dashboard results of state priorities for one or more student groups across two or more priorities. The two student subgroups of English learners and Students with Disabilities were identified as low performers in the academic standard and chronic absenteeism. If these subgroups are recognized for two consecutive years, then schools are identified as DA. During the 2022-23 school year, MSA-2 offered students extra time with teachers before or after school and offered Power classes in ELA and Math during the school day. The school uses Saturday instruction for both remediation and enrichment for students needing assistance. Online courses are offered for those in need of credit recovery. The school is planning to increase academic support for EL newcomers in the 2023-24 school year.</i></p>		
<p>4. Parents of charter school high school students are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.</p>		

<p><i>The Magnolia Public Schools (MPS) Student/Parent Handbook outlines requirements for graduation from high school and includes a matrix identifying UC/A-G transferable courses with semester/credit requirements. The school communicates regularly with parents about college entrance requirements and transferable course work.</i></p>
<p>5. The charter school is implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition.</p>
<p><i>MSA-2 operates in the San Fernando Valley as an alternative high-achieving school. MSA-2 has been successful in implementing a curriculum focused on college preparedness with access to advanced coursework in core disciplines. In addition, the school fields competitive teams in STEAM related activities, including Vex Robotics and Drones. Additional opportunities include a JAVA Course offering and support for students wishing to pass the Oracle Certified Associate Exam (OCE).</i></p>
<p>6. The charter school has sought WASC accreditation.</p>
<p><i>MSA-2 is fully accredited by WASC through June 30, 2028.</i></p>
<p>7. A cross-reference with budget indicates that there is sufficient funding to operate the program delineated in the charter petition as addressing the mission of the charter school.</p>
<p><i>See the financial review provided by LACOE Business Advisory Services.</i></p>
<p>B. Services to Special Populations</p>
<p>1. The charter school has adopted policies and practices that indicate compliance with all laws related to the provision of special education.</p>
<p><i>Yes, MSA-2 has adopted policies and practices indicating compliance with all laws pertaining to the provision of special education. Quarterly reports indicate appropriate numbers of students per teacher on each caseload. The reports also show zero delinquent IEPs, and that zero students were owed services.</i></p>
<p>2. Students who are identified as eligible for special education are receiving services required by their IEPs.</p>
<p><i>In addition to the implementation of instruction and use of classroom and intervention curriculum, MSA-2 students receive service in Speech and Language, Occupational and Physical Therapy, Psychological services, and Counseling by certificated staff and MFT interns.</i></p>
<p>3. The charter school follows a process to identify and reclassify students who are English learners (ELs).</p>
<p><i>Yes, MSA-2 has established an English Learners Master Plan for the identification, instruction, reclassification, and progress monitoring of English learners (ELs). The 2021-22 CAASPP data indicates that 6% of EL students met or exceeded proficiency in ELA and 6% in Math. The last reclassification rate available for 2021-22 was 20%. As mentioned above, MSA-2 could be identified as a DA school if ELs perform below state standards for two consecutive years.</i></p>
<p>C. Curricular Materials</p>
<p>1. The charter school uses state standards-based instructional materials.</p>
<p><i>MSA-2 uses California standards-based instructional materials from McGraw-Hill in all core classes.</i></p>
<p>2. The charter school uses instructional materials that address the specific needs of special education students.</p>
<p><i>Students with IEPs utilize the same materials as general education students, with specialized academic instruction and assistance provided using push-in and pull-out services. In addition, MSA-2 implements multiple programs for instructional differentiation at the individual level including ALEKS, MyOn Reading, Flocabulary, Standards Plus, and Quill for grammar and writing.</i></p>
<p>3. The charter school uses instructional materials that address the specific needs of English learners.</p>

<p><i>Yes, MSA-2 has established a program for the identification, instruction, reclassification, and progress monitoring of English learners, which includes primary and supplemental instructional materials, including McGraw Hill's Study Sync, Listenwise, Read Theory, and MyON.</i></p>
<p>4. The charter school refrains from using faith-based instructional materials.</p>
<p><i>No faith-based instructional materials were observed during the fall or spring school visits.</i></p>
<p>D. Professional Development & Teacher Qualification</p>
<p>1. The charter school staff has received legally required trainings.</p>
<p><i>MSA-2 staff are required to complete mandatory trainings using their online portal (Safe Schools). The school provided the LACOE Charter School Office (CSO) with a matrix of all professional development, including the dates for legally required trainings.</i></p>
<p>2. Charter school staff is provided with opportunities for professional development needed to carry out the instructional program.</p>
<p><i>MSA-2 followed the model of all Magnolia Public Schools, instituting professional learning communities (PLCs) with all staff departments. MSA-2 staff meets on Wednesdays within specific PLCs, with grade-level and department meetings rotating on alternating Wednesday afternoons. School leadership staff meeting topics include MTSS, PLC, PBIS, SEL, student achievement, discipline, pedagogy, and school safety. All teachers attend bi-weekly department and staff development meetings focused on the instructional program. These departmentalized meetings include the following topics: pedagogical strategies, differentiation, student achievement data and analysis using IAB, MAP-NWEA and IXL, explicit direct instruction, and providing modifications and accommodations for students. MSA-2 leadership also participates in Monday Leadership meetings with the home office team.</i></p>
<p>3. Students identified as eligible for special education and/or as English learners are receiving services from teachers holding the legally required credentials, certificates and/or authorizations.</p>
<p><i>MSA-2 administration submitted staff rosters to LACOE during the fall and spring semesters. All teacher credentials are verified to ensure that appropriate staff members hold required credentials and authorizations to instruct English learners and students with special needs.</i></p>
<p>4. The charter school cross-references the master schedule with teacher credentials to ensure that core subjects are being taught by highly qualified teachers.</p>
<p><i>During both the first and second semester of 2022-23, staff credential lists were cross-checked with the master schedule to ensure that credentialed teachers are teaching core subjects.</i></p>
<p>5. The charter school participates in trainings made available through LACOE.</p>
<p><i>MSA-2 attends all required trainings provided by LACOE staff.</i></p>
<p>E. Ongoing Assessment</p>
<p>1. The charter school participates in CAASPP testing as required for all K-12 schools in California.</p>
<p><i>MSA-2 participates in required CAASPP testing, as evidenced by the previous records of test scores and testing schedules. During the 2021-22 and 2022-23 school years, CAASPP testing was administered to all appropriate grade levels (6, 7, 8, 11).</i></p>
<p>2. A review of CAASPP data indicates that the charter school is on target to meet renewal requirements as set forth in EC 47607.</p>
<p><i>Effective July 1, 2022, all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, shall have their term extended by one additional year pursuant to California Education Code Section 47607.4. The California Department of Education (CDE) Charter Schools Division has automatically updated the charter term for charter schools impacted by this extension. The term for MSA-2 has now been extended through June 30, 2025.</i></p>

Schoolwide Student Academic Performance and Achievement

Effective July 1, 2020, the renewal criteria for charter schools changed and will now be based on a three-tiered criterion that will utilize School Dashboard outcomes.

*The **2022 CAASPP** data for all students (340 tested in grades 6, 7, 8 and 11) showed 35.88% of students met or exceeded standard in ELA, and 21.76% met or exceeded standard in math. The percentage of current EL students who progressed at least one ELPI level (54.9%), maintained ELPI level 4 (0%), maintained ELPI levels 1, 2L, 2H, 3L, 3H (29.6%), or decreased at least one ELPI level (15.5%), was indicated on the dashboard for the 2022 school year. The school has identified 71 students as English learners, the 2022 CAASPP results for meeting or exceeded the standards were 6% (ELA) and 6% (Math).*

In preparation for charter renewal, it will be essential for the school to show progress over time for all groups of students. Results of internal assessments: NWEA, IAB and IXL will be key indicators in demonstrating progress, as an internal assessment and for grades not participating in SBAC testing.

3. The charter school has submitted its Annual Report to the LA County Board and School Accountability Report Card (SARC) containing the required elements.

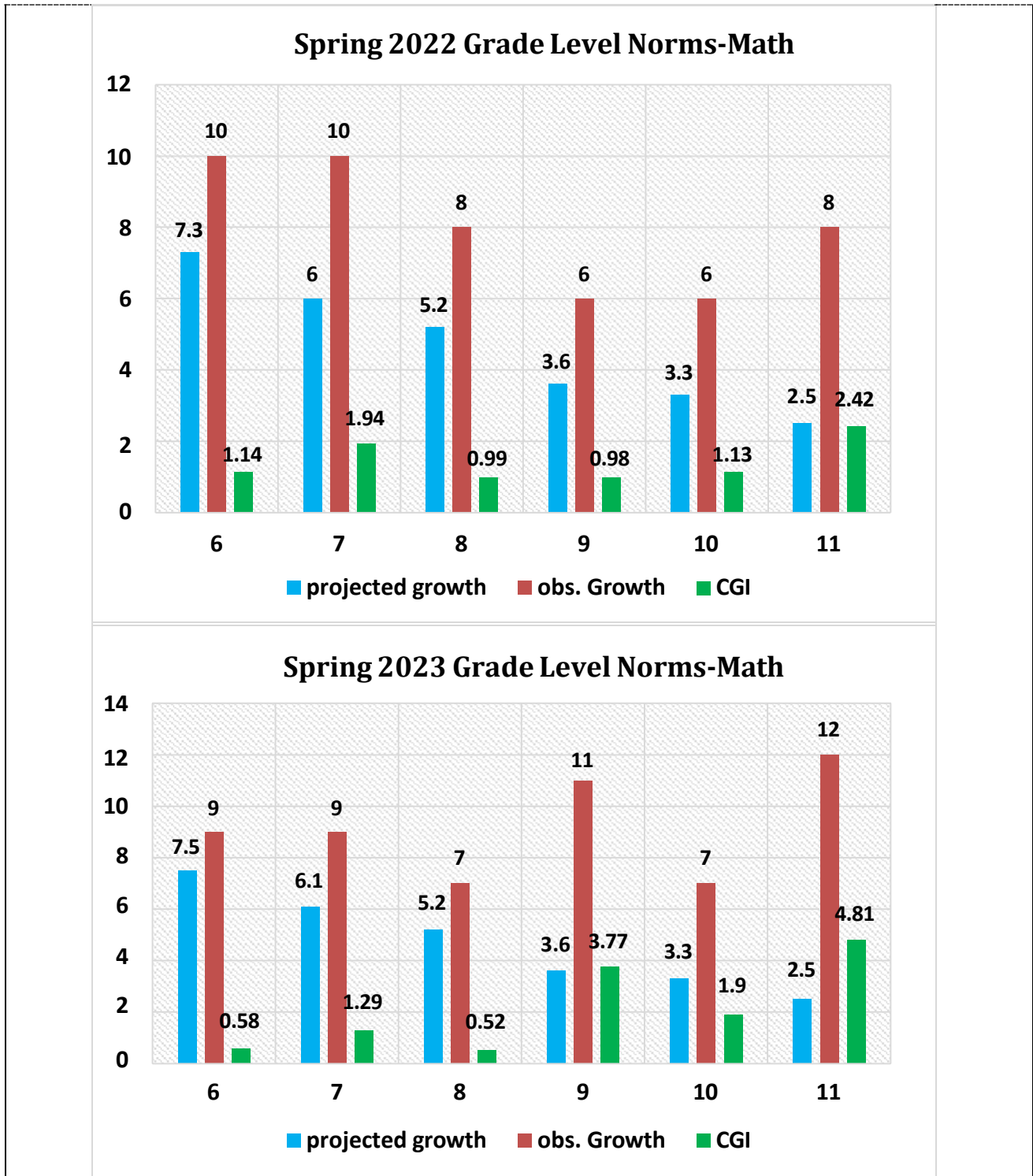
MSA-2 has completed and submitted a SARC during 2022-23 which is on file with the CDE, and the school submitted an annual report to LACOE in a timely manner. All Measurable Pupil Outcomes were addressed in the report, including those areas still in progress.

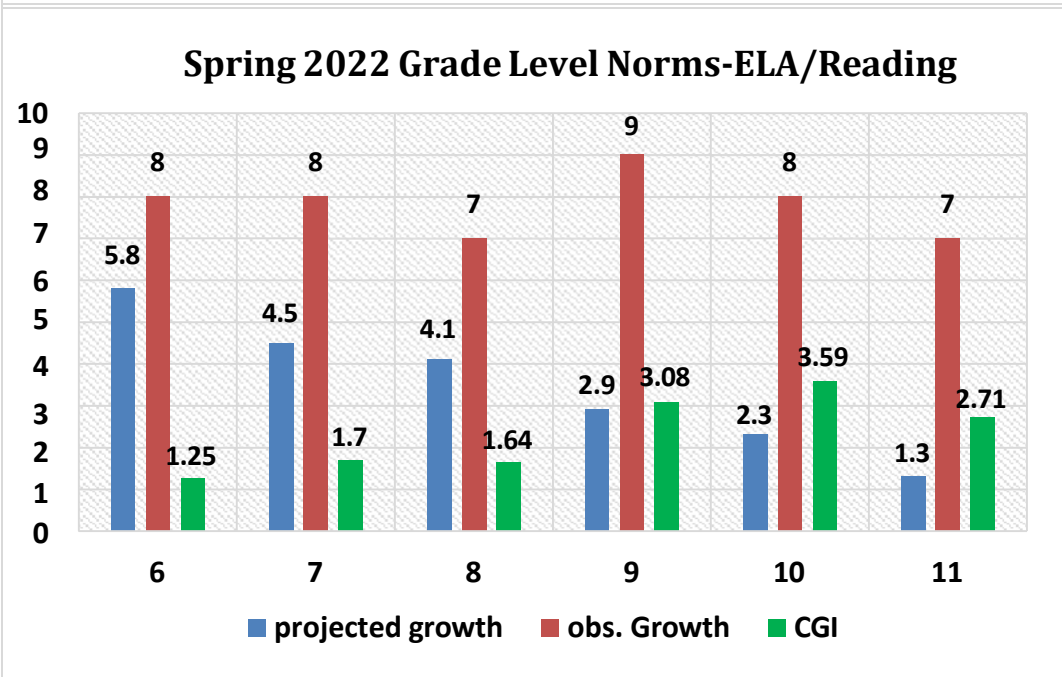
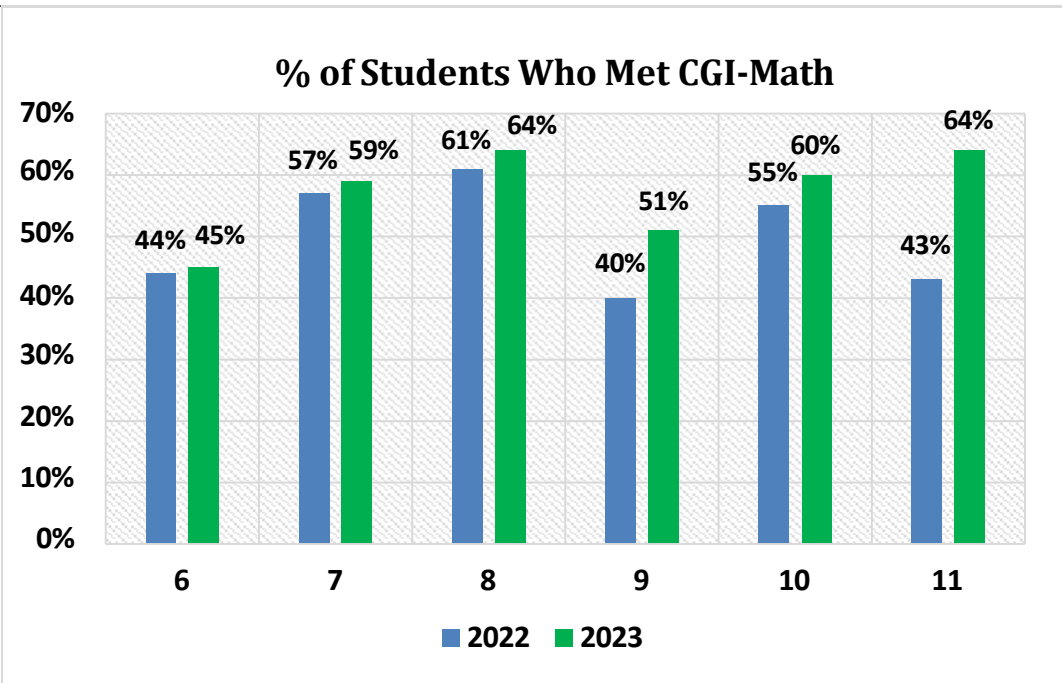
4. Student achievement data is regularly reported to parents and staff.

The school's website provides a login for parents, so they have the ability to track their child's progress at school. Each staff member is issued an email address and phone number, and parents can access their contact information using Parent Square. In addition, every six weeks, parents are provided a hard copy or electronic copy of their child's progress report. Teachers are able to make personal comments that explain the student's progress beyond the letter grade. Further, student achievement data is regularly discussed and evaluated during staff meetings, department chair meetings, grade level meetings, and through department staff development.

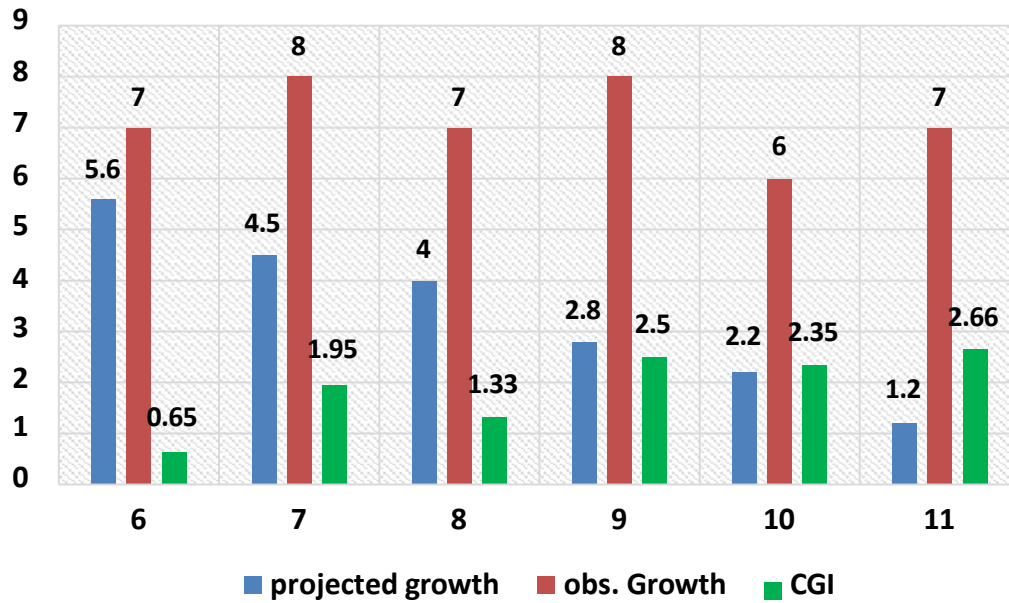
5. The charter school is implementing a plan for collecting, analyzing and reporting data on pupil achievement and using the data continually to monitor and improve its educational program.

The school has established an internal assessment system and data analysis protocol in order to report and monitor pupil achievement, evaluate the need for intervention, followed by targeted instructional planning. The following is a comparison of NWEA data compiled for the 2021-22 and 2022-23 school years and corresponding percentages of all students who met CGI per grade level (Acceptable CGI \geq -0.2 and % met \geq 50%):

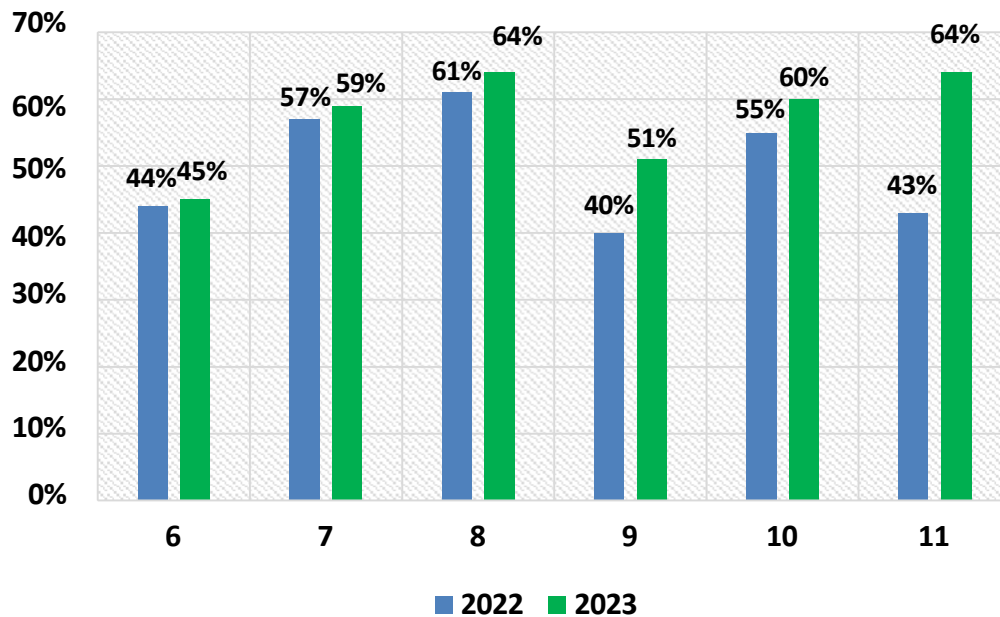




Spring 2023 Grade Level Norms-ELA/Reading



% of Students Who Met CGI-ELA/Reading



6. The charter school has implemented actions to address identified areas for improvement.

MSA-2 reports that continued improvement is needed for English learners, Hispanic students, EL Newcomer populations, and students with special needs, with math as a primary content area of focus. The school has listed these areas of need but needs to specify goals, strategic interventions, and objectives to provide targeted interventions and supports for all students needing assistance.

7. Local Control Accountability Plan (LCAP):

a. Board Approval/Timeliness of Submission:

<i>The MPS Board approved the 2022-23 LCAP for MSA-2 during their meeting on June 23, 2022.</i>
b. 2022-23 LCAP Update
<i>Based on the report provided in the Annual Update for the 2022-23 academic year of the schools' progress toward meeting the goals as outlined in the school's LCAP.</i>
<u><i>Goals relating to the following areas:</i></u>
<ul style="list-style-type: none"> • <i>Meet growth targets for all students in math on the NWEA MAP exams.</i> • <i>Meet growth targets for all students in ELA on the NWEA MAP exams.</i> • <i>Only 54.9% of English learners show progress toward English proficiency.</i> • <i>93.12% Attendance rate (goal is 95%)</i> • <i>Maintained low levels of suspension (0.2%) and expulsions (0%).</i> • <i>Saturday School, after school tutoring, learning camps, and Power Classes are provided for students.</i> • <i>Advanced Placement and dual enrollment college classes are available to students.</i> • <i>Successful implementation of PBIS</i> • <i>Implementation of the MTSS framework, including ASB-created lesson plans based upon Zones of regulation</i> • <i>Use of PLCs to drive instruction through data analysis</i> • <i>Increased staffing levels toward supporting students.</i>
c. Required Metrics addressed based on type of charter and services offered
<i>No missing metrics or state priorities were noted.</i>
d. Student Subgroups
<i>MSA-2 has provided annual goals and specific targets for all significant subgroups.</i>
F. Facilities and Operations
1. There is a process for providing routine maintenance to ensure that charter school facilities including playgrounds remain in good condition.
<i>MSA-2 is located on the Birmingham High School campus and maintains a shared use agreement (Prop 39) with the Los Angeles Unified School District. MSA-2 has purchased a property close to its current location and will build a new school facility to relocate the MSA-2 campus.</i>
2. The charter school maintains proper documentation related to student safety
<i>Yes, MSA-2 maintains proper documentation related to student safety.</i>
Summary
<i>The instructional program at MSA-2 aligns with the program described in the charter. The school uses standards-based materials with all students, including supplemental materials for students with special needs, English learners, and students needing intervention. A review of staffing records shows that teachers at MSA-2 are properly credentialed for the classes they instruct. The school professional development calendar includes mandated trainings for staff and additional training for staff in alignment with achievement goals. MSA-2 has also implemented a system of internal benchmarks to evaluate student progress and plan for instruction, including MAP testing and the use of IABs. Throughout the school closure and continuous hybrid learning period, MSA-2 operationalized a program of study through distance learning for students. During 2021-22, MSA-2 returned to an in-person learning program with CAASSP testing for all appropriate grade levels. The instructional program aligned with the Common Core State Standards, ELD Framework, and NGSS. Instructional lessons observed were standards-based aligned and</i>

provided several instructional strategies. LACOE CSO staff visited several classrooms during both the fall and spring visits. Classroom observations of sample classes yielded the following:

- *Evidence of student collaboration in small groups*
- *Positive rapport between students and teachers*
- *Students asked purposeful questions*
- *Student work displayed throughout rooms*
- *Some formative assessments given within some classrooms*
- *Inclusion of English learners, SED, students with exceptions, accessing curriculum with all students.*

A review of the school's Child Abuse Mandated Reporter Training records revealed the school has implemented a system for training staff based on the requirements set forth in law. The school has established a system of internal benchmarking and processes for ongoing data analysis. Emergency drills were scheduled regularly during the school year, and included fire, earthquake, shelter in place, and lockdown practices in-person, at the school site.

Student Enrollment Data

For the 2022-23 school year, MSA-2 served 511 and maintained an average ADA of 93.12%

Subgroup Enrollment

The school's Socioeconomically Disadvantaged student population of 87.3% is higher than the comparison school district. English learners attending MSA-2 represent a 15.9% population and received ELD instruction through Integrated and Designated ELD support. The school is also serving a higher population of Students with Disabilities (18.4%), which is larger than the students' district of residence and the state. The MSA governing board of directors has incorporated a goal for measuring and reviewing student demographic data for MSA-2.

Demographic population by Subgroup – 2022-23

Subgroup	Enrollment	LAUSD (Non-charter)	State (Non-Charter)
English Learners	15.9%	20.1%	16.3%
Foster Youth	0.2%	0.7%	0.6%
Homeless Youth	0.4%	1.3%	3.3%
Migrant Education	0.0%	0.1%	0.8%
Students with Disabilities	18.4%	11.4%	11.9%
Socioeconomically Disadvantaged	87.3%	81.5%	60.9%
All Students	511	440,365	5,487,627

Demographic population by Ethnicity – 2022-23

Subgroup	MSA-2 Enrollment	LA County (Non-Charter)
African American	2.9%	5.4%
Hispanic/Latino	88.6%	65.8%
Asian	3.7%	7.2%
White	4.7%	10.8%
All Students	511	1,313,935

Resources

<https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=19101990115212&aqqllevel=school&year=2022-23>

Recommendations

- *It is recommended that MSA-2 continue with its addition and implementation of STEM and Career Technical Education (CTE) related courses for students.*
- *The school leadership should continue to closely monitor progress on Measurable Pupil Outcomes, LCAP goals and all internal assessment measures to ensure academic improvement for all students.*
- *MSA-2 must present clear and convincing data as evidence the school is fulfilling its measurable pupil outcomes and that all groups of students are demonstrating academic progress.*
- *It is important to recognize that the school could be identified as a Differentiated Assistance school based on low performance of ELs & SWDs, determined by 2023 dashboard results.*
- *The school needs to detail specific interventions for EL students, SPED students, and EL Newcomer students in the areas of Math and ELA proficiency. (CAASPP dashboard)*

Report completed by LACOE Lead Reviewer:

Duncan McCulloch

Duncan McCulloch (Nov 8, 2023 17:16 PST)

Duncan McCulloch, Coordinator III

Approved by LACOE Charter School Office Administrator:



Indra Ciccarelli, CSO Director II

Date report provided to the charter school:

October 24, 2023

Report provided to charter school via:

- US Postal Mail/Email
 Zoom Meeting
 Phone Conference

INSTRUCTIONAL PROGRAM REVIEW 2022-23

Charter School:	Magnolia Science Academy-3 (Grades 6-12)	
Date of Visit(s):	November 3, 2022 and May 18, 2023	
Enrollment:	Expected: 413	Actual: 379

This document provides a summary of observations and data collected through LACOE monitoring and oversight visit(s) focusing on the implementation of the academic program described in the school's charter and adherence to applicable laws. This form is adapted from the FCMAT Charter School Annual Oversight Checklist.

A. Educational Program

1. The charter school is following its curricular and instructional plan as presented in the approved charter petition.

Magnolia Science Academy-3 (MSA-3) serves grades 6-12 and revolves around its science, technology, engineering, arts, and math (STEAM), and college-readiness environment built into its mission and vision statement. The school provides a college preparatory educational program that emphasizes science, technology, engineering, art, athletics, and math. The core curriculum is based upon the UC/CSU A-G course requirements and includes six Advanced Placement courses (approximately 125 students), and a selection of electives that complement the school's focus on STEAM education including: computer science, robotics, graphic arts, Journalism, and advanced math. MSA-3 has also increased their participation in California Interscholastic Federation (CIF) sports with many students/athletes involved. For the 2022-23 school year, MSA-3 has established a partnership with Los Angeles Valley College (LAVC), providing students (approximately 80) with opportunities for dual enrollment and college credit. The goal is to offer dual enrollment as a substitute for AP classes. MSA-3 has a graduate profile goal for all students to graduate with literacy with a learner's mindset, creativity, adaptability, critical thinking, global citizenship, and effective communicators. In addition to academics, MSA-3 sponsors a number of co-curricular activities, including Science club, flag football, Dance club, Think together after school programs, and Cheer club. Each year MSA-3 offers a consistent field trip to each of the grade levels and includes every student, a very unique and rewarding event that students look forward to too.

For the 2022-23 school year, MSA-3 continued in-person learning for students. Classroom observations during visits showed increased use of technology by teachers and increased student interaction and active participation during instruction.

2. The charter school staffing is sufficient to carry out the educational program.

During the 2022-23 school year, MSA-3 had 23 credentialed instructors for both general education and special education (two teachers with preliminary credentials and four teachers on permits). In addition to the regular teaching staff, MSA-3 provides a Vice Principal, two Deans of students, a community school coordinator, and one college counselor. Instruction for students with disabilities is provided in mainstream classroom settings by a staff of Resource Specialists.

3. Students who are achieving either significantly below or significantly above grade level are receiving instruction that addresses their learning differences.

Based on the 8 State Standards, MSA-3 could potentially be designated as a Differentiated Assistance (DA) school due to the 2021-22 dashboard results of state priorities for one or more student groups across two or more priorities. The one student subgroup of Students with Disabilities was identified as low performers in the academic standard and chronic absenteeism. If this subgroup is recognized for two consecutive years, then schools are identified as DA. During the 2022-23 school year, the school offered Power classes in ELA and Math during the school day for those needing specific intervention, along with a variety of academic electives for those achieving above grade level. The school also uses Saturday instruction for both remediation and enrichment.

4. Parents of charter school high school students are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.
<i>The Magnolia Public Schools (MPS) Student/Parent Handbook outlines requirements for graduation from high school and includes a matrix identifying UC/A-G transferable courses with semester/credit requirements. The school communicates regularly with parents about college entrance requirements and transferrable course work.</i>
5. The charter school is implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition.
<i>MSA-3 operates as a classroom-based charter school serving grades 6-12 with a curriculum emphasis on science, technology, engineering, arts/athletics, and math (STEAM). In addition to providing core instruction, teachers offer multiple STEAM-based elective courses for students. The school provides opportunities for students to take college courses, and to engage with STEM related businesses in the local community. The instructional design serves students with the demographic make-up of the community as listed in its charter.</i>
6. The charter school has sought WASC accreditation.
<i>MSA-3 is currently accredited through the Western Association of Schools and Colleges (WASC) through June 30, 2028.</i>
7. A cross-reference with budget indicates that there is sufficient funding to operate the program delineated in the charter petition as addressing the mission of the charter school.
<i>See the Fiscal Annual Report from LACOE Business Advisory Services.</i>
B. Services to Special Populations
1. The charter school has adopted policies and practices that indicate compliance with all laws related to the provision of special education.
<i>Yes, MSA-3 has adopted policies and practices indicating compliance with all laws pertaining to the provision of special education. Quarterly reports indicate appropriate numbers of students per teacher on each caseload, with zero delinquent IEPs, and zero students being owed services as of June 17, 2023.</i>
2. Students who are identified as eligible for special education are receiving services required by their IEPs.
<i>Students with IEPs utilize the same materials as general education students, with specialized academic instruction and assistance provided utilizing push-in and pull-out services. In addition to receiving regular classroom instruction, students receive service in Speech and Language, DHH services, counseling, adaptive Physical Education, and occupational therapy.</i>
3. The charter school follows a process to identify and reclassify students who are English learners (ELs).
<i>Yes, MSA-3 has established an English Learners Master Plan for the identification, instruction, reclassification, and progress monitoring of English learners (EL). The 2021-22 CAASPP data indicates that 0% of EL students met or exceeded proficiency in ELA and 7.69% in Math. The 2021-22 CAASPP data for SWDs showed 5.88% met or exceeded proficiency in ELA and 11.11% in Math. As mentioned above, MSA-3 could be identified as a DA school if SWDs perform below state standards for two consecutive years.</i>
C. Curricular Materials
1. The charter school uses state standards-based instructional materials.
<i>MSA-3 uses California standards-based instructional materials from McGraw-Hill in all core areas.</i>

2. The charter school uses instructional materials that address the specific needs of special education students.
<i>Students with IEPs utilize the same materials as general education students, with specialized academic instruction and assistance provided utilizing push-in and pull-out services. In addition, MSA-3 has established a study/tutorial center where students receive specialized assistance through resource teachers.</i>
3. The charter school uses instructional materials that address the specific needs of English learners.
<i>Yes, MSA-3 has established a program for the identification, instruction, reclassification, and progress monitoring of English learners, which includes primary and supplemental instructional materials, including McGraw Hill's Study Sync, Flocabulary, IXL, and MyOn.</i>
4. The charter school refrains from using faith-based instructional materials.
<i>No faith-based instructional materials were observed during the fall or spring school visits.</i>
D. Professional Development & Teacher Qualification
1. The charter school staff has received legally required trainings.
<i>MSA-3 provided the LACOE Charter School Office (CSO) with a matrix of all required trainings that were conducted prior to the opening of the school year in August.</i>
2. Charter school staff is provided with opportunities for professional development needed to carry out the instructional program.
<i>MSA-3 followed the model of all Magnolia Public Schools, instituting professional learning communities (PLCs) with all staff departments. MSA-3 staff meets on Wednesdays within specific PLCs, with grade-level and department meetings rotating on alternating Wednesday afternoons. School leadership staff meeting topics include MTSS, PLC, PBIS, SEL, student achievement, discipline, pedagogy, and school safety. All teachers attend bi-weekly department and staff development meetings focused on the instructional program. These departmentalized meetings include the following topics: pedagogical strategies, differentiation, student achievement data and analysis using IAB, MAP-NWEA and IXL, explicit direct instruction, and providing modifications and accommodations for students. MSA-3 leadership also participates in Monday Leadership meetings with the home office team.</i>
3. Students identified as eligible for special education and/or as English learners are receiving services from teachers holding the legally required credentials, certificates and/or authorizations.
<i>MSA-3 administration submitted staff rosters to the LACOE CSO during the fall and spring semesters. All teacher credentials are verified to ensure that appropriate staff members hold required English learner and special education credentials and authorizations.</i>
4. The charter school cross-references the master schedule with teacher credentials to ensure that core subjects are being taught by highly qualified teachers.
<i>During both the first and second semester of the school year, staff credential lists were cross-checked with the school master schedule to ensure that credentialed teachers are teaching core subjects.</i>
5. The charter school participates in trainings made available through LACOE.
<i>MSA-3 administration attended LACOE required meetings this school year which consisted of bi-weekly Zoom sessions for all LACOE-authorized charters. In addition, the school continues to participate in LACOE PBIS trainings.</i>
E. Ongoing Assessment
1. The charter school participates in CAASPP testing as required for all K-12 schools in California.

MSA-3 participates in required CAASPP testing, as evidenced by the previous records of test scores and testing schedules. During the 2021-22 and 2022-23 school years, CAASPP testing was administered to all appropriate grade levels (6, 7, 8, 11).

2. A review of CAASPP data indicates that the charter school is on target to meet renewal requirements as set forth in EC 47607.

*Effective July 1, 2021, all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, shall have their term extended by two years pursuant per California Education Code Section 47607.4. The California Department of Education (CDE) Charter Schools Division has automatically updated the charter term for charter schools impacted by this extension. The term for MSA-3 has now been extended through **June 30, 2025**.*

Schoolwide Student Academic Performance and Achievement

Effective July 1, 2020, the renewal criteria for charter schools changed and is now based on a three-tiered criterion that will utilize School Dashboard outcomes.

*The **2021-22 CAASPP** data for all students showed that 33.18% met or exceeded standard in ELA and 18.44% of students met or exceeded standard in math. The percentage of current EL students who progressed at least one ELPI level (63.6%), maintained ELPI level 4 (0%), maintained ELPI levels 1, 2L, 2H, 3L, 3H (27.3%), or decreased at least one ELPI level (9.1%), was indicated on the dashboard for the 2021-22 school year. The school has identified 22 students as English learners, the 2022 CAASPP results for meeting or exceeded the standards were 0% (ELA) and 7.69% (Math).*

In preparation for charter renewal, it will be essential for the school to show progress over time for all groups of students. Results of internal assessments: NWEA, IAB and IXL will be key indicators in demonstrating progress, as an internal assessment and for grades not participating in SBAC testing.

3. The charter school has submitted its Annual Report to the LA County Board and School Accountability Report Card (SARC) containing the required elements.

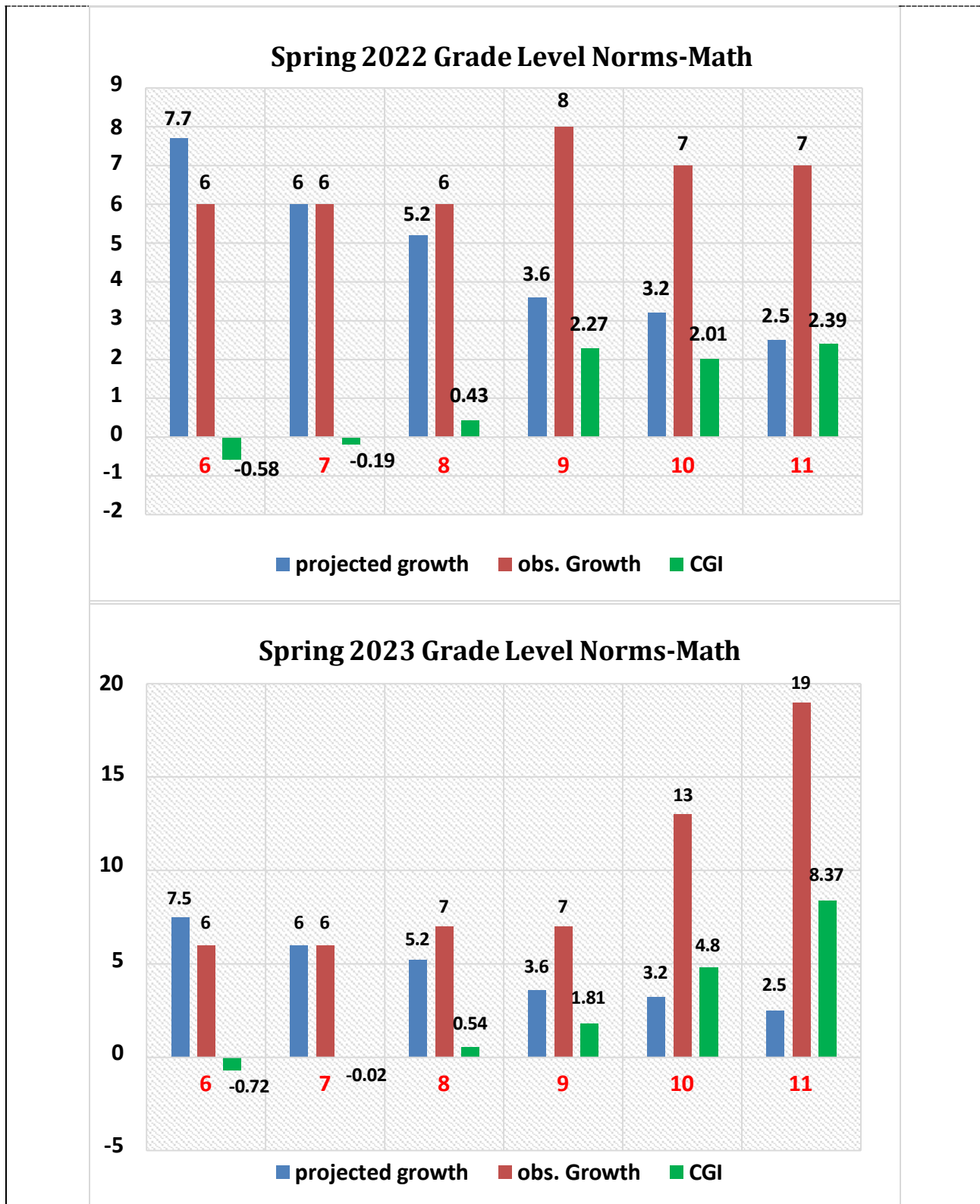
MSA-3 has completed and submitted a SARC for 2022-23 to LACOE. The SARC is also on file with the California State Board of Education website. The school also submitted an Annual report to LACOE detailing progress toward meeting measurable pupil outcomes (MPOs), LCAP summary data, and the results of internal assessments. All documentation was submitted in a timely manner.

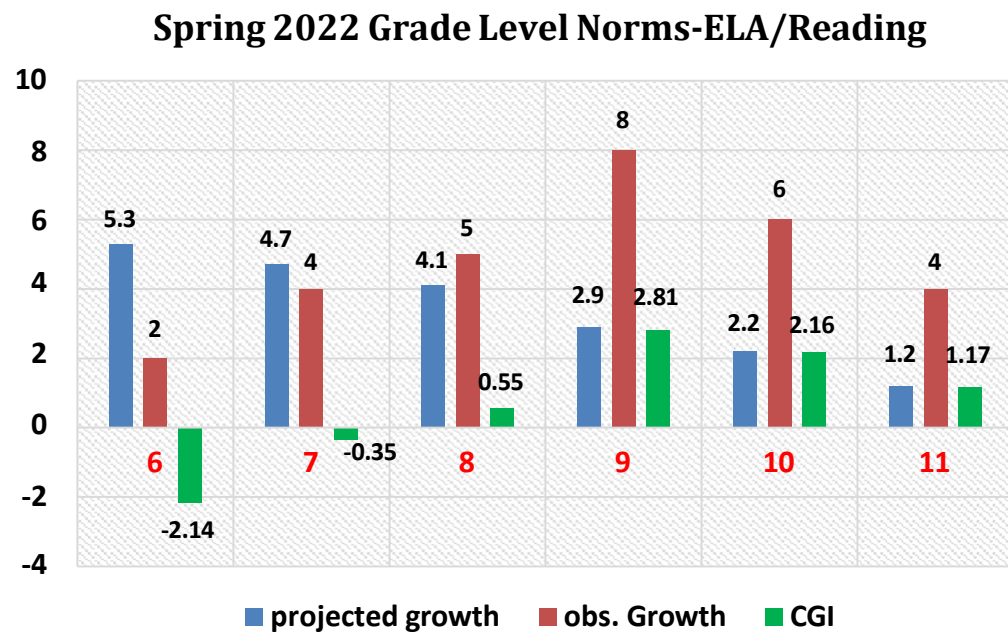
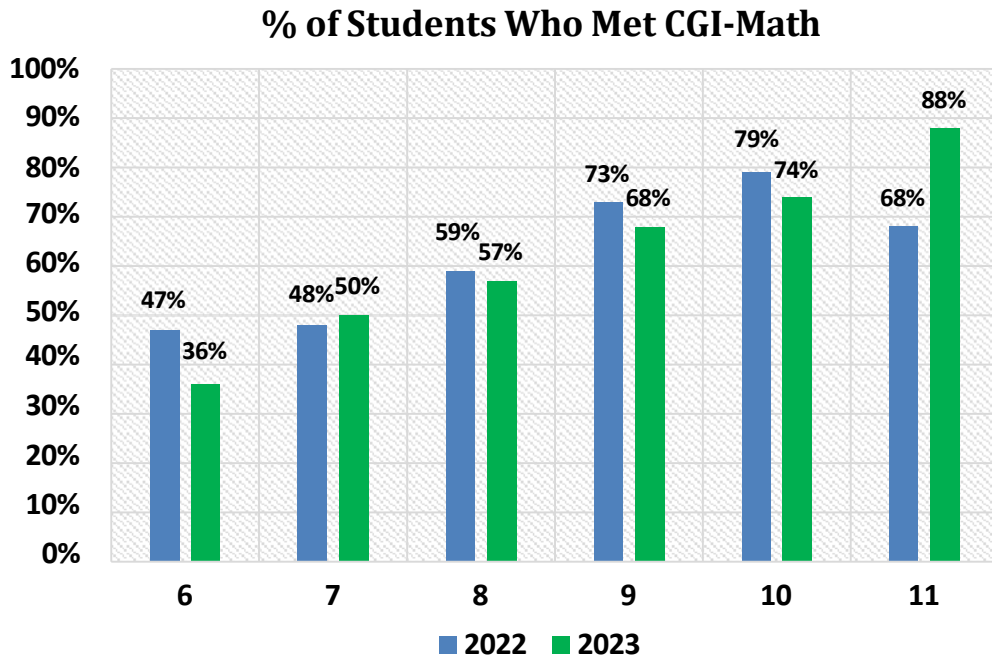
4. Student achievement data is regularly reported to parents and staff.

The school's website provides a login for parents, so they have the ability to track their child's progress at school. Each staff member is issued an email address and phone number, and parents can access their contact information via the website. In addition, every six weeks, parents are mailed home a hard copy of their child's progress report. Teachers are able to make personal comments that explain the student's progress beyond the letter grade. Further, student achievement data is regularly discussed and evaluated during staff meetings, department chair meetings, grade level meetings, and through department staff development.

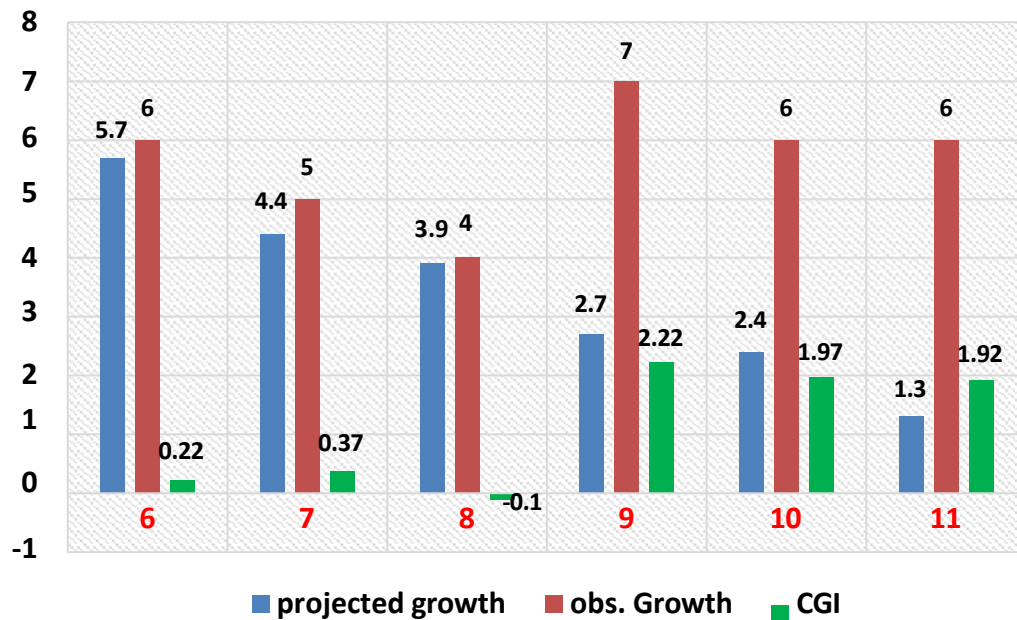
5. The charter school is implementing a plan for collecting, analyzing and reporting data on pupil achievement and using the data continually to monitor and improve its educational program.

The school has established an internal assessment system and data analysis protocol in order to report and monitor pupil achievement, evaluate the need for intervention, followed by targeted instructional planning. The following is a comparison of NWEA data compiled for the 2021-22 and 2022-23 school years and corresponding percentages of all students who met CGI per grade level (Acceptable CGI \geq -0.2 and % met \geq 50%):

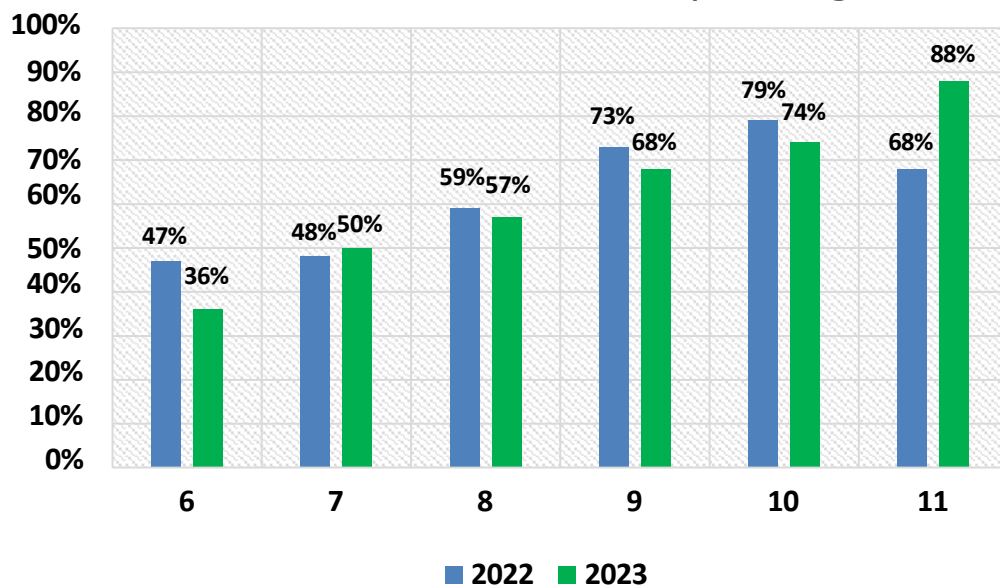




Spring 2023 Grade Level Norms-ELA/Reading



% of Students Who Met CGI-ELA/Reading



6. The charter school has implemented actions to address identified areas for improvement.

MSA-3 understands that continued improvement is needed for English learners and students with special needs, with ELA and Math as a primary content area of focus. The school has listed these areas of need but needs to specify goals, strategic interventions, and objectives to provide targeted interventions and supports for all students needing assistance.

7. Local Control Accountability Plan (LCAP):

a.	Board Approval/Timeliness of Submission:
	<i>The MPS Board approved the 2022-23 LCAP for MSA-3 during their meeting of June 23, 2022.</i>
b.	2022-23 LCAP Update
	<i>Based on the report provided in the Annual Update for the 2022-23 academic year of the school's progress toward meeting the goals as outlined in the school's LCAP.</i>
	<u>Goals were met relating to the following areas:</u>
	<ul style="list-style-type: none"> • <i>Students were offered college classes through LAVC.</i> • <i>Students were provided with intervention classes, tutorials, and Saturday School.</i> • <i>98% of graduating classes are meeting the A-G requirements.</i> • <i>96% Cohort Graduation rate for the class of 2023</i> • <i>96% of seniors accepted into Community college or 4-year school.</i>
	<u>MSA-3 has identified the following areas of needed improvement:</u>
	<ul style="list-style-type: none"> • <i>Cultural sensitivity and relevance training</i> • <i>Increasing the enrollment of African American students in AP or dual enrollment classes</i> • <i>Increasing academic achievement levels for students with disabilities, African American students, and English learners</i> • <i>Increase Families participation rate in surveys</i> • <i>Place an emphasis on PBIS topics including respect and conflict resolution.</i>
c.	Required Metrics addressed based on type of charter and services offered
	<i>No missing metrics or state priorities were noted.</i>
d.	Student Subgroups
	<i>MSA-3 has provided annual goals and specific targets for all significant subgroups.</i>
F. Facilities and Operations	
1.	There is a process for providing routine maintenance to ensure that charter school facilities including playgrounds remain in good condition.
	<i>No findings were noted in the LACOE Facilities Inspection Report. MSA-3 is co-located on the Los Angeles Unified School District (LAUSD) campus of Curtis Middle School.</i>
2.	The charter school maintains proper documentation related to student safety
	<i>Campus visits indicate that MSA-3 maintains proper documentation related to student safety.</i>
Summary	
	<i>The instructional program at MSA-3 aligns with the program described in the charter. The school uses standards-based materials with all students, including supplemental materials for students with special needs, English learners, and students needing intervention. A review of staffing records shows that teachers at MSA-3 are properly credentialed for the classes they instruct. The school professional development calendar includes mandated trainings for staff and training for staff in alignment with achievement goals. MSA-3 has also implemented a system of internal benchmarks to evaluate student progress and plan for instruction. MSA-3 has identified the need for increased academic achievement for students with disabilities, English learners, and African American students. The LACOE CSO staff visited several classrooms during both the fall and spring visits. Classroom observations of sample classes yielded the following:</i>
	<ul style="list-style-type: none"> • <i>Evidence of student collaboration in small groups</i> • <i>Positive rapport between students and teachers</i> • <i>Students asked purposeful questions</i>

- *Student work displayed throughout rooms*
- *Some formative assessments given within some classrooms*
- *Inclusion of ELs, SEDs, students with exceptions, accessing curriculum with all students*

A review of the school's Child Abuse Mandated Reporter Training records revealed the school has implemented a system for training staff based on the requirements set forth in law. The school has established a system of internal benchmarking and processes for ongoing data analysis. Emergency drills were scheduled regularly during the school year, and included fire, earthquake, shelter in place, and lockdown practices in-person, at the school site.

Student Enrollment Data

For the 2022-23 school year, MSA-3 served 379 and maintained an average ADA of 90.03%.

Subgroup Enrollment

The school's Socioeconomically Disadvantaged student population of 69.1% is lower than the comparison school district. English learners attending MSA-3 represent a 7.9% population and received ELD instruction through Integrated and Designated ELD support. The school is also serving a higher population of Students with Disabilities (11.9%), which is smaller than the students' district of residence and the state. The MSA governing board of directors has incorporated a goal for measuring and reviewing student demographic data for MSA-3.

Demographic Population by Subgroup – 2022-23


Subgroup	Enrollment	LAUSD (Non-charter)	State (Non-Charter)
English Learners	7.9%	20.1%	16.3%
Foster Youth	2.1%	0.7%	0.6%
Homeless Youth	2.6%	1.3%	3.3%
Migrant Education	0.0%	0.1%	0.8%
Students with Disabilities	11.9%	11.4%	11.9%
Socioeconomically Disadvantaged	69.1%	81.5%	60.9%
All Students	379	440,365	5,487,627

Demographic Population by Ethnicity – 2022-23

Subgroup	MSA-3 Enrollment	LA County (Non-Charter)
African American	35.4%	5.4%
Hispanic/Latino	60.4%	65.8%
Asian	0.5%	7.2%
White	0.8%	10.8%
Two or more races	2.9%	2.5%
All Students	379	1,313,935

Resources

<https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=19101990115212&agglevel=school&year=2022-23>

Recommendations	
<ol style="list-style-type: none"> 1. <i>The school leadership should continue to closely monitor progress on internal assessments, MPOs, and LCAP goals ensuring full implementation of any action items in order to meet the criteria for renewal.</i> 2. <i>It is incumbent for the school to formulate a plan for analyzing and organizing assessment results in order to present clear and convincing data as evidence the school is fulfilling its measurable pupil outcomes and that all groups of students are demonstrating academic progress.</i> 3. <i>It is important to recognize that the school could be identified as a Differentiated Assistance school based on low performance of SWDs, determined by 2023 dashboard results.</i> 4. <i>The school needs to detail specific interventions for EL students, SPED students, and all low performing groups in the areas of Math and ELA proficiency. (CAASPP dashboard)</i> 5. <i>Please continue the practice of providing translations of documents for parents and students having a home language other than English, on the website.</i> 6. <i>Analysis of 6th grade instructional program specifically to address MAP scores in ELA and Math.</i> 7. <i>Increase parents' participation at specifically designated parent groups with surveys, and board level meetings.</i> 	
Report completed by LACOE Lead Reviewer: <u><i>Duncan McCulloch</i></u> <small>Duncan McCulloch (Nov 8, 2023 17:16 PST)</small>	Approved by LACOE Charter School Office Administrator: 
Duncan McCulloch, Coordinator III	Indra Ciccarelli, Director II
Date report provided to the charter school: <p style="text-align: center;">October 26, 2023</p>	Report provided to charter school via: <input checked="" type="checkbox"/> US Postal Mail/Email <input type="checkbox"/> Meeting <input checked="" type="checkbox"/> Zoom Conference

INSTRUCTIONAL PROGRAM REVIEW 2022-23

Charter School:	Magnolia Science Academy-5 (Grades 6-12)	
Date of Visit(s):	November 7, 2022 and April 25, 2023	
Enrollment:	Expected: 448	Actual: 238
<p><i>This document provides a summary of observations and data collected through LACOE monitoring and oversight visit(s) focusing on the implementation of the academic program described in the school's charter and adherence to applicable laws. This form is adapted from the FCMAT Charter School Annual Oversight Checklist.</i></p>		
A. Educational Program		
<p>1. The charter school is following its curricular and instructional plan as presented in the approved charter petition.</p>		
<p><i>Magnolia Science Academy-5 (MSA-5) is a classroom-based charter school serving grades 6-12 with a curriculum emphasis on science, technology, engineering, arts, and math (STEAM). MSA-5's mission is to provide a college preparatory educational program emphasizing STEAM in a safe environment that cultivates respect for self and others. MSA-5 offers a comprehensive learning experience designed to serve the needs of students through effective site-based instruction, rich hands-on learning, and foundation skills presented in ways that are relevant and inspiring for students. Classroom instruction at MSA-5 is supplemented by tutoring, after-school programs, and dual enrollment opportunities to attend college classes.</i></p> <p><i>During the 2021-22 school year, MSA-5 relocated from its Reseda Senior High School co-location to 18238 Sherman Way in Reseda, California, the location of MSA-1. Campus visits during the fall and spring semesters showed use of classroom technology by teachers, and active participation for students during the class period.</i></p> <p><i>During the 2022-23 school year, MSA-5 purchased a property to establish its own location.</i></p>		
<p>2. The charter school staffing is sufficient to carry out the educational program.</p>		
<p><i>During the 2022-23 school year, MSA-5 had 15 credentialed instructors for both general education and special education (four teachers with preliminary credentials and one teacher on a permit). In addition to the regular teaching staff, MSA-5 provides a Vice Principal, one Dean of students, a community school coordinator, a PACE Coordinator, and one college counselor. Instruction for students with disabilities is provided in mainstream classroom settings by a staff of Resource Specialists.</i></p>		
<p>3. Students who are achieving either significantly below or significantly above grade level are receiving instruction that addresses their learning differences.</p>		
<p><i>MSA-5 provides students with a number of supports including power classes, after school tutoring, Saturday School, small group, and one-on-one tutoring with staff. The school also provides teaching staff with professional development opportunities around SEL, PBIS, MTSS, Adaptive Schools, differentiated instruction, Response to Intervention (RTI), and working with diverse learners.</i></p>		
<p>4. Parents of charter school high school students are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.</p>		
<p><i>The Magnolia Public Schools (MPS) Student/Parent Handbook outlines requirements for graduation from high school and includes a matrix identifying UC/A-G transferable courses with semester/credit requirements. The school communicates regularly with parents about college entrance requirements and transferrable course work.</i></p>		
<p>5. The charter school is implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition.</p>		

<i>MSA-5 operates as a classroom-based charter school serving grades 6-12 with a curriculum emphasis on STEAM. In addition to providing core instruction, teachers offer multiple STEAM-based elective courses for students. The school provides opportunities for students to take college courses, and to engage with STEM related businesses in the local community. The instructional design serves students with the demographic make-up of the community as listed in its charter.</i>	
6. The charter school has sought WASC accreditation.	<i>MSA-5 is currently accredited through the Western Association of Schools and Colleges (WASC) through June 30, 2029.</i>
7. A cross-reference with budget indicates that there is sufficient funding to operate the program delineated in the charter petition as addressing the mission of the charter school.	<i>See the Fiscal Annual Report provided by LACOE Business Advisory Services.</i>
B. Services to Special Populations	
1. The charter school has adopted policies and practices that indicate compliance with all laws related to the provision of special education.	<i>Yes, MSA-5 has adopted policies and practices indicating compliance with all laws pertaining to the provision of special education. Quarterly reports indicate appropriate number of students per teacher on each caseload and indicate zero overdue IEPs and no student being owed services.</i>
2. Students who are identified as eligible for special education are receiving services required by their IEPs.	<i>In addition to receiving regular classroom instruction, students receive service in Speech and Language, DHH services, counseling, adaptive Physical Education, and occupational therapy.</i>
3. The charter school follows a process to identify and reclassify students who are English learners (ELs).	<i>MSA-5 has established an English Learners Master Plan for the identification, instruction, reclassification, and progress monitoring of English learners. MSA-5 identified 65 EL students in the 2022-23 school year. The 2021-22 CAASPP data indicates that 8.89% of EL students met or exceeded proficiency in ELA and 13.33% in Math. The 2021-22 CAASPP data for SWDs showed 29.17% met or exceeded proficiency in ELA and 12.5% in Math. The most current reclassification rate in 2020-21, showed a 4.1% rate for English learners.</i>
C. Curricular Materials	
1. The charter school uses state standards-based instructional materials.	<i>MSA-5 uses California standards-based instructional materials from McGraw-Hill in all core areas.</i>
2. The charter school uses instructional materials that address the specific needs of special education students.	<i>Students with IEPs utilize the same materials as general education students, with specialized academic instruction and assistance provided utilizing push-in and pull-out services.</i>
3. The charter school uses instructional materials that address the specific needs of English learners.	<i>Yes, MSA-5 has established a program for the identification, instruction, reclassification, and progress monitoring of English learners, which includes primary and supplemental instructional materials, including McGraw Hill's Study Sync and MyOn Reading.</i>
4. The charter school refrains from using faith-based instructional materials.	<i>No faith-based instructional materials were observed during the fall or spring school visits.</i>

D. Professional Development & Teacher Qualification	
1. The charter school staff has received legally required trainings.	<i>The school provided the LACOE Charter School Office (CSO) a detailed matrix listing all professional development opportunities provided for staff; including legally required trainings and the dates trainings were conducted.</i>
2. Charter school staff is provided with opportunities for professional development needed to carry out the instructional program.	<i>MSA-5 followed the model of all Magnolia Public Schools, instituting professional learning communities (PLCs) with all staff departments. MSA-5 staff meets on Wednesdays within specific PLCs, with grade-level and department meetings rotating on alternating Wednesday afternoons. School leadership staff meeting topics include MTSS, PLC, PBIS, SEL, student achievement, discipline, pedagogy, and school safety. All teachers attend bi-weekly department and staff development meetings focused on the instructional program. These departmentalized meetings include the following topics: pedagogical strategies, differentiation, student achievement data and analysis using IAB, MAP-NWEA and IXL, explicit direct instruction, and providing modifications and accommodations for students. MSA-5 leadership also participates in Monday Leadership meetings with the home office team.</i>
3. Students identified as eligible for special education and/or as English learners are receiving services from teachers holding the legally required credentials, certificates and/or authorizations.	<i>MSA-5 administration submitted staff rosters to the LACOE CSO during the fall and spring semesters. All teacher credentials are verified to ensure that appropriate staff members hold required English learner and special education credentials and authorizations.</i>
4. The charter school cross-references the master schedule with teacher credentials to ensure that core subjects are being taught by highly qualified teachers.	<i>During both the first and second semester of 2022-23, staff credential lists were crosschecked with the master schedule to ensure that credentialed teachers are teaching core subjects.</i>
5. The charter school participates in trainings made available through LACOE.	<i>MSA-5 administration attended LACOE required meetings this school year, which consisted of bi-weekly Zoom sessions for all LACOE-authorized charters. In addition, the school continues to participate in LACOE PBIS training, training for English learners, LCAP, TEAL training and support for students with disabilities.</i>
E. Ongoing Assessment	
1. The charter school participates in CAASPP testing as required for all K-12 schools in California.	<i>MSA-5 participates in required CAASPP testing, as evidenced by the previous records of test scores and testing schedules. During the 2021-22 and 2022-23 school years, CAASPP testing was administered to all appropriate grade levels (6, 7, 8, 11).</i>
2. A review of CAASPP data indicates that the charter school is on target to meet renewal requirements as set forth in EC 47607.	<i>Effective July 1, 2021, all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, shall have their term extended by two years pursuant to California Education Code Section 47607.4. The California Department of Education (CDE) Charter Schools Division has automatically updated the charter term for charter schools impacted by this extension. The term for MSA-5 has now been extended through June 30, 2026.</i>
Schoolwide Student Academic Performance and Achievement	
<i>Effective July 1, 2020, the renewal criteria for charter schools changed and is now based on a three-</i>	

tiered criterion that will utilize School Dashboard outcomes.

*The **2021-22 CAASPP** data for all students showed that 45.34% of all students met or exceeded standard in ELA, and 22.36% of all students tested exceeded standard in math. The percentage of current EL students who progressed at least one ELPI level (67.7%), maintained ELPI level 4 (0%), maintained ELPI levels 1, 2L, 2H, 3L, 3H (29.2%), or decreased at least one ELPI level (3.1%), was indicated on the dashboard for the 2021-22 school year. The school has identified 65 students as English learners, the 2022 CAASPP results for meeting or exceeded the standards were 8.89% (ELA) and 13.33% (Math).*

In preparation for charter renewal, it will be essential for the school to show progress over time for all groups of students. Results of internal assessments: NWEA, IAB and IXL will be key indicators in demonstrating progress, as an internal assessment and for grades not participating in SBAC testing.

3. The charter school has submitted its Annual Report to the LA County Board and School Accountability Report Card (SARC) containing the required elements.

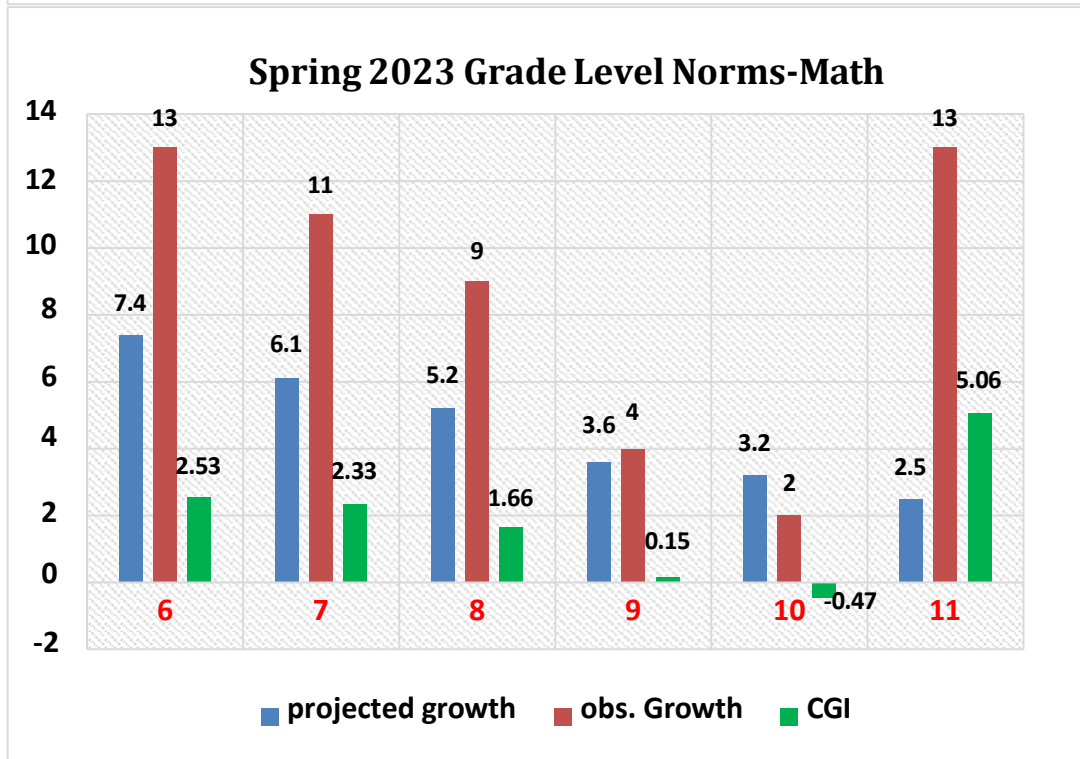
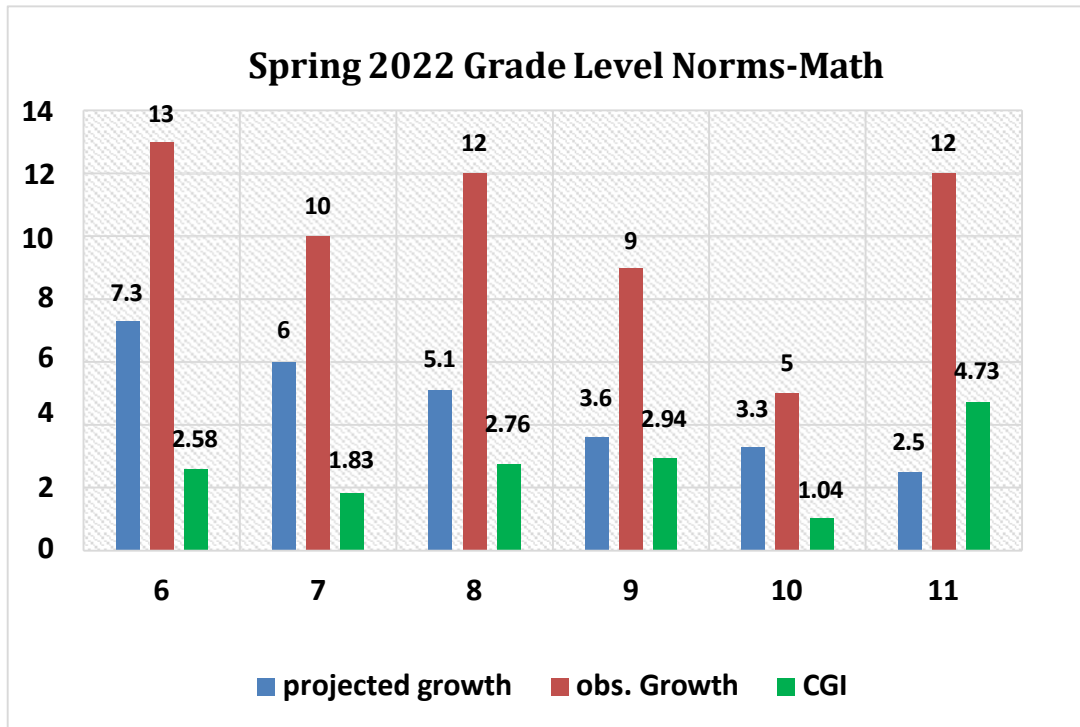
MSA-5 has completed and submitted a SARC for 2022-23, which is also on file with the California State Board of Education website. The school also submitted an Annual report to LACOE highlighting progress toward meeting measurable pupil outcomes (MPOs), LCAP summary data, and the results of internal assessments. All documentation were submitted in a timely manner.

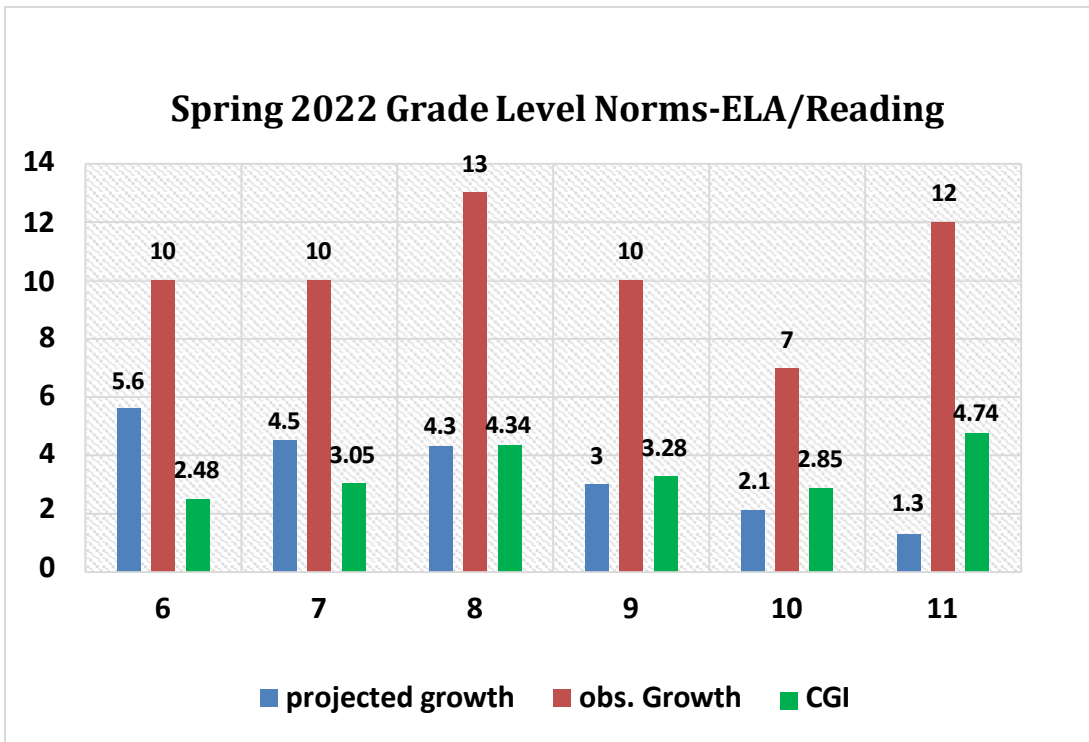
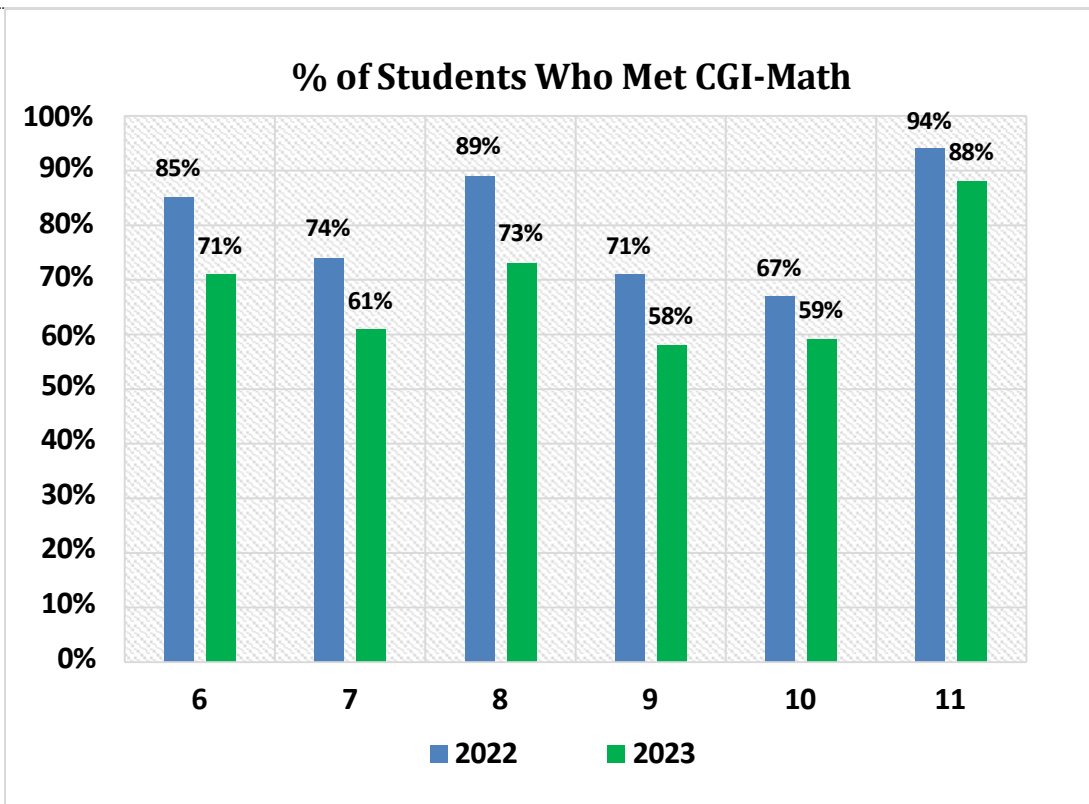
4. Student achievement data is regularly reported to parents and staff.

The school's website provides a login for parents, so they have the ability to track their child's progress at school. Each staff member is issued an email address and phone number, and parents can access their contact information via the website. In addition, every six weeks, parents are mailed home a hard copy of their child's progress report. Teachers are able to make personal comments that explain the student's progress beyond the letter grade. Further, student achievement data is regularly discussed and evaluated during staff meetings, department chair meetings, grade level meetings, and through department staff development.

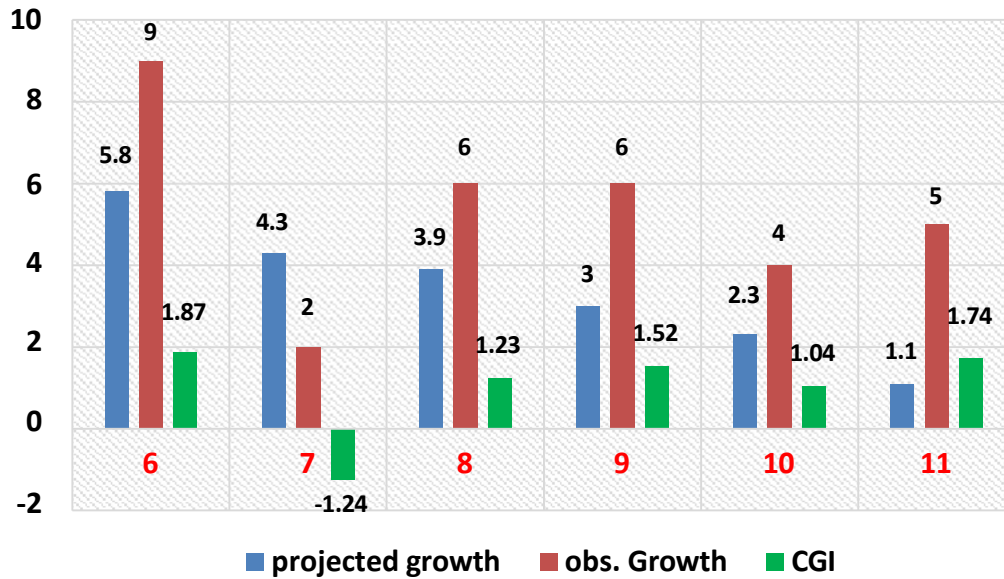
5. The charter school is implementing a plan for collecting, analyzing and reporting data on pupil achievement and using the data continually to monitor and improve its educational program.

The school has established an internal assessment system and data analysis protocol in order to report and monitor pupil achievement, evaluate the need for intervention, followed by targeted instructional planning. The following is a comparison of NWEA data compiled for the 2021-22 and 2022-23 school years and corresponding percentages of all students who met CGI per grade level (Acceptable CGI ≥ -0.2 and % met $\geq 50\%$):

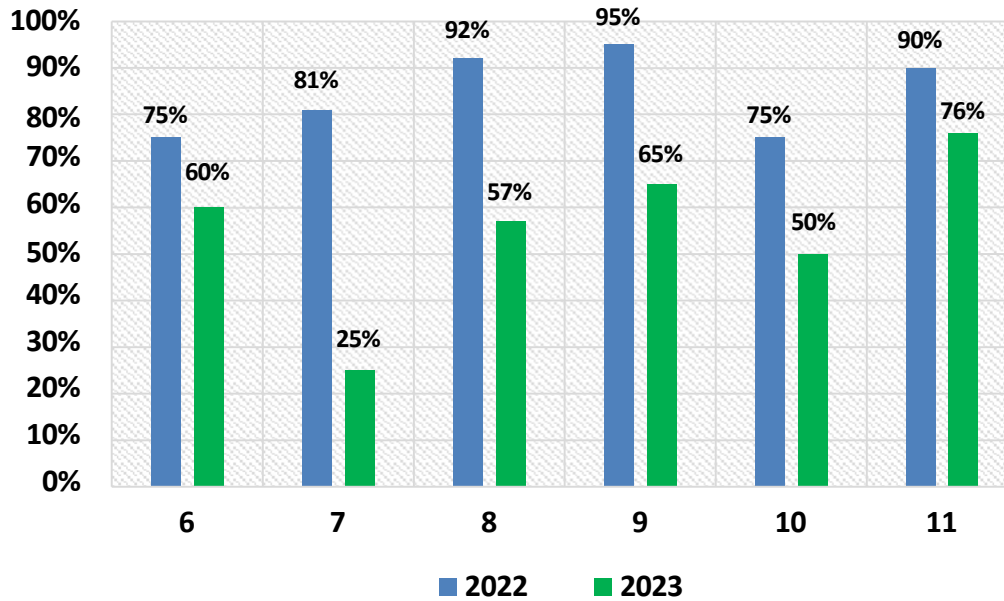




Spring 2023 Grade Level Norms-ELA/Reading



% of Students Who Met CGI-ELA/Reading



6. The charter school has implemented actions to address identified areas for improvement.

MSA-5 reports that English learners and students with special needs continue to need targeted assistance toward improvement on CAASPP. In addition, the school has identified mathematics as an area needing continued focus. MSA-5 reports having taken the following steps to address these specific areas of need: Power classes in ELA and Math will continue; Saturday school, summer school and one-to-one tutorials will provide additional assistance for students. MSA-5 intends to continue to implement MTSS during the 2023-24 school year.

7. Local Control Accountability Plan (LCAP):
<p>a. Board Approval/Timeliness of Submission:</p> <p><i>The MPS Board approved the LCAP for MSA-5 at their regular board meeting of June 23, 2022. All documents were submitted to LACOE in a timely manner.</i></p>
<p>b. 2022-23 LCAP Update</p> <p><i>Based on the report provided in the Annual Update for the 2022-23 academic year regarding the school's progress toward meeting the goals as outlined in the LCAP.</i></p> <p><u>Standards progressing toward goals in the following areas:</u></p> <ul style="list-style-type: none"> • 100% Compliance with teacher assignments and instructional materials • 100% graduation rate • 90.27% Attendance Rate (Goal is 95%) • EL students were provided with designated and integrated ELD instruction • Interventions are offered during the school day, during after school hours and through Saturday School. • Successful WASC accreditation • Zero percent suspension/expulsion rate for the past three years <p><u>MSA-5 has identified the following areas of needed improvement:</u></p> <ul style="list-style-type: none"> • Implement successful dual enrollment program • Increasing academic achievement levels for students with disabilities, African American students, and English learners • Increase attendance rate • Increase parent engagement and participation through School Site council, ELAC, PTF, home visit.
<p>c. Required Metrics addressed based on type of charter and services offered</p> <p><i>No missing metrics or state priorities were noted.</i></p>
<p>d. Student Subgroups</p> <p><i>MSA-5 has provided annual goals and specific targets for all significant subgroups.</i></p>
F. Facilities and Operations
<p>1. There is a process for providing routine maintenance to ensure that charter school facilities including playgrounds remain in good condition.</p> <p><i>MSA-5 operates a shared facility alongside MSA-1 at 18238 Sherman Way, Reseda, California. MSA-5 works to maintain a clean and safe campus area for students and participates in facilities inspections by the LACOE Facilities and Construction Unit.</i></p>
<p>2. The charter school maintains proper documentation related to student safety</p> <p><i>Yes, MSA-5 maintains proper documentation related to student safety.</i></p>
Summary
<p><i>The instructional program at MSA-5 aligns with the program described in the charter. The school uses standards-based materials with all students, including supplemental materials for students with special needs, English learners, and students needing intervention. A review of staffing records shows that teachers at MSA-5 are properly credentialed for the classes they instruct. The school professional development calendar includes mandated trainings for staff and training for staff in alignment with achievement goals. MSA-5 has also implemented a system of internal benchmarks to evaluate student</i></p>

progress and plan for instruction. LACOE CSO staff visited several classrooms during both the fall and spring visits. Classroom observations of sample classes yielded the following:

- *Evidence of student collaboration in small groups*
- *Positive rapport between students and teachers*
- *Students asked purposeful questions*
- *Student work displayed throughout rooms*
- *Some formative assessments given within some classrooms*
- *Inclusion of English learners, SED, students with exceptions, accessing curriculum with all students*

A review of the school's Child Abuse Mandated Reporter Training records revealed the school has implemented a system for training staff based on the requirements set forth in law. The school has established a system of internal benchmarking and processes for ongoing data analysis. Emergency drills were scheduled regularly during the school year, and included fire, earthquake, shelter in place, and lockdown practices in-person, at the school site.

Student Enrollment Data

For the 2022-23 school year, MSA-5 served 238 and maintained an average ADA of 90.27%.

Subgroup Enrollment

The school's Socioeconomically Disadvantaged student population of 82.4% is larger than the comparison school district. English learners attending MSA-5 represent a 33.2% population and received ELD instruction through Integrated and Designated ELD support. The school is also serving a higher population of Students with Disabilities (14.7%), larger than the students' district of residence and the state. The MSA governing board of directors has incorporated a goal for measuring and reviewing student demographic data for MSA-5.

Demographic Population by Subgroup – 2022-23

Subgroup	Enrollment	LAUSD (Non-charter)	State (Non-Charter)
English Learners	33.2%	20.1%	16.3%
Foster Youth	0%	0.7%	0.6%
Homeless Youth	0.4%	1.3%	3.3%
Migrant Education	0.0%	0.1%	0.8%
Students with Disabilities	14.7%	11.4%	11.9%
Socioeconomically Disadvantaged	82.4%	81.5%	60.9%
All Students	238	440,365	5,487,627

Demographic population by Ethnicity – 2022-23

Subgroup	MSA-5 Enrollment	LA County (Non-Charter)
African American	1.3%	5.4%
Hispanic/Latino	89.1%	65.8%
Asian	2.1%	7.2%
White	3.8%	10.8%
Filipino	2.9%	1.7%
American Indian	0.4%	0.2%
Two or more races	0.4%	2.5%
All Students	238	1,313,935

Resources

<https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=19101990115212&agglevel=school&year=2022-23>

Recommendations

1. *School leadership should continue to closely monitor progress on MPOs, CAASPP, and LCAP goals ensuring implementation of any action items in order to meet criteria for renewal.*
2. *It is incumbent for the school to formulate a plan for analyzing and organizing assessment results in order to present clear and convincing data as evidence the school is fulfilling its measurable pupil outcomes and that all groups of students are demonstrating academic progress.*
3. *As a STEAM focused program, it is recommended that the school continue to work toward increasing its industry specific partnerships, relationships with local colleges, and examine ways to establish CTE courses and related pathways.*
4. *Continue to design academic programs specific to large subgroup populations, SEDs and ELs.*
5. *Continue to focus on improving Math proficiency for all subgroups of students.*
6. *Continue the practice of providing translations of documents for parents and students having a home language other than English, on the web site.*
7. *Increase parent participation at specifically designated parent groups, with surveys, and board level meetings.*

Report completed by LACOE Lead Reviewer:

Duncan McCulloch

Duncan McCulloch (Nov 8, 2023 17:16 PST)

Duncan McCulloch, Coordinator III

Approved by LACOE Charter School Office Administrator:



Indra Ciccarelli, Director II

Date report provided to the charter school:

November 1, 2023

Report provided to charter school via:

- US Postal Mail/Email
 Meeting
 Zoom Conference

Coversheet

Projected Enrollment Update for 2024-25

Section: III. Information/Discussion Items
Item: B. Projected Enrollment Update for 2024-25
Purpose: Discuss
Submitted by:
Related Material: III_B_Enrollment Projections for MPS Sites 2024-2025 (Updated).pdf



Agenda Item:	III B: Information/Discussion Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Dr. Brenda D. Olivares, Chief External Officer
RE:	Enrollment Projections for MPS Sites 2024-2025

Action Proposed:

No action is needed. This item continues enrollment progress across all Magnolia Public School sites including projected enrollments. The information received from this presentation will inform the MPS board about the projected enrollment for the upcoming 2024-2025 school year and where we are in the enrollment season.

Purpose:

We are continuing to establish systems related to enrollment projections as they align with the open enrollment timeline for families reflecting critical deadlines such as the open enrollment window that closes the first Friday upon our return from winter break annually and this year for the majority of the schools is January 12, 2024.

Background:

The Chief External Officer, Chief Executive Officer and Superintendent met after the census day enrollment numbers we finalized for the current school year approximately at the end of October 2023. We discuss trends in enrollment and historical enrollment data, based on the information available for both a qualitative and quantitative understanding of all school site enrollment, enrollment projection numbers for the upcoming school year were considered. In November, the initial projects were revisited this time including the Chief Financial Officer to inform what a projected budget could look like for the upcoming school year. In this process, all MPS Principals were provided with their projected enrollment numbers; they were able to give feedback regarding the projections by analyzing the grade level breakdown and providing additional contextual information and then met with the CXO to make adjustments before December 15th, this deadline is in line with the previous school years process. The deadline allows for PACE to know the breakdown and plan accordingly for strategic enrollment plans before January and Office Managers can also make offers once the open enrollment window closes knowing which grades there is enough space not to need a lottery or waitlist.

Analysis:

Below you will find the current enrollment of every school site, the projected enrollment, intent to return numbers (still being finalized), and the pending registration applications based on the School Mint application portal as of the date this report was prepared 12/1/2023.



2024-2025 Intent to Return and Application Totals						
INFINITE CAMPUS Enrollments	SITE NAME	NOT RETURNING	NO FORM/NO REPLY	EXPECTED TO RETURN	SCHOOLMINT PENDING APPLICATIONS	TARGET ENROLLMENTS 2024-2025
		Counts collected from Intent to Return form	Counts collected from Intent to Return form	ONLY Include "Intent to Return" form responses.		
12/13/2023	DO NOT ENTER DATA HERE - DO NOT CHANGE FORMULAS				12/13/2023	Rev. 12/13/2023
710	MSA 1	5	226	404	64	715
534	MSA 2	14	3	473	79	564
387	MSA 3	6	7	327	32	390
125	MSA 4	0	1	109	30	144
214	MSA 5	0	8	181	39	218
112	MSA 6	0	0	80	30	121
282	MSA 7	1	1	224	34	287
399	MSA Bell	1	122	135	40	405
440	MSA San Diego	2	29	256	125	440
504	MSA Santa Ana	0	119	350	14	515
3707	TOTALS	29	516	2539	487	3799

Impact:

The benefit for all MPS schools is to identify targeted enrollment projections and plan retention, recruitment, and engagement strategies accordingly to reach targets for enrollment.

Budget Implications:

Enrollment for the individual sites will vary and this information will be discussed in detail during May 2024 as we get closer to Budget Adoption for the 2024-25 fiscal year.

Committee Recommendations: N/A

Exhibits: None

Coversheet

Approval of First Interim Reports for the 2023-24 Fiscal Year

Section: IV. Action Items
Item: A. Approval of First Interim Reports for the 2023-24 Fiscal Year
Purpose: Vote
Submitted by:
Related Material: IV_A_2023-24 First Interim Reports.pdf



Agenda Item:	IV A: Action Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Finance Committee
Staff Lead(s):	Steve Budhreja Ed.D, Chief Financial Officer
RE:	Approval of First Interim Reports for the 2023-24 fiscal year

Action Proposed:

I move that the Board approve the fiscal year 2023-24 first interim budget reports as the most recent revised budget for the 2023-24 fiscal year.

Background:

Local Education Agencies (LEAs) are required to file two interim reports during the fiscal year as an update of their financial condition under Education Code (EC) Sections 35035(g), 42130 and 42131. The First Interim Report represents actuals data from July 1, through October 31, for the 2022-23 fiscal year.

Budget Implications:

Budget adjustments include updated revenues and expenditures for the current fiscal year based on the most current information available. Based on the updated information provided in the 2023-24 First Interim Reports, all MPS Schools should be able to meet their financial obligations for the 2023-24 fiscal year.

Exhibits:

- 2023-24 First Interim presentation along with financial data on individual MPS schools and the Home Office.



2023-24 First Interim Budget

Magnolia Public Schools Board Meeting

December 14, 2023



Executive Summary

- The 2023-24 First Interim Budget updates the board- approved July Budget and reflects changes in Federal, State and Local revenues.
- The State Revenues now include Prop 28 Arts and Music Education grant as well the remaining balances of one-time State grants such as Learning Recovery Emergency Block, Arts, Music, and Instructional Materials Grant, and Middle and Early College grant. Local Revenues have also been updated and excludes Employee Retention Credits due to recognition of these revenues in FY 2022-23. Based on these latest budget updates, here are the results compared with July projections:
 - **Average Daily Attendance of 3,428 which is an overall decrease of 36 ADA from July projections**
 - **Revenues of \$81.8 million, decrease of \$266k**
 - **Expenditures of \$81.4 million, increase of \$1.3 million**
 - **Net operating surplus of \$350k, down \$1.57 million**

MPS's overall cash position remains positive with a projected cash balance of \$35.7 million as of June 30, 2024.

2023-24 First Interim Budget - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Enrollment (CALPADS)	708	530	390	121	218	110	279	404	507	439		3,706
Attendance (P-2 ADA)	660	495	353	108	197	101	258	372	477	407		3,428
Revenue												
LCFF Entitlement	10,257,596	7,566,458	5,040,013	1,788,434	3,105,435	1,440,882	3,749,142	5,250,931	7,240,720	4,512,596	-	49,952,206
Federal Revenue	1,054,653	354,959	293,930	82,331	448,805	216,968	294,404	443,380	555,062	180,204	-	3,924,694
Other State Revenues	3,881,594	2,925,048	1,770,477	410,260	1,295,952	579,685	1,945,755	1,451,819	2,792,701	1,607,736	-	18,661,028
Other Local Revenues	328,217	171,716	26,068	342,363	29,713	118,428	273,519	381,725	151,673	85,000	7,369,537	9,277,960
Total Revenue	15,522,060	11,018,181	7,130,487	2,623,388	4,879,906	2,355,963	6,262,820	7,527,855	10,740,156	6,385,536	7,369,537	81,815,888
Expenses												
Certificated Salaries	4,251,764	2,947,178	2,677,429	1,317,246	1,633,581	826,678	1,761,337	2,645,802	3,547,861	2,150,790	-	23,759,666
Classified Salaries	1,694,077	1,052,410	762,402	208,726	569,034	254,322	785,766	846,750	1,160,336	419,505	4,598,417	12,351,746
Benefits	2,081,376	1,429,403	1,327,907	556,585	770,898	396,213	845,717	1,178,846	1,811,604	904,918	1,577,135	12,880,601
Books and Supplies	991,015	675,869	326,999	114,165	322,025	108,452	265,174	502,796	510,091	319,444	113,931	4,249,960
Services and Operations	5,288,373	4,508,948	2,177,238	761,519	1,173,871	858,638	2,515,660	2,066,606	2,694,159	2,419,261	1,543,045	26,007,318
Depreciation / Cap Outlay	289,141	12,484	95,959	32,104	65,241	15,470	65,478	189,508	799,249	62,314	515	1,627,463
Other Outflows	15,000	-	-	-	-	-	-	-	570,828	3,180	-	589,008
Total Expenses	14,610,746	10,626,293	7,367,934	2,990,344	4,534,650	2,459,774	6,239,132	7,430,307	11,094,128	6,279,411	7,833,043	81,465,762
Net Revenue	911,314	391,888	(237,447)	(366,957)	345,256	(103,811)	23,688	97,547	(353,972)	106,125	(463,506)	350,126
Fund Balance												
Beginning Balance	11,005,785	5,642,260	3,254,116	1,448,873	5,303,440	2,848,933	3,259,094	7,604,881	9,527,466	1,409,667	3,563,059	54,867,574
Net Revenue	911,314	391,888	(237,447)	(366,957)	345,256	(103,811)	23,688	97,547	(353,972)	106,125	(463,506)	350,126
Projected Ending Balance	11,917,099	6,034,148	3,016,669	1,081,916	5,648,696	2,745,122	3,282,782	7,702,428	9,173,494	1,515,792	3,099,553	55,217,700
Ending Bal. as % of Exp.:	81.6%	56.8%	40.9%	36.2%	124.6%	111.6%	52.6%	103.7%	82.7%	24.1%	39.6%	67.8%

4 out of 10 school sites and Home Office are projecting deficit spending for FY 2023-24. Although, the overall cash balance remains positive MPS will have to carefully monitor spending and cash flow for sites with deficit spending.

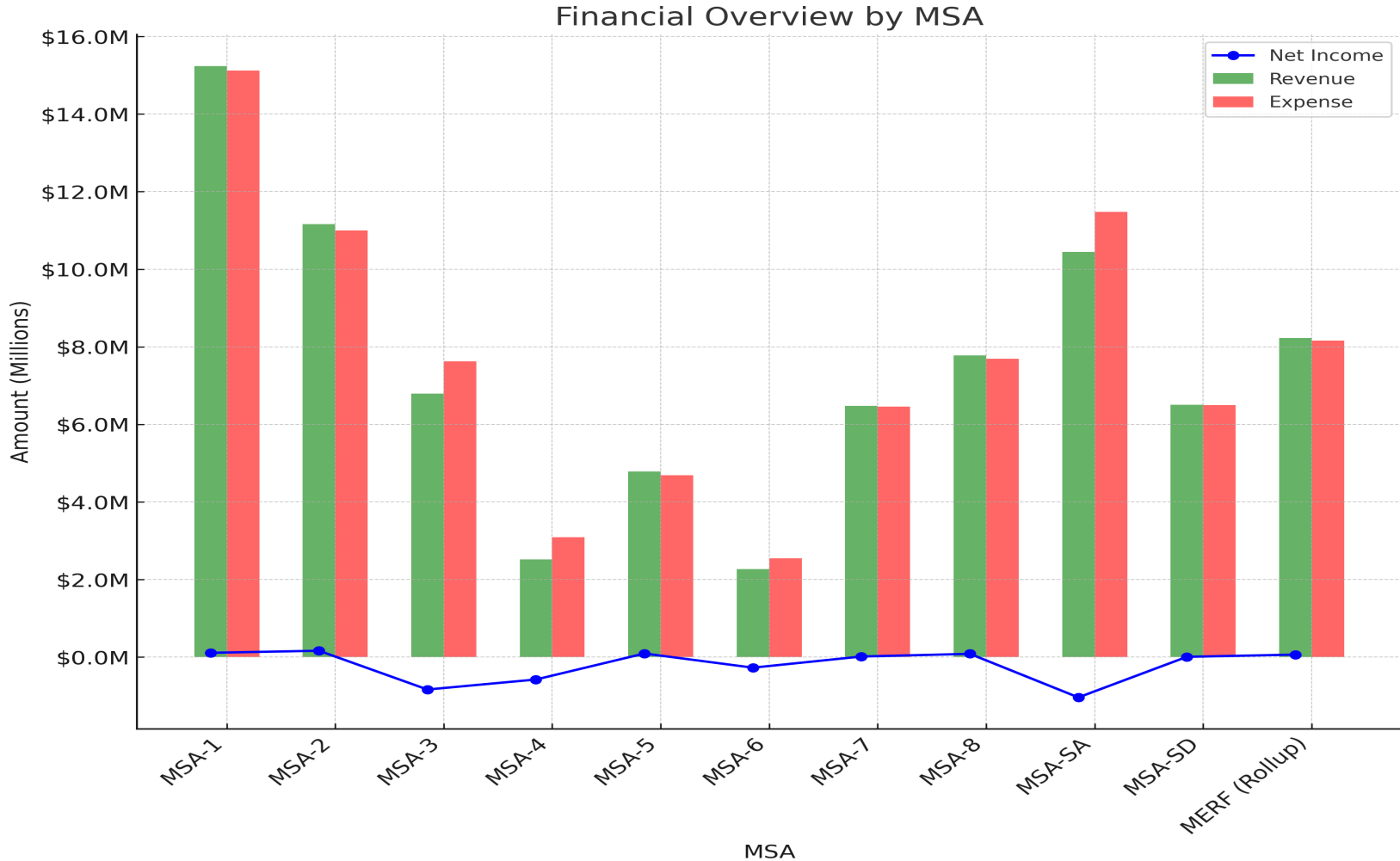
2023-24 Year to Date Actuals - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Projected Avg. Daily Attendance	660	495	353	108	197	101	258	372	477	407		3,428
Revenue												
LCFF Entitlement	2,391,246	1,706,142	1,181,567	369,904	786,453	284,569	847,613	1,194,815	1,968,068	1,169,240	-	11,899,617
Federal Revenue	2,726	-	37,422	7,710	30,741	6,889	35,947	77,163	135,534	61,483	-	395,614
Other State Revenues	478,964	332,995	310,764	34,394	164,057	42,449	269,559	177,596	385,984	411,457	-	2,608,218
Other Local Revenues	149,813	24,876	7,037	30,554	1,907	27,295	132,110	118,643	41,517	28,148	2,277,928	2,839,828
Total Revenue	3,022,749	2,064,013	1,536,790	442,562	983,158	361,202	1,285,229	1,568,217	2,531,103	1,670,328	2,277,928	17,743,277
Expenses												
Certificated Salaries	1,182,373	809,512	719,306	343,283	467,761	223,507	434,184	697,466	1,032,781	636,169	-	6,546,343
Classified Salaries	487,693	340,400	271,438	71,093	171,511	73,871	231,651	254,480	322,221	107,455	1,433,902	3,765,713
Benefits	662,066	442,004	390,569	145,894	253,834	115,772	284,312	352,222	506,943	242,390	460,922	3,856,928
Books and Supplies	556,039	284,149	183,926	68,454	110,614	63,678	132,203	230,692	370,156	154,898	156,884	2,311,694
Services and Operations	1,497,021	1,045,019	646,728	260,410	241,100	209,176	721,176	550,828	700,058	615,478	441,020	6,928,015
Depreciation / Cap Outlay	92,391	41,862	37,859	8,603	23,481	6,416	15,619	47,771	198,028	16,357	128	488,515
Other Outflows	1,907	-	-	-	-	-	-	-	200,150	1,703	507	204,267
Total Expenses	4,479,491	2,962,946	2,249,826	897,737	1,268,301	692,420	1,819,145	2,133,459	3,330,338	1,774,450	2,493,363	24,101,475
Net Revenue	(1,456,742)	(898,933)	(713,037)	(455,175)	(285,143)	(331,218)	(533,916)	(565,242)	(799,235)	(104,121)	(215,436)	(6,358,198)
Fund Balance												
Beginning Balance	11,005,785	5,642,260	3,254,116	1,448,873	5,303,440	2,848,933	3,259,094	7,604,881	9,527,466	1,409,667	3,563,059	54,867,574
Net Revenue	(1,456,742)	(898,933)	(713,037)	(455,175)	(285,143)	(331,218)	(533,916)	(565,242)	(799,235)	(104,121)	(215,436)	(6,358,198)
Current Net Asset Balance	9,549,043	4,743,327	2,541,079	993,698	5,018,297	2,517,715	2,725,178	7,039,639	8,728,231	1,305,546	3,347,623	48,509,376
Current Bal. as % of Exp	65.4%	44.6%	34.5%	33.2%	110.7%	102.4%	43.7%	94.7%	78.7%	20.8%	42.7%	59.5%

YTD actuals show deficit for all sites. However, State and Federal Revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of the financial performance.

CONSOLIDATED	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Projected Average Daily Attendance:		3,464	3,428	(36)
SUMMARY				
Revenue				
LCFF Entitlement	11,899,617	51,026,425	49,952,206	(1,074,219)
Federal Revenue	395,614	2,698,835	3,924,694	1,225,859
Other State Revenues	2,608,218	12,587,581	18,661,028	6,073,447
Other Local Revenues	2,839,828	15,769,093	9,277,960	(6,491,133)
Total Revenue	17,743,277	82,081,934	81,815,888	(266,046)
Expenditures				
Certificated Salaries	6,546,343	24,275,942	23,759,666	(516,276)
Classified Salaries	3,765,713	12,063,932	12,351,746	287,814
Benefits	3,856,928	13,102,517	12,880,601	(221,916)
Books and Supplies	2,311,694	3,820,284	4,249,960	429,676
Services and Operating Exp.	6,928,015	24,020,954	26,007,318	1,986,364
Depreciation & Cap Outlay	488,515	2,286,767	1,627,463	(659,305)
Other Outflows	204,267	589,008	589,008	-
Total Expenditures	24,101,475	80,159,404	81,465,762	1,306,358
Net Revenues	(6,358,198)	1,922,529	350,126	(1,572,403)
Fund Balance				
Beginning Balance (Unaud.)			54,867,574	
Net Revenues			350,126	
Ending Fund Balance			55,217,700	
Components of Fund Bal.				
Available For Econ. Uncert.			34,043,763	41.8% of Exp
Restricted Balances (Est.)			4,533,199	5.6% of Exp
Net Fixed Assets			16,640,739	20.4% of Exp
Ending Fund Balance			55,217,700	67.8% of Exp

Multiyear Financial Overview



Multiyear projections indicate deficit spending at 4 of 11 sites based on preliminary data. MPS will have to carefully evaluate all proposed compensation increases for the 2023-24 fiscal year during next year's Budget Study Session.



QUESTIONS & COMMENTS





2023-24 First Interim Budget

December 2023 Board Meeting



2023-24 First Interim Budget Executive Summary

- The 2023-24 First Interim Budget updates the board-approved July Budget and reflects changes in Federal, State and Local revenues.
- The State Revenues now include Prop 28 Arts and Music Education grant as well the remaining balances of one-time State grants such as Learning Recovery Emergency Block, Arts, Music, and Instructional Materials Grant, and Middle and Early College grant. Local Revenues have also been updated and excludes Employee Retention Credits due to recognition of these revenues in FY 2022-23. Based on these latest budget updates, here are the results compared with July projections:
 - **Average Daily Attendance of 3,428 which is an overall decrease of 36 ADA from July projections**
 - **Revenues of \$81.8 million, decrease of \$266k**
 - **Expenditures of \$81.4 million, increase of \$1.3 million**
 - **Net operating surplus of \$350k, down \$1.57 million**

MPS's overall cash position remains positive with a projected cash balance of \$35.7 million as of June 30, 2024.

2023-24 July Budget - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Enrollment (CALPADS)	700	530	400	120	239	110	287	394	520	430		3,730
Attendance (P-1 ADA Projection)	651.00	492.90	368.00	110.40	217.49	101.20	266.91	362.48	494.00	399.90		3,464.28
Revenue												
LCFF Entitlement	10,146,335	7,565,871	5,288,556	1,957,765	3,435,411	1,510,472	3,983,533	5,109,897	7,596,400	4,432,185	-	51,026,425
Federal Revenue	532,161	296,498	234,404	94,566	468,526	119,229	191,829	291,209	330,571	139,843	-	2,698,835
Other State Revenues	2,535,751	1,301,492	1,171,276	298,733	901,003	512,860	1,423,724	973,495	2,377,327	1,091,920	-	12,587,581
Other Local Revenues	1,420,582	812,247	808,978	372,804	510,046	330,513	763,478	1,100,968	1,091,922	666,267	7,891,287	15,769,093
Total Revenue	14,634,829	9,976,107	7,503,214	2,723,868	5,314,986	2,473,074	6,362,563	7,475,569	11,396,220	6,330,215	7,891,287	82,081,934
Expenses												
Certificated Salaries	4,405,535	3,096,317	2,714,222	1,124,085	1,812,730	893,930	1,719,036	2,640,348	3,697,276	2,172,463	-	24,275,942
Classified Salaries	1,580,283	971,277	761,774	214,910	606,127	227,041	749,123	806,335	1,186,085	423,719	4,537,257	12,063,932
Benefits	2,087,296	1,476,132	1,331,755	491,906	891,883	400,436	826,504	1,194,867	1,904,259	932,892	1,564,586	13,102,517
Books and Supplies	936,115	670,997	276,014	92,965	235,185	79,652	227,318	455,404	432,701	306,684	107,250	3,820,284
Services and Operations	4,761,909	2,887,016	2,156,797	707,162	1,479,431	813,242	2,461,500	2,029,504	2,716,915	2,357,155	1,650,324	24,020,954
Depreciation / Cap Outlay	592,048	135,790	126,142	37,940	88,888	34,973	129,410	215,400	866,180	59,137	859	2,286,767
Other Outflows	15,000	-	-	-	-	-	-	-	570,828	3,180	-	589,008
Total Expenses	14,378,187	9,237,528	7,366,704	2,668,968	5,114,244	2,449,274	6,112,891	7,341,857	11,374,244	6,255,230	7,860,276	80,159,404
Net Revenue	256,643	738,579	136,510	54,899	200,742	23,799	249,672	133,712	21,976	74,985	31,011	1,922,529
Fund Balance												
Beginning Balance	10,107,884	4,630,397	2,230,448	1,240,141	3,975,066	2,061,539	2,994,116	7,002,554	9,242,860	1,126,287	2,372,284	46,983,576
Net Revenue	256,643	738,579	136,510	54,899	200,742	23,799	249,672	133,712	21,976	74,985	31,011	1,922,529
Projected Ending Balance	10,364,527	5,368,976	2,366,958	1,295,040	4,175,808	2,085,338	3,243,788	7,136,266	9,264,836	1,201,272	2,403,295	48,906,105
Ending Bal. as % of Exp.:	72.1%	58.1%	32.1%	48.5%	81.7%	85.1%	53.1%	97.2%	81.5%	19.2%	30.6%	61.0%



2023-24 First Interim Budget - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Enrollment (CALPADS)	708	530	390	121	218	110	279	404	507	439		3,706
Attendance (P-2 ADA)	660	495	353	108	197	101	258	372	477	407		3,428
Revenue												
LCFF Entitlement	10,257,596	7,566,458	5,040,013	1,788,434	3,105,435	1,440,882	3,749,142	5,250,931	7,240,720	4,512,596	-	49,952,206
Federal Revenue	1,054,653	354,959	293,930	82,331	448,805	216,968	294,404	443,380	555,062	180,204	-	3,924,694
Other State Revenues	3,881,594	2,925,048	1,770,477	410,260	1,295,952	579,685	1,945,755	1,451,819	2,792,701	1,607,736	-	18,661,028
Other Local Revenues	328,217	171,716	26,068	342,363	29,713	118,428	273,519	381,725	151,673	85,000	7,369,537	9,277,960
Total Revenue	15,522,060	11,018,181	7,130,487	2,623,388	4,879,906	2,355,963	6,262,820	7,527,855	10,740,156	6,385,536	7,369,537	81,815,888
Expenses												
Certificated Salaries	4,251,764	2,947,178	2,677,429	1,317,246	1,633,581	826,678	1,761,337	2,645,802	3,547,861	2,150,790	-	23,759,666
Classified Salaries	1,694,077	1,052,410	762,402	208,726	569,034	254,322	785,766	846,750	1,160,336	419,505	4,598,417	12,351,746
Benefits	2,081,376	1,429,403	1,327,907	556,585	770,898	396,213	845,717	1,178,846	1,811,604	904,918	1,577,135	12,880,601
Books and Supplies	991,015	675,869	326,999	114,165	322,025	108,452	265,174	502,796	510,091	319,444	113,931	4,249,960
Services and Operations	5,288,373	4,508,948	2,177,238	761,519	1,173,871	858,638	2,515,660	2,066,606	2,694,159	2,419,261	1,543,045	26,007,318
Depreciation / Cap Outlay	289,141	12,484	95,959	32,104	65,241	15,470	65,478	189,508	799,249	62,314	515	1,627,463
Other Outflows	15,000	-	-	-	-	-	-	-	570,828	3,180	-	589,008
Total Expenses	14,610,746	10,626,293	7,367,934	2,990,344	4,534,650	2,459,774	6,239,132	7,430,307	11,094,128	6,279,411	7,833,043	81,465,762
Net Revenue	911,314	391,888	(237,447)	(366,957)	345,256	(103,811)	23,688	97,547	(353,972)	106,125	(463,506)	350,126
Fund Balance												
Beginning Balance	11,005,785	5,642,260	3,254,116	1,448,873	5,303,440	2,848,933	3,259,094	7,604,881	9,527,466	1,409,667	3,563,059	54,867,574
Net Revenue	911,314	391,888	(237,447)	(366,957)	345,256	(103,811)	23,688	97,547	(353,972)	106,125	(463,506)	350,126
Projected Ending Balance	11,917,099	6,034,148	3,016,669	1,081,916	5,648,696	2,745,122	3,282,782	7,702,428	9,173,494	1,515,792	3,099,553	55,217,700
Ending Bal. as % of Exp.:	81.6%	56.8%	40.9%	36.2%	124.6%	111.6%	52.6%	103.7%	82.7%	24.1%	39.6%	67.8%

2023-24 Year to Date Actuals - BY SITE

	MSA-1	MSA-2	MSA-3	MSA-4	MSA-5	MSA-6	MSA-7	MSA-8	MSA-SA	MSA-SD	MERF	TOTAL
Projected Avg. Daily Attendance	660	495	353	108	197	101	258	372	477	407		3,428
Revenue												
LCFF Entitlement	2,391,246	1,706,142	1,181,567	369,904	786,453	284,569	847,613	1,194,815	1,968,068	1,169,240	-	11,899,617
Federal Revenue	2,726	-	37,422	7,710	30,741	6,889	35,947	77,163	135,534	61,483	-	395,614
Other State Revenues	478,964	332,995	310,764	34,394	164,057	42,449	269,559	177,596	385,984	411,457	-	2,608,218
Other Local Revenues	149,813	24,876	7,037	30,554	1,907	27,295	132,110	118,643	41,517	28,148	2,277,928	2,839,828
Total Revenue	3,022,749	2,064,013	1,536,790	442,562	983,158	361,202	1,285,229	1,568,217	2,531,103	1,670,328	2,277,928	17,743,277
Expenses												
Certificated Salaries	1,182,373	809,512	719,306	343,283	467,761	223,507	434,184	697,466	1,032,781	636,169	-	6,546,343
Classified Salaries	487,693	340,400	271,438	71,093	171,511	73,871	231,651	254,480	322,221	107,455	1,433,902	3,765,713
Benefits	662,066	442,004	390,569	145,894	253,834	115,772	284,312	352,222	506,943	242,390	460,922	3,856,928
Books and Supplies	556,039	284,149	183,926	68,454	110,614	63,678	132,203	230,692	370,156	154,898	156,884	2,311,694
Services and Operations	1,497,021	1,045,019	646,728	260,410	241,100	209,176	721,176	550,828	700,058	615,478	441,020	6,928,015
Depreciation / Cap Outlay	92,391	41,862	37,859	8,603	23,481	6,416	15,619	47,771	198,028	16,357	128	488,515
Other Outflows	1,907	-	-	-	-	-	-	-	200,150	1,703	507	204,267
Total Expenses	4,479,491	2,962,946	2,249,826	897,737	1,268,301	692,420	1,819,145	2,133,459	3,330,338	1,774,450	2,493,363	24,101,475
Net Revenue	(1,456,742)	(898,933)	(713,037)	(455,175)	(285,143)	(331,218)	(533,916)	(565,242)	(799,235)	(104,121)	(215,436)	(6,358,198)
Fund Balance												
Beginning Balance	11,005,785	5,642,260	3,254,116	1,448,873	5,303,440	2,848,933	3,259,094	7,604,881	9,527,466	1,409,667	3,563,059	54,867,574
Net Revenue	(1,456,742)	(898,933)	(713,037)	(455,175)	(285,143)	(331,218)	(533,916)	(565,242)	(799,235)	(104,121)	(215,436)	(6,358,198)
Current Net Asset Balance	9,549,043	4,743,327	2,541,079	993,698	5,018,297	2,517,715	2,725,178	7,039,639	8,728,231	1,305,546	3,347,623	48,509,376
Current Bal. as % of Exp	65.4%	44.6%	34.5%	33.2%	110.7%	102.4%	43.7%	94.7%	78.7%	20.8%	42.7%	59.5%

2023-24 First Interim Budget						Annual Budget		
CONSOLIDATED	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Projected Average Daily Attendance:						3,464	3,428
SUMMARY								
Revenue								
LCFF Entitlement	921,237	2,632,701	2,849,569	5,496,110	11,899,617	51,026,425	49,952,206	(1,074,219)
Federal Revenue	40,383	22,566	15,044	317,621	395,614	2,698,835	3,924,694	1,225,859
Other State Revenues	130,455	273,325	405,162	1,799,277	2,608,218	12,587,581	18,661,028	6,073,447
Other Local Revenues	100,384	120,919	269,688	2,348,836	2,839,828	15,769,093	9,277,960	(6,491,133)
Total Revenue	1,192,459	3,049,511	3,539,463	9,961,844	17,743,277	82,081,934	81,815,888	(266,046)
Expenditures								
Certificated Salaries	796,623	1,856,328	1,919,826	1,973,566	6,546,343	24,275,942	23,759,666	(516,276)
Classified Salaries	779,440	961,054	983,116	1,042,103	3,765,713	12,063,932	12,351,746	287,814
Benefits	763,808	996,856	1,026,009	1,070,255	3,856,928	13,102,517	12,880,601	(221,916)
Books and Supplies	194,755	1,024,675	710,887	381,376	2,311,694	3,820,284	4,249,960	429,676
Services and Operating Exp.	1,841	931,017	1,419,516	3,534,266	6,928,015	24,020,954	26,007,318	1,986,364
Depreciation & Cap Outlay	48,939	48,939	341,861	48,777	488,515	2,286,767	1,627,463	(659,305)
Other Outflows	31,375	36,572	104,783	31,538	204,267	589,008	589,008	-
Total Expenditures	2,616,780	5,855,440	6,505,998	8,081,882	24,101,475	80,159,404	81,465,762	1,306,358
Net Revenues					(6,358,198)	1,922,529	350,126	(1,572,403)
Fund Balance								
Beginning Balance (Unaud.)							54,867,574	
Net Revenues							350,126	
Ending Fund Balance							55,217,700	
Components of Fund Bal.								
Available For Econ. Uncert.							34,043,763	41.8% of Exp
Restricted Balances (Est.)							4,533,199	5.6% of Exp
Net Fixed Assets							16,640,739	20.4% of Exp
Ending Fund Balance							55,217,700	67.8% of Exp

2023-24 First Interim Budget						Annual Budget							
CONSOLIDATED						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
REVENUE DETAIL													
LCFF Entitlement													
8011	State Aid	402,217	1,409,692	1,731,464	2,537,445	6,080,818	31,119,477	29,063,527	(2,055,950)				
8012	EPA Entitlement	-	-	42,834	2,015,131	2,057,965	8,766,060	8,551,581	(214,480)				
8019	Prior Year Adjustments	4,049	(1,257)	-	(2,191)	601	-	-	-				
8096	InLieuPropTaxes	514,971	1,224,266	1,075,271	945,725	3,760,233	11,140,888	12,337,099	1,196,211				
SUBTOTAL - LCFF Entitlement						921,237	2,632,701	2,849,569	5,496,110	11,899,617	51,026,425	49,952,206	(1,074,219)
Federal Revenue													
8181	SpEd - Revenue	-	-	-	-	-	387,913	370,827	(17,086)				
8220	SchLunchFederal	-	-	-	-	-	-	-	-				
8285	SpEd - Revenue	11,283	22,566	15,044	15,044	63,937	206,966	179,493	(27,472)				
8290	All Other Federal Revenue	29,100	-	-	302,577	331,677	2,103,956	3,374,373	1,270,417				
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-				
SUBTOTAL - Federal Revenue						40,383	22,566	15,044	317,621	395,614	2,698,835	3,924,694	1,225,859
Other State Revenue													
8311	SpEd Revenue	120,281	120,281	216,507	219,353	676,422	2,258,080	2,222,548	(35,532)				
8520	SchoolNutrState	-	-	-	-	-	-	-	-				
8550	MandCstReimburs	-	-	-	-	-	110,686	107,112	(3,575)				
8560	StateLotteryRev	-	-	19,019	100,695	119,713	821,034	851,763	30,729				
8590	AllOthStateRev	10,174	153,044	169,636	1,479,229	1,812,083	9,397,780	15,479,605	6,081,825				
8595	State Rev PY Adj	-	-	-	-	-	-	-	-				
SUBTOTAL - Other State Revenue						130,455	273,325	405,162	1,799,277	2,608,218	12,587,581	18,661,028	6,073,447
Local Revenue													
8600	Other Local Rev	-	-	-	-	-	25,002	632,638	607,636				
8634	StudentLunchFee	-	-	-	-	-	2,000	2,000	-				
8650	Leases &Rentals	-	-	-	-	-	-	-	-				
8660	Interest	3,965	6,307	4,864	1,867	17,003	24,000	24,000	-				
8662	Summer School	-	-	-	-	-	-	-	-				
8690	Prior Year Adj (Local1)	44,712	89,423	59,616	59,615	253,366	746,295	808,602	62,308				
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-				
8698	OthRev-Suspense	-	-	-	-	-	-	-	-				
8701	CMO Fee - MSA-1	-	-	-	368,744	368,744	1,106,231	1,106,231	-				

2023-24 First Interim Budget							Annual Budget		
CONSOLIDATED		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved	1st Interim	Current Budget
							July Budget	Budget	vs. First Interim
8702	CMO Fee - MSA-2	-	-	-	368,744	368,744	1,106,231	1,106,231	-
8703	CMO Fee - MSA-3	-	-	-	265,034	265,034	795,103	795,103	-
8704	CMO Fee - MSA-4	-	-	-	57,616	57,616	172,849	172,849	-
8705	CMO Fee - MSA-5	-	-	-	69,139	69,139	207,418	207,418	-
8706	CMO Fee - MSA-6	-	-	-	57,616	57,616	172,849	172,849	-
8707	CMO Fee - MSA-7	-	-	-	184,372	184,372	553,115	553,115	-
8708	CMO Fee - MSA-8	-	-	-	265,034	265,034	795,103	795,103	-
8709	CMO Fee - MSA-SA	-	-	-	368,744	368,744	1,106,231	1,106,231	-
8712	CMO Fee - MSA-SD	-	-	-	149,802	149,802	449,406	449,406	-
8699	Other Revenue	47,958	22,833	111,461	173,907	356,159	8,247,827	1,086,751	(7,161,076)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	2,418	489	80,394	(72,684)	10,617	2,000	2,000	-
SUBTOTAL - Local Revenue		99,054	119,052	256,334	2,317,551	2,791,990	15,511,660	9,020,527	(6,491,133)

2023-24 First Interim Budget						Annual Budget			
CONSOLIDATED						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD				
Fundraising & Grants									
8802	Donations - Private	500	1,209	282	4,301	6,293	67,418	67,418	-
8803	Fundraising	830	658	13,072	26,984	41,544	190,015	190,015	-
SUBTOTAL - Fundraising & Grants		1,330	1,868	13,354	31,285	47,837	257,433	257,433	-
TOTAL REVENUE									
		1,192,459	3,049,511	3,539,463	9,961,844	17,743,277	82,081,934	81,815,888	(266,046)
EXPENSES DETAIL									
Certificated Salaries									
1100	TeacherSalaries	348,490	1,415,889	1,469,270	1,513,444	4,747,093	18,296,781	17,737,762	(559,018)
1200	Cert Aid	20,020	121,933	126,442	126,493	394,888	1,837,555	1,772,536	(65,019)
1300	Cert Adminis	428,113	318,506	324,114	333,630	1,404,362	4,141,606	4,249,367	107,761
SUBTOTAL - Certificated Salaries		796,623	1,856,328	1,919,826	1,973,566	6,546,343	24,275,942	23,759,666	(516,276)
Classified Salaries									
2100	Instructional Aides	59,471	178,174	194,932	210,396	642,974	2,441,951	2,501,562	59,611
2200	Classified Support	168,376	216,258	222,925	235,779	843,339	2,672,227	2,808,317	136,090
2300	Classified Admin	-	-	-	-	-	-	-	-
2400	Clerical & Tech	551,593	557,349	563,113	598,072	2,270,127	6,949,754	6,872,700	(77,055)
2900	OtherClassStaff	-	9,273	2,144	(2,144)	9,273	-	169,167	169,167
SUBTOTAL - Classified Salaries		779,440	961,054	983,116	1,042,103	3,765,713	12,063,932	12,351,746	287,814
Employee Benefits									
3101	STRS-Certified	124,262	309,041	322,958	277,432	1,033,693	3,871,147	3,852,805	(18,342)
3102	STRS-Classified	43,357	44,773	45,821	46,190	180,141	954,079	898,987	(55,092)
3201	PERS-Cert	22,276	49,227	36,553	42,465	150,521	780,290	700,715	(79,576)
3202	PERS-Classified	90,748	145,091	148,483	156,076	540,397	934,903	953,954	19,051
3301	OASDI/Med-Cert	12,955	30,571	31,763	32,286	107,575	505,738	483,860	(21,878)
3302	OASDI/Med-Class	45,596	59,097	60,604	63,753	229,050	510,745	496,765	(13,980)
3401	HlthWelfareCert	349,856	329,151	349,365	412,634	1,441,006	3,848,090	3,656,371	(191,719)
3402	HlthWelfareCert	-	-	-	-	-	963,619	1,148,786	185,167
3501	UI-Certificated	-	-	-	8,156	8,156	115,100	129,068	13,968
3502	UI-Classified	182	182	56	(56)	364	42,978	28,654	(14,324)

2023-24 First Interim Budget						Annual Budget			
CONSOLIDATED		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved	1st Interim	Current Budget
							July Budget	Budget	vs. First Interim
3601	WorkersCmp-Cert	68,174	22,725	22,725	22,725	136,349	295,970	254,866	(41,104)
3602	WorkersCmp-Class	-	-	-	-	-	121,684	127,889	6,205
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	(385)	-	-	-	(385)	-	-	-
3902	OthBenes-Class	6,786	6,997	7,683	8,594	30,061	158,173	147,882	(10,291)
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		763,808	996,856	1,026,009	1,070,255	3,856,928	13,102,517	12,880,601	(221,916)

2023-24 First Interim Budget							Annual Budget		
CONSOLIDATED							Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD				
Books & Supplies									
4100	Text&CoreCurric	-	89,757	86,214	259,577	435,548	811,898	1,020,601	208,703
4200	BooksOthRefMats	152,448	485,287	123,509	(251,170)	510,075	33,850	84,790	50,940
4300	Ins Mats & Sups 2	-	5,290	69	288	5,648	16,000	51,000	35,000
4310	Ins Mats & Sups	800	9,430	14,803	27,195	52,228	199,426	214,146	14,720
4315	OthrSupplies	-	1,065	1,071	-	2,135	33,890	38,071	4,181
4320	Office Supplies	7,677	12,100	22,019	16,820	58,615	242,520	238,020	(4,500)
4325	ProfDevMat&Sups	-	-	-	1,067	1,067	-	-	-
4326	Arts&MusicSupps	-	1,246	1,022	2,776	5,043	58,838	70,748	11,910
4335	PE Supplies	-	305	1,484	980	2,768	82,350	83,350	1,000
4340	Educat Software	28,920	230,780	21,293	109,183	390,175	613,786	630,986	17,200
4345	NonInstStdntSup	(117)	19,945	68,831	55,434	144,094	478,406	508,406	30,000
4346	TeacherSupplies	-	319	8,731	3,571	12,621	35,900	41,660	5,760
4350	Cust. Supplies	42	25,471	11,656	9,997	47,166	164,360	170,360	6,000
4351	Yearbook	-	-	-	-	-	1,000	1,000	-
4390	Uniforms	-	70,782	-	68,115	138,897	155,860	158,580	2,720
4400	NonCapEquip-Gen	-	2,797	3,158	19,287	25,242	198,031	170,031	(28,000)
4410	ClssrmFrnEqp<5k	-	1,399	3,177	1,965	6,541	21,290	23,490	2,200
4430	OffceFurnEqp<5k	-	-	2,759	2,781	5,540	21,020	21,020	-
4440	Computers <\$5k	2,828	37,974	266,127	23,739	330,668	368,370	439,340	70,970
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	27,900	27,900	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	67,700	69,700	2,000
4720	Food:Other Food	2,156	2,217	10,057	39,846	54,276	185,880	185,880	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	28,514	64,907	(10,076)	83,346	2,008	880	(1,128)
SUBTOTAL - Books and Supplies		194,755	1,024,675	710,887	381,376	2,311,694	3,820,284	4,249,960	429,676

2023-24 First Interim Budget						Annual Budget			
CONSOLIDATED						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	2,097,229	2,097,229	6,464,536	6,464,536	-
5200	Travel	-	-	-	-	-	3,120	3,120	-
5205	Conference Fees	-	-	-	-	-	27,440	24,940	(2,500)
5210	MilesParkTolls	-	199	974	4,967	6,140	34,350	31,350	(3,000)
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	4,642	13,005	15,792	14	33,452	32,130	45,630	13,500
5300	DuesMemberships	58,154	16,648	4,244	14,393	93,438	143,480	147,480	4,000
5450	Other Insurance	167,547	55,849	74,110	55,849	353,355	747,460	747,460	-
5500	OpsHousekeeping	15,126	29,797	52,046	51,288	148,257	572,536	575,036	2,500
5510	Gas & Electric	15,826	29,557	36,342	50,282	132,008	372,890	398,090	25,200
5610	Rent & Leases	385,075	348,045	386,851	32,378	1,152,349	4,111,026	5,143,532	1,032,506
5611	Rent & Leases- Interest	85,258	85,258	85,097	403,895	659,508	-	853,162	853,162
5620	EquipmentLeases	15,698	10,791	14,354	12,546	53,389	230,732	236,012	5,280
5621	EquipmentLeases- Interest	-	-	-	1,419	1,419	-	-	-
5630	Reps&MaintBldng	2,680	13,498	74,992	9,867	101,038	580,793	472,993	(107,800)
5800	ProfessServices	46,848	63,364	54,337	163,012	327,561	2,622,808	2,605,392	(17,416)
5810	Legal	-	9,548	54,409	12,129	76,086	303,600	313,600	10,000
5813	SchPrgAftSchool	-	38,219	142,130	133,098	313,447	740,664	754,664	14,000
5814	SchPrgAcadComps	-	-	1,525	1,844	3,369	17,330	17,330	-
5819	SchlProgs-Other	12,125	8,955	51,077	8,209	80,367	896,196	858,621	(37,575)
5820	Audit & CPA	-	15,000	-	-	15,000	108,390	108,390	-
5825	DMSBusinessSvcs	-	-	-	-	-	772,000	772,000	-
5835	Field Trips	1,120	303	9,044	37,529	47,996	285,270	265,270	(20,000)
5836	FieldTrip Trans	36,233	3,170	15,602	114,683	169,689	361,860	391,860	30,000
5840	MarkngStdtRecrt	15,882	32,219	24,194	33,868	106,163	275,930	319,430	43,500
5850	Oversight Fees	6,256	12,510	8,340	8,340	35,446	510,264	505,208	(5,056)
5857	Payroll Fees	22,181	16,122	17,169	18,021	73,493	215,540	215,540	-
5860	Service Fees	550	485	350	13,484	14,869	43,790	43,790	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	46,462	6,918	33,965	2,108	89,453	220,014	244,214	24,200
5864	Prof Dev-Other	-	7,035	4,008	2,451	13,494	260,090	235,322	(24,768)
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	1,093	53,482	106,342	160,917	1,273,899	1,314,881	40,981

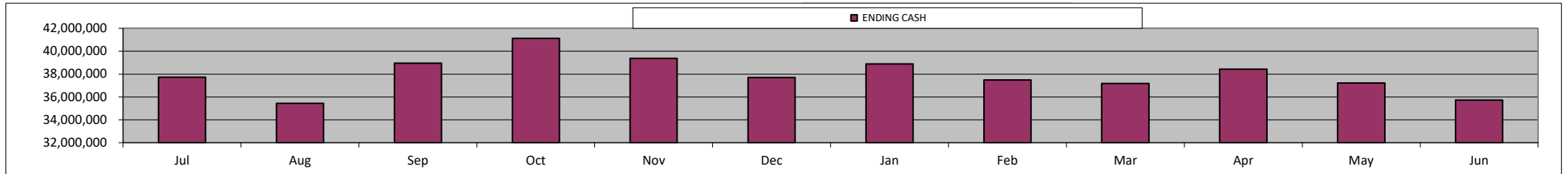
2023-24 First Interim Budget							Annual Budget		
CONSOLIDATED		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved	1st Interim	Current Budget
							July Budget	Budget	vs. First Interim
5870	Livescan	-	1,715	1,545	6,954	10,214	9,294	9,994	700
5872	SPED Fees (incl Encroachment)	11,198	22,396	14,934	14,930	63,458	159,144	159,144	-
5875	Staff Recruiting	-	-	1,205	8,802	10,006	3,500	3,500	-
5884	Substitutes	-	16,163	51,639	72,204	140,006	794,400	799,700	5,300
5890	OthSvcsNon-Inst	-	-	-	3,300	3,300	530	530	-
5900	Communications	5	20,112	125	3,278	23,520	45,160	45,160	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	11,160	13,172	10,661	5,746	40,739	345,940	345,940	-
5930	PostageDelivery	1,841	6,768	3,212	3,713	15,535	63,640	63,640	-
5940	Technology	81,351	33,101	121,434	25,763	261,648	371,207	470,857	99,649
5990	Prior Year Adj (Services)	-	0	327	328	656	-	-	-
SUBTOTAL - Services & Other Operating Exp.		1,841	931,017	1,419,516	3,534,266	6,928,015	24,020,954	26,007,318	1,986,364

2023-24 First Interim Budget						Annual Budget		
CONSOLIDATED	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved	1st Interim	Current Budget
						July Budget	Budget	vs. First Interim
Capital Outlay & Depreciation								
6100 Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-
6400 EquipFixed	-	-	-	-	-	-	-	-
6900 Depreciation	48,939	48,939	341,861	48,777	488,515	2,286,767	1,627,463	(659,305)
SUBTOTAL - Capital Outlay & Depreciation	48,939	48,939	341,861	48,777	488,515	2,286,767	1,627,463	(659,305)
Other Outflows								
7299 Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310 Indirect Costs	-	-	-	-	-	-	-	-
7438 InterestExpense	31,375	36,572	104,783	31,538	204,267	589,008	589,008	-
SUBTOTAL - Other Outflows	31,375	36,572	104,783	31,538	204,267	589,008	589,008	-
TOTAL EXPENSES	2,616,780	5,855,440	6,505,998	8,081,882	24,101,475	80,159,404	81,465,762	1,306,358



2023-24 Monthly Cash Flow (Actuals + Projections)

All MPS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	38,223,064	37,726,637	35,458,596	38,954,972	41,135,187	39,364,886	37,703,278	38,883,426	37,490,776	37,170,532	38,426,283	37,220,920		
Revenue														
LCFF Entitlement	921,237	2,632,701	2,849,569	5,496,110	3,602,685	3,645,519	5,617,816	3,602,685	4,368,473	5,210,616	3,195,485	3,195,485	5,613,825	49,952,206
Federal Revenue	40,383	22,566	15,044	317,621	15,631	170,319	704,537	15,631	170,319	704,537	15,631	15,631	1,716,841	3,924,694
Other State Revenues	130,455	273,325	405,162	1,799,277	1,698,582	1,805,370	2,027,637	1,749,219	1,749,219	2,027,637	1,186,993	830,867	2,977,285	18,661,028
Other Local Revenues	100,384	120,919	269,688	2,348,836	772,195	772,195	772,195	772,195	772,195	771,058	756,663	733,904	315,530	9,277,960
Total Revenue	1,192,459	3,049,511	3,539,463	9,961,844	6,089,094	6,393,403	9,122,186	6,139,731	7,060,207	8,713,848	5,154,773	4,775,887	10,623,481	81,815,888
Expenses														
Certificated Salaries	796,623	1,856,328	1,919,826	1,973,566	1,979,972	1,979,972	1,979,972	1,979,972	1,979,972	1,979,972	1,979,972	1,979,972	1,373,545	23,759,666
Classified Salaries	779,440	961,054	983,116	1,042,103	1,029,312	1,029,312	1,029,312	1,029,312	1,029,312	1,029,312	1,029,312	1,010,490	370,358	12,351,746
Benefits	763,808	996,856	1,026,009	1,070,255	1,035,193	1,035,193	1,035,193	1,035,193	1,035,193	1,035,193	1,035,193	1,035,193	742,128	12,880,601
Books and Supplies	194,755	1,024,675	710,887	381,376	283,882	283,882	283,882	283,882	225,588	208,464	198,649	150,757	19,281	4,249,960
Services and Operations	1,043,217	931,017	1,419,516	3,534,266	2,018,271	2,018,271	2,018,271	2,018,271	2,018,271	2,018,271	2,018,271	2,018,271	2,933,135	26,007,318
Depreciation / Cap Outlay	48,939	48,939	341,861	48,777	110,409	188,818	110,409	110,409	188,818	110,409	110,177	169,944	39,557	1,627,463
Other Outflows	31,375	36,572	104,783	31,538	49,084	49,084	49,084	49,084	49,084	48,819	48,819	10,819	30,864	589,008
Total Expenses	3,658,156	5,855,440	6,505,998	8,081,882	6,506,123	6,584,532	6,506,123	6,506,123	6,526,238	6,430,440	6,420,393	6,375,447	5,508,869	81,465,762
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	7,976,514	924,168	431,661	(4,643,860)	3,240,162	3,240,162	3,240,162	3,204,152	3,062,760	2,168,303	-	-	-	22,844,182
Fixed Assets - Acquisitions	68,378	356,414	(293,625)	356,892	110,366	188,775	110,366	110,366	188,775	110,366	110,134	169,901	169,901	1,587,105
Accounts Payable - Current Year	(6,075,621)	(742,694)	(10,390)	6,717,258	(3,552,378)	(3,552,378)	(3,552,378)	(3,552,378)	(3,402,853)	(3,066,786)	-	-	-	(20,790,596)
Other	4,278,463	(837,407)	6,335,265	(2,130,038)	(1,151,423)	(1,347,039)	(1,234,065)	(788,399)	(702,895)	(239,539)	(49,876)	(49,876)	(49,876)	2,083,173
Total Other Transactions	1,969,270	537,887	6,462,911	300,252	(1,353,273)	(1,470,479)	(1,435,915)	(1,026,259)	(854,213)	(1,027,657)	60,257	120,024		5,723,863
Total Change in Cash	(496,427)	(2,268,041)	3,496,377	2,180,214	(1,770,301)	(1,661,608)	1,180,149	(1,392,650)	(320,244)	1,255,751	(1,205,364)	(1,479,535)		6,073,990
ENDING CASH	37,726,637	35,458,596	38,954,972	41,135,187	39,364,886	37,703,278	38,883,426	37,490,776	37,170,532	38,426,283	37,220,920	35,741,385	<<< = 160 days cash	



2023-24 First Interim Budget						Annual Budget		
MSA 1	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Projected Average Daily Attendance:						651	660	9
SUMMARY								
Revenue								
LCFF Entitlement	137,699	553,126	462,052	1,238,369	2,391,246	10,146,335	10,257,596	111,261
Federal Revenue	-	-	-	2,726	2,726	532,161	1,054,653	522,491
Other State Revenues	28,721	48,349	66,327	335,567	478,964	2,535,751	3,881,594	1,345,843
Other Local Revenues	21,833	23,729	78,543	25,708	149,813	1,420,582	328,217	(1,092,365)
Total Revenue	188,253	625,204	606,922	1,602,370	3,022,749	14,634,829	15,522,060	887,231
Expenditures								
Certificated Salaries	128,454	334,445	356,680	362,794	1,182,373	4,405,535	4,251,764	(153,771)
Classified Salaries	90,054	126,639	130,781	140,220	487,693	1,580,283	1,694,077	113,794
Benefits	113,982	171,804	174,345	201,935	662,066	2,087,296	2,081,376	(5,920)
Books and Supplies	6,464	145,687	375,042	28,847	556,039	936,115	991,015	54,900
Services and Operating Exp.	222,884	203,645	382,657	687,835	1,497,021	4,761,909	5,288,373	526,464
Depreciation & Cap Outlay	23,138	23,138	23,138	22,977	92,391	592,048	289,141	(302,907)
Other Outflows	-	1,907	-	-	1,907	15,000	15,000	-
Total Expenditures	584,975	1,007,265	1,442,643	1,444,608	4,479,491	14,378,187	14,610,746	232,560
Net Revenues					(1,456,742)	256,643	911,314	654,671
Fund Balance								
Beginning Balance (Unaud.)							11,005,785	
Net Revenues							911,314	
Ending Fund Balance							11,917,099	
Components of Fund Bal.								
Available For Econ. Uncert.							5,731,403	
Restricted Balances (Est.)							1,187,134	
Net Fixed Assets							4,998,562	
Ending Fund Balance							11,917,099	

2023-24 First Interim Budget						Annual Budget			
MSA 1						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD				
REVENUE DETAIL									
LCFF Entitlement									
8011	State Aid	-	279,905	279,905	503,829	1,063,639	5,830,837	5,690,935	(139,902)
8012	EPA Entitlement	-	-	-	553,482	553,482	2,253,227	2,251,344	(1,883)
8019	Prior Year Adjustments	1,089	-	-	(1,089)	-	-	-	-
8096	InLieuPropTaxes	136,610	273,221	182,147	182,147	774,125	2,062,271	2,315,317	253,046
SUBTOTAL - LCFF Entitlement		137,699	553,126	462,052	1,238,369	2,391,246	10,146,335	10,257,596	111,261
Federal Revenue									
8181	SpEd - Revenue	-	-	-	-	-	98,687	87,513	(11,174)
8220	SchLunchFederal	-	-	-	-	-	-	-	-
8285	SpEd - Revenue	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	-	2,726	2,726	433,474	967,139	533,665
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	-	-	2,726	2,726	532,161	1,054,653	522,491
Other State Revenue									
8311	SpEd Revenue	28,721	28,721	51,699	52,429	161,570	560,369	561,752	1,383
8520	SchoolNutrState	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	25,142	25,204	62
8560	StateLotteryRev	-	-	-	27,162	27,162	154,287	162,500	8,213
8590	AllOthStateRev	-	19,628	14,628	255,976	290,232	1,795,953	3,132,138	1,336,185
8595	State Rev PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		28,721	48,349	66,327	335,567	478,964	2,535,751	3,881,594	1,345,843
Local Revenue									
8600	Other Local Rev	-	-	-	-	-	1	312,395	312,394
8634	StudentLunchFee	-	-	-	-	-	-	-	-
8650	Leases &Rentals	-	-	-	-	-	-	-	-
8660	Interest	-	550	-	-	550	-	-	-
8682	Summer School	-	-	-	-	-	-	-	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-

2023-24 First Interim Budget						Annual Budget			
MSA 1		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-
8699	Other Revenue	21,833	22,833	78,110	20,834	143,610	1,404,759	-	(1,404,759)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	146	373	(275)	244	-	-	-
SUBTOTAL - Local Revenue		21,833	23,529	78,483	20,559	144,404	1,404,760	312,395	(1,092,365)

2023-24 First Interim Budget						Annual Budget							
MSA 1						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD								
Fundraising & Grants													
8802	Donations - Private	-	-	-	-	7,116	7,116	-					
8803	Fundraising	-	200	60	5,149	8,706	8,706	-					
SUBTOTAL - Fundraising & Grants		-	200	60	5,149	15,822	15,822	-					
TOTAL REVENUE						188,253	625,204	606,922	1,602,370	3,022,749	14,634,829	15,522,060	887,231
EXPENSES DETAIL													
Certificated Salaries													
1100	TeacherSalaries	43,190	262,815	282,051	287,119	875,175	3,432,935	3,260,816	(172,119)				
1200	Cert Aid	4,900	14,790	17,930	14,940	52,560	267,696	274,868	7,172				
1300	Cert Adminis	80,364	56,840	56,700	60,734	254,638	704,904	716,080	11,176				
SUBTOTAL - Certificated Salaries		128,454	334,445	356,680	362,794	1,182,373	4,405,535	4,251,764	(153,771)				
Classified Salaries													
2100	Instructional Aides	17,943	41,365	44,788	54,659	158,755	610,657	668,105	57,448				
2200	Classified Support	34,299	40,206	40,649	41,645	156,799	565,568	551,071	(14,498)				
2300	Classified Admin	-	-	-	-	-	-	-	-				
2400	Clerical & Tech	37,812	45,068	45,344	43,916	172,140	404,058	474,902	70,844				
2900	OtherClassStaff	-	-	-	-	-	-	-	-				
SUBTOTAL - Classified Salaries		90,054	126,639	130,781	140,220	487,693	1,580,283	1,694,077	113,794				
Employee Benefits													
3101	STRS-Certified	7,313	30,449	34,692	36,068	108,521	698,498	662,072	(36,426)				
3102	STRS-Classified	1,607	2,302	2,474	2,434	8,817	98,833	97,330	(1,503)				
3201	PERS-Cert	17,193	34,059	32,290	32,755	116,297	160,463	185,031	24,569				
3202	PERS-Classified	17,337	28,669	30,645	33,262	109,914	165,600	166,669	1,069				
3301	OASDI/Med-Cert	1,858	5,958	6,175	6,117	20,108	99,624	92,349	(7,275)				
3302	OASDI/Med-Class	6,818	9,623	9,946	10,669	37,056	55,699	65,311	9,612				
3401	HlthWelfareCert	49,066	56,478	53,858	75,270	234,673	528,822	725,100	196,278				
3402	HlthWelfareClass	-	-	-	-	-	203,432	11,706	(191,726)				
3501	UI-Certificated	-	-	-	1,095	1,095	21,257	25,905	4,648				
3502	UI-Classified	-	-	-	-	-	5,654	488	(5,166)				
3601	WorkersCmp-Cert	12,794	4,265	4,265	4,265	25,589	24,808	49,414	24,606				
3602	WorkersCmp-Class	-	-	-	-	-	24,606	-	(24,606)				

2023-24 First Interim Budget						Annual Budget			
MSA 1		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	(4)	-	-	-	(4)	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		113,982	171,804	174,345	201,935	662,066	2,087,296	2,081,376	(5,920)

2023-24 First Interim Budget						Annual Budget			
MSA 1		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Books & Supplies									
4100	Text&CoreCurric	-	1,500	25,952	20,000	47,452	150,000	150,000	-
4200	BooksOthRefMats	1,419	58,657	59,280	(20,000)	99,356	8,500	8,500	-
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-
4310	Ins Mats & Sups	-	804	350	97	1,251	58,770	58,770	-
4315	OthrSupplies	-	-	1,071	-	1,071	25,000	25,000	-
4320	Office Supplies	1,738	1,988	4,387	2,451	10,564	25,000	25,000	-
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	1,199	1,199	5,000	5,000	-
4335	PE Supplies	-	-	-	-	-	25,000	25,000	-
4340	Educat Software	3,307	33,722	-	3,550	40,579	96,756	112,656	15,900
4345	NonInstStdntSup	-	43	3,731	4,045	7,819	97,198	97,198	-
4346	TeacherSupplies	-	-	1,004	-	1,004	5,000	5,000	-
4350	Cust. Supplies	-	6,756	6,819	1,502	15,077	80,000	80,000	-
4351	Yearbook	-	-	-	-	-	-	-	-
4390	Uniforms	-	12,818	-	12,818	25,637	30,000	30,000	-
4400	NonCapEquip-Gen	-	690	-	-	690	32,891	32,891	-
4410	ClssrmFrnEqp<5k	-	-	-	-	-	-	-	-
4430	OffceFurnEqp<5k	-	-	469	788	1,258	5,000	5,000	-
4440	Computers <\$5k	-	26,085	263,154	3,366	292,605	261,000	300,000	39,000
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	10,000	10,000	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	5,000	5,000	-
4720	Food:Other Food	-	1,118	1,353	6,502	8,973	16,000	16,000	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	1,505	7,472	(7,472)	1,505	-	-	-
SUBTOTAL - Books and Supplies		6,464	145,687	375,042	28,847	556,039	936,115	991,015	54,900

2023-24 First Interim Budget						Annual Budget			
MSA 1		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	368,744	368,744	1,106,231	1,106,231	-
5200	Travel - General	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	2,000	1,000	(1,000)
5210	MilesParkTolls	-	-	-	322	322	3,000	1,000	(2,000)
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	2,083	1,161	-	(38)	3,206	-	7,000	7,000
5300	DuesMemberships	11,128	2,737	500	1,690	16,055	21,000	25,000	4,000
5450	Other Insurance	44,473	14,824	14,824	14,824	88,945	186,000	186,000	-
5500	OpsHousekeeping	8,055	11,294	19,852	23,172	62,373	221,000	221,000	-
5510	Gas & Electric	38	7,374	9,487	18,600	35,500	95,000	95,000	-
5610	Rent & Leases	110,528	109,964	197,411	(133,287)	284,616	1,326,581	1,326,581	-
5611	Rent & Leases- Interest	-	-	-	291,491	291,491	-	450,000	450,000
5620	EquipmentLeases	5,895	4,090	6,924	3,437	20,345	90,000	90,000	-
5621	EquipmentLeases- Interest	-	-	-	1,004	1,004	-	-	-
5630	Reps&MaintBldng	2,680	5,865	11,583	2,980	23,108	186,233	186,233	-
5800	ProfessServices	7,470	3,307	9,570	333	20,680	402,610	443,820	41,210
5810	Legal	-	-	8,841	1,340	10,181	35,000	35,000	-
5813	SchPrgAftSchool	-	24,531	-	25,304	49,835	137,737	137,737	-
5814	SchPrgAcadComps	-	-	510	1,560	2,070	7,500	7,500	-
5819	SchlProgs-Other	11,575	(2,339)	15,443	2,650	27,329	88,600	88,600	-
5820	Audit & CPA	-	1,364	-	-	1,364	9,000	9,000	-
5825	DMSBusiness Svcs	-	-	-	-	-	-	-	-
5835	Field Trips	1,120	295	3,745	15,571	20,731	20,000	20,000	-
5836	FieldTrip Trans	-	1,625	1,308	5,755	8,688	80,000	80,000	-
5840	MarkngStdtrRecrt	1,020	1,020	1,318	2,487	5,844	75,000	75,000	-
5850	Oversight Fees	-	-	-	-	-	101,463	102,575	1,112
5857	Payroll Fees	3,045	2,377	2,757	2,755	10,934	30,000	30,000	-
5860	Service Fees	-	-	-	-	-	16,000	16,000	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	-	3,697	189	3,885	48,272	48,272	-
5864	Prof Dev-Other	-	-	-	-	-	18,062	18,062	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	10,430	17,346	27,776	184,609	184,609	-
5870	Livescan	-	-	427	49	476	2,000	2,000	-

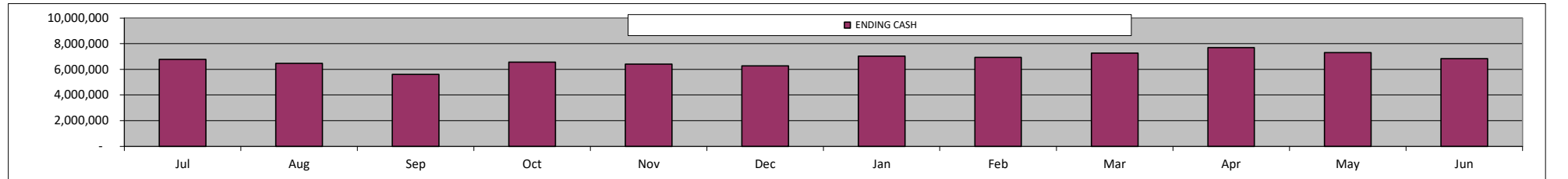
2023-24 First Interim Budget						Annual Budget			
MSA 1		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-
5875	Staff Recruiting	-	-	-	-	-	-	-	-
5884	Substitutes	-	1,615	11,271	15,752	28,638	175,000	153,000	(22,000)
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-
5900	Communications	-	3,789	-	259	4,048	10,000	10,000	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	120	490	370	610	1,589	40,000	40,000	-
5930	PostageDelivery	-	1,009	1,147	1,110	3,265	9,000	9,000	-
5940	Technology	13,655	7,254	51,242	1,827	73,978	35,010	83,153	48,143
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		222,884	203,645	382,657	687,835	1,497,021	4,761,909	5,288,373	526,464

2023-24 First Interim Budget						Annual Budget		
MSA 1						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
Capital Outlay & Depreciation								
6100 Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-
6400 EquipFixed	-	-	-	-	-	-	-	-
6900 Depreciation	23,138	23,138	23,138	22,977	92,391	592,048	289,141	(302,907)
SUBTOTAL - Capital Outlay & Depreciation	23,138	23,138	23,138	22,977	92,391	592,048	289,141	(302,907)
Other Outflows								
7299 Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310 Indirect Costs	-	-	-	-	-	-	-	-
7438 InterestExpense	-	1,907	-	-	1,907	15,000	15,000	-
SUBTOTAL - Other Outflows	-	1,907	-	-	1,907	15,000	15,000	-
TOTAL EXPENSES	584,975	1,007,265	1,442,643	1,444,608	4,479,491	14,378,187	14,610,746	232,560



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-1	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	6,761,328	6,773,763	6,474,555	5,613,692	6,578,950	6,413,482	6,273,217	7,034,057	6,945,463	7,259,792	7,700,208	7,291,957	6,837,679	
Revenue														
LCFF Entitlement	137,699	553,126	462,052	1,238,369	697,410	697,410	1,250,892	697,410	833,087	1,174,472	620,990	620,990	1,273,692	10,257,596
Federal Revenue	-	-	-	2,726	-	-	241,785	-	-	241,785	-	-	568,357	1,054,653
Other State Revenues	28,721	48,349	66,327	335,567	308,405	333,609	439,446	385,280	385,280	439,446	40,973	9,241	1,060,950	3,881,594
Other Local Revenues	21,833	23,729	78,543	25,708	27,351	27,351	27,351	27,351	27,351	27,351	14,295	-	(0)	328,217
Total Revenue	188,253	625,204	606,922	1,602,370	1,033,166	1,058,370	1,959,474	1,110,041	1,245,718	1,883,054	676,258	630,231	2,902,999	15,522,060
Expenses														
Certificated Salaries	128,454	334,445	356,680	362,794	354,314	354,314	354,314	354,314	354,314	354,314	354,314	354,314	234,881	4,251,764
Classified Salaries	90,054	126,639	130,781	140,220	141,173	141,173	141,173	141,173	141,173	141,173	141,173	141,173	76,999	1,694,077
Benefits	113,982	171,804	174,345	201,935	163,036	163,036	163,036	163,036	163,036	163,036	163,036	163,036	115,026	2,081,376
Books and Supplies	6,464	145,687	375,042	28,847	76,232	76,232	76,232	76,232	17,938	17,939	17,939	17,939	58,293	991,015
Services and Operations	222,884	203,645	382,657	687,835	406,798	406,798	406,798	406,798	406,798	406,798	406,798	406,798	536,968	5,288,373
Depreciation / Cap Outlay	23,138	23,138	23,138	22,977	24,095	24,095	24,095	24,095	24,095	24,095	24,095	24,095	3,989	289,141
Other Outflows	-	1,907	-	-	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	3,093	15,000
Total Expenses	584,975	1,007,265	1,442,643	1,444,608	1,166,897	1,166,897	1,166,897	1,166,897	1,108,603	1,108,604	1,108,604	1,108,604	1,029,250	14,610,746
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	1,924,783	113,449	(27,840)	310,353	511,248	511,248	511,248	511,248	511,248	-	-	-	-	4,876,987
Fixed Assets - Acquisitions	22,324	7,485	(33,225)	104,919	24,095	24,095	24,095	24,095	24,095	24,095	24,095	24,095	24,095	294,264
Accounts Payable - Current Year	(1,513,566)	(8,932)	(22,375)	561,728	(358,129)	(358,129)	(358,129)	(358,129)	(358,129)	(358,129)	-	-	-	(3,131,919)
Other	(24,384)	(29,149)	58,298	(169,503)	(208,952)	(208,952)	(208,952)	(208,952)	(208,952)	(334,034)	24,095	24,095	-	(1,000,546)
Total Other Transactions	409,158	82,853	(25,142)	807,496	(31,737)	(31,737)	(31,737)	(31,737)	177,215	(334,034)	24,095	24,095		1,038,786
Total Change in Cash	12,435	(299,208)	(860,863)	965,258	(165,469)	(140,265)	760,840	(88,594)	314,330	440,416	(408,251)	(454,278)		1,950,101
ENDING CASH	6,773,763	6,474,555	5,613,692	6,578,950	6,413,482	6,273,217	7,034,057	6,945,463	7,259,792	7,700,208	7,291,957	6,837,679	<<< = 171 days cash	



2023-24 First Interim Budget						Annual Budget			
MSA 2	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Projected Average Daily Attendance:							493	495	2
SUMMARY									
Revenue									
LCFF Entitlement	100,338	395,827	329,430	880,547	1,706,142	7,565,871	7,566,458	587	
Federal Revenue	-	-	-	-	-	296,498	354,959	58,461	
Other State Revenues	19,972	33,267	49,245	230,511	332,995	1,301,492	2,925,048	1,623,556	
Other Local Revenues	-	343	8,479	16,054	24,876	812,247	171,716	(640,531)	
Total Revenue	120,310	429,437	387,154	1,127,112	2,064,013	9,976,107	11,018,181	1,042,074	
Expenditures									
Certificated Salaries	156,075	217,995	219,699	215,742	809,512	3,096,317	2,947,178	(149,139)	
Classified Salaries	73,619	87,954	88,334	90,492	340,400	971,277	1,052,410	81,133	
Benefits	92,619	121,139	117,999	110,248	442,004	1,476,132	1,429,403	(46,728)	
Books and Supplies	11,072	182,922	57,474	32,681	284,149	670,997	675,869	4,872	
Services and Operating Exp.	197,609	178,206	116,551	552,653	1,045,019	2,887,016	4,508,948	1,621,933	
Depreciation & Cap Outlay	10,465	10,465	10,465	10,465	41,862	135,790	12,484	(123,306)	
Other Outflows	-	-	-	-	-	-	-	-	
Total Expenditures	541,459	798,682	610,523	1,012,282	2,962,946	9,237,528	10,626,293	1,388,764	
Net Revenues						(898,933)	738,579	391,888	(346,691)
Fund Balance									
Beginning Balance (Unaud.)							5,642,260		
Net Revenues							391,888		
Ending Fund Balance							6,034,148		
Components of Fund Bal.									
Available For Econ. Uncert.							4,397,165		
Restricted Balances (Est.)							1,519,389		
Net Fixed Assets							117,594		
Ending Fund Balance							6,034,148		

2023-24 First Interim Budget						Annual Budget				
Year to Date						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim		
MSA 2										
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD
REVENUE DETAIL										
LCFF Entitlement										
8011	State Aid	-	196,637	196,637	353,947	747,221	4,336,318	4,181,781	(154,537)	
8012	EPA Entitlement	-	-	-	394,550	394,550	1,668,119	1,649,631	(18,488)	
8019	Prior Year Adjustments	743	-	-	(743)	-	-	-	-	
8096	InLieuPropTaxes	99,595	199,190	132,793	132,793	564,371	1,561,434	1,735,046	173,612	
SUBTOTAL - LCFF Entitlement		100,338	395,827	329,430	880,547	1,706,142	7,565,871	7,566,458	587	
Federal Revenue										
8181	SpEd - Revenue	-	-	-	-	-	72,200	64,437	(7,763)	
8220	SchLunchFederal	-	-	-	-	-	-	-	-	
8285	SpEd - Revenue	-	-	-	-	-	-	-	-	
8290	All Other Federal Revenue	-	-	-	-	-	224,298	290,522	66,224	
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	
SUBTOTAL - Federal Revenue		-	-	-	-	-	296,498	354,959	58,461	
Other State Revenue										
8311	SpEd Revenue	19,972	19,972	35,950	36,482	112,376	424,279	425,783	1,504	
8520	SchoolNutrState	-	-	-	-	-	-	-	-	
8550	MandCstReimburs	-	-	-	-	-	17,569	17,170	(399)	
8560	StateLotteryRev	-	-	-	11,259	11,259	116,817	123,168	6,350	
8590	AllOthStateRev	-	13,295	13,295	182,770	209,360	742,826	2,358,928	1,616,102	
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	
SUBTOTAL - Other State Revenue		19,972	33,267	49,245	230,511	332,995	1,301,492	2,925,048	1,623,556	
Local Revenue										
8600	Other Local Rev	-	-	-	-	-	-	93,600	93,600	
8634	StudentLunchFee	-	-	-	-	-	-	-	-	
8650	Leases & Rentals	-	-	-	-	-	-	-	-	
8660	Interest	-	-	-	-	-	-	-	-	
8682	Summer School	-	-	-	-	-	-	-	-	
8677	SpEd Revenue	-	-	-	-	-	-	-	-	
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 2									
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-
8699	Other Revenue	-	-	-	10,000	10,000	775,131	41,000	(734,131)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	343	5,340	-	5,683	-	-	-
SUBTOTAL - Local Revenue		-	343	5,340	10,000	15,683	775,131	134,600	(640,531)

2023-24 First Interim Budget						Annual Budget							
Year to Date													
MSA 2						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
Fundraising & Grants													
8802	Donations - Private					-	-	-	-	-	7,116	7,116	-
8803	Fundraising					-	-	3,139	6,054	9,193	30,000	30,000	-
SUBTOTAL - Fundraising & Grants						-	-	3,139	6,054	9,193	37,116	37,116	-
TOTAL REVENUE						120,310	429,437	387,154	1,127,112	2,064,013	9,976,107	11,018,181	1,042,074
EXPENSES DETAIL													
Certificated Salaries													
1100	TeacherSalaries					71,050	164,659	163,211	159,457	558,377	2,295,330	2,151,234	(144,096)
1200	Cert Aid					-	21,649	24,252	24,252	70,153	297,959	317,427	19,468
1300	Cert Adminis					85,025	31,687	32,237	32,034	180,982	503,028	478,517	(24,511)
SUBTOTAL - Certificated Salaries						156,075	217,995	219,699	215,742	809,512	3,096,317	2,947,178	(149,139)
Classified Salaries													
2100	Instructional Aides					5,460	13,988	16,913	17,260	53,622	203,960	195,687	(8,273)
2200	Classified Support					37,268	44,073	41,020	42,904	165,265	543,841	608,030	64,189
2300	Classified Admin					-	-	-	-	-	-	-	-
2400	Clerical & Tech					30,891	29,893	30,401	30,328	121,513	223,476	248,694	25,218
2900	OtherClassStaff					-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries						73,619	87,954	88,334	90,492	340,400	971,277	1,052,410	81,133
Employee Benefits													
3101	STRS-Certified					23,812	38,485	38,856	38,086	139,239	463,748	451,103	(12,644)
3102	STRS-Classified					-	-	-	-	-	48,665	48,917	252
3201	PERS-Cert					-	3,992	3,920	3,920	11,832	110,617	105,786	(4,831)
3202	PERS-Classified					17,380	22,365	22,759	23,612	86,115	124,516	103,834	(20,682)
3301	OASDI/Med-Cert					2,649	4,100	4,126	4,071	14,946	66,547	65,831	(717)
3302	OASDI/Med-Class					5,630	6,723	6,750	6,915	26,019	38,974	33,335	(5,639)
3401	HlthWelfareCert					34,892	42,720	38,834	30,062	146,508	431,877	420,533	(11,344)
3402	HlthWelfareCert					-	-	-	-	-	139,893	146,969	7,075
3501	UI-Certificated					-	-	-	827	827	14,188	16,297	2,109
3502	UI-Classified					-	-	-	-	-	3,580	3,273	(307)
3601	WorkersCmp-Cert					8,263	2,754	2,754	2,754	16,525	19,644	11,104	(8,540)
3602	WorkersCmp-Class					-	-	-	-	-	13,882	22,422	8,540

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 2									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	(7)	-	-	-	(7)	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		92,619	121,139	117,999	110,248	442,004	1,476,132	1,429,403	(46,728)

2023-24 First Interim Budget						Annual Budget			
MSA 2	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Books & Supplies									
4100	Text&CoreCurric	-	33,390	1,665	21,093	56,148	154,598	154,598	-
4200	BooksOthRefMats	1,892	96,687	1,603	(20,000)	80,182	1,000	1,000	-
4300	Ins Mats & Sups 2	-	-	-	-	-	4,000	4,000	-
4310	Ins Mats & Sups	-	-	4,940	3,040	7,979	35,739	35,739	-
4315	OthrSupplies	-	-	-	-	-	-	-	-
4320	Office Supplies	3,003	2,480	10,752	6,225	22,460	70,000	70,000	-
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	229	229	22,000	22,000	-
4335	PE Supplies	-	-	-	-	-	4,000	4,000	-
4340	Educat Software	3,307	28,130	10,825	12,478	54,739	117,928	117,928	-
4345	NonInstStdntSup	-	1,755	6,461	2,885	11,101	94,604	94,604	-
4346	TeacherSupplies	-	-	868	-	868	3,000	3,000	-
4350	Cust. Supplies	42	4,376	1,719	2,033	8,171	14,000	20,000	6,000
4351	Yearbook	-	-	-	-	-	-	-	-
4390	Uniforms	-	9,894	-	9,894	19,788	22,000	22,000	-
4400	NonCapEquip-Gen	-	-	-	-	-	38,000	38,000	-
4410	ClssrmFrmEq<5k	-	349	640	-	989	7,000	7,000	-
4430	OffceFurnEq<5k	-	-	1,945	-	1,945	5,000	5,000	-
4440	Computers <\$5k	2,828	5,860	-	-	8,688	35,000	35,000	-
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	5,000	5,000	-
4720	Food:Other Food	-	-	1,859	9,002	10,861	37,000	37,000	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	14,198	(14,198)	-	1,128	-	(1,128)
SUBTOTAL - Books and Supplies		11,072	182,922	57,474	32,681	284,149	670,997	675,869	4,872

2023-24 First Interim Budget						Annual Budget			
Year to Date									
MSA 2		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	368,744	368,744	1,106,231	1,106,231	-
5200	Travel - General	-	-	-	-	-	1,000	1,000	-
5205	Conference Fees	-	-	-	-	-	3,000	3,000	-
5210	MilesParkTolls	-	-	-	115	115	2,000	2,000	-
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	-	1,137	-	-	1,137	5,000	5,000	-
5300	DuesMemberships	8,383	2,252	800	3,159	14,593	20,000	20,000	-
5450	Other Insurance	18,171	6,057	6,057	6,057	36,342	75,000	75,000	-
5500	OpsHousekeeping	-	6,322	12,481	6,242	25,045	133,000	133,000	-
5510	Gas & Electric	-	127	-	-	127	-	-	-
5610	Rent & Leases	64,804	64,804	(29,468)	33,475	133,614	270,000	1,319,847	1,049,847
5611	Rent & Leases- Interest	85,258	85,258	85,097	85,110	340,723	-	403,162	403,162
5620	EquipmentLeases	2,312	1,194	1,438	3,307	8,251	25,000	25,000	-
5621	EquipmentLeases- Interest	-	-	-	-	-	-	-	-
5630	Reps&MaintBldng	-	-	156	-	156	20,000	20,000	-
5800	ProfessServices	4,655	-	1,515	333	6,503	319,079	428,877	109,798
5810	Legal	-	398	1,438	-	1,836	25,000	25,000	-
5813	SchPrgAftSchool	-	-	-	-	-	211,954	211,954	-
5814	SchPrgAcadComps	-	-	-	-	-	4,000	4,000	-
5819	SchlProgs-Other	450	324	3,187	3,559	7,520	90,000	90,000	-
5820	Audit & CPA	-	1,364	-	-	1,364	12,500	12,500	-
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	2,356	2,356	50,000	30,000	(20,000)
5836	FieldTrip Trans	-	-	5,674	14,445	20,119	-	30,000	30,000
5840	MarkngStdtRecrt	1,020	1,020	1,318	2,487	5,844	30,000	30,000	-
5850	Oversight Fees	-	-	-	-	-	75,659	75,664	5
5857	Payroll Fees	2,126	1,838	1,837	1,794	7,595	25,000	25,000	-
5860	Service Fees	-	-	-	-	-	4,000	4,000	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	-	6,694	95	6,789	29,500	69,500	40,000
5864	Prof Dev-Other	-	-	-	-	-	25,500	25,500	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	5,417	11,417	16,834	95,809	95,809	-
5870	Livescan	-	140	125	-	265	750	750	-
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 2									
5875	Staff Recruiting	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	5,956	536	6,492	150,000	153,000	3,000
5890	OthSvcsNon-Inst	-	-	-	3,300	3,300	-	-	-
5900	Communications	-	2,778	-	233	3,012	5,000	5,000	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	135	136	136	137	543	20,000	20,000	-
5930	PostageDelivery	-	-	605	1,098	1,702	5,000	5,000	-
5940	Technology	10,295	3,058	6,089	4,656	24,098	48,035	54,155	6,120
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-
	SUBTOTAL - Services & Other Operating Exp.	197,609	178,206	116,551	552,653	1,045,019	2,887,016	4,508,948	1,621,933

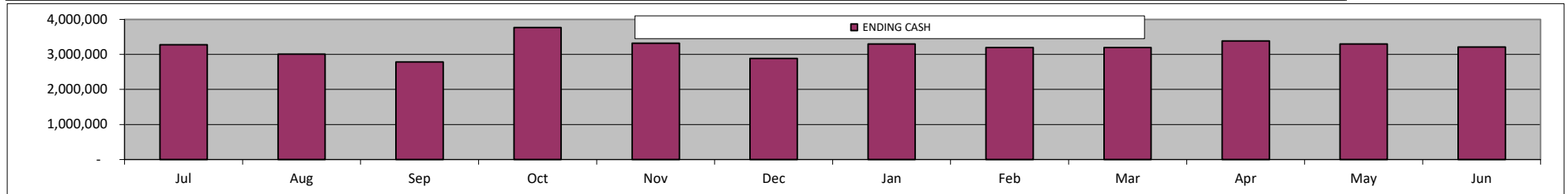
2023-24 First Interim Budget						Annual Budget							
MSA 2						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
Year to Date													
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD								
Capital Outlay & Depreciation													
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-					
6400	EquipFixed	-	-	-	-	-	-	-					
6900	Depreciation	10,465	10,465	10,465	10,465	41,862	135,790	12,484 (123,306)					
SUBTOTAL - Capital Outlay & Depreciation						10,465	10,465	10,465	10,465	41,862	135,790	12,484	(123,306)
Other Outflows													
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-					
7310	Indirect Costs	-	-	-	-	-	-	-					
7438	InterestExpense	-	-	-	-	-	-	-					
SUBTOTAL - Other Outflows						-	-	-	-	-	-	-	
TOTAL EXPENSES						541,459	798,682	610,523	1,012,282	2,962,946	9,237,528	10,626,293	1,388,764



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-2	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	3,171,900	3,278,679	3,007,454	2,781,277	3,770,994	3,321,205	2,888,585	3,296,481	3,196,140	3,197,473	3,382,246	3,298,349	3,214,453	
Revenue														
LCFF Entitlement	100,338	395,827	329,430	880,547	515,164	515,164	909,714	515,164	616,838	852,447	457,897	457,897	1,020,032	7,566,458
Federal Revenue	-	-	-	-	-	-	72,631	-	-	72,631	-	-	209,698	354,959
Other State Revenues	19,972	33,267	49,245	230,511	219,252	236,422	332,399	291,343	291,343	332,399	291,343	291,343	306,209	2,925,048
Other Local Revenues	-	343	8,479	16,054	14,310	14,310	14,310	14,310	14,310	14,310	14,310	14,310	32,363	171,716
Total Revenue	120,310	429,437	387,154	1,127,112	748,726	765,895	1,329,053	820,817	922,490	1,271,786	763,549	763,549	1,568,302	11,018,181
Expenses														
Certificated Salaries	156,075	217,995	219,699	215,742	245,598	245,598	245,598	245,598	245,598	245,598	245,598	245,598	172,881	2,947,178
Classified Salaries	73,619	87,954	88,334	90,492	87,701	87,701	87,701	87,701	87,701	87,701	87,701	87,701	10,404	1,052,410
Benefits	92,619	121,139	117,999	110,248	119,117	119,117	119,117	119,117	119,117	119,117	119,117	119,117	34,464	1,429,403
Books and Supplies	11,072	182,922	57,474	32,681	48,187	48,187	48,187	48,187	48,187	48,187	48,187	48,187	6,220	675,869
Services and Operations	197,609	178,206	116,551	552,653	346,842	346,842	346,842	346,842	346,842	346,842	346,842	346,842	689,192	4,508,948
Depreciation / Cap Outlay	10,465	10,465	10,465	10,465	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	(37,700)	12,484
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	541,459	798,682	610,523	1,012,282	848,486	848,486	848,486	848,486	848,486	848,486	848,486	848,486	875,460	10,626,293
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	1,376,166	154,807	64,264	555,198	165,856	165,856	165,856	165,856	165,856					2,979,716
Fixed Assets - Acquisitions	74,194	50,510	6,831	41,600	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040		181,457
Accounts Payable - Current Year	(913,846)	(94,389)	(3,229)	290,431	(239,568)	(239,568)	(239,568)	(239,568)	(239,568)	(239,568)	-	-		(2,158,440)
Other	(8,586)	(12,908)	(70,674)	(12,341)	(277,358)	(277,358)								(659,225)
Total Other Transactions	527,928	98,020	(2,809)	874,887	(350,029)	(350,029)	(72,671)	(72,671)	(72,671)	(238,528)	1,040	1,040		343,508
Total Change in Cash	106,780	(271,225)	(226,178)	989,718	(449,790)	(432,620)	407,896	(100,341)	1,333	184,772	(83,896)	(83,896)		735,397

ENDING CASH	3,278,679	3,007,454	2,781,277	3,770,994	3,321,205	2,888,585	3,296,481	3,196,140	3,197,473	3,382,246	3,298,349	3,214,453	<<< = 110 days cash
--------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	---------------------



2023-24 First Interim Budget	Year to Date					Annual Budget		
MSA 3	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Projected Average Daily Attendance:						368	353	(15)
SUMMARY								
Revenue								
LCFF Entitlement	72,091	273,134	225,474	610,868	1,181,567	5,288,556	5,040,013	(248,543)
Federal Revenue	-	-	-	37,422	37,422	234,404	293,930	59,526
Other State Revenues	19,862	23,736	64,626	202,540	310,764	1,171,276	1,770,477	599,201
Other Local Revenues	50	-	-	6,987	7,037	808,978	26,068	(782,910)
Total Revenue	92,003	296,870	290,100	857,817	1,536,790	7,503,214	7,130,487	(372,727)
Expenditures								
Certificated Salaries	86,833	195,709	211,175	225,589	719,306	2,714,222	2,677,429	(36,793)
Classified Salaries	55,694	73,235	72,787	69,722	271,438	761,774	762,402	628
Benefits	79,381	90,894	109,465	110,829	390,569	1,331,755	1,327,907	(3,848)
Books and Supplies	42,302	55,927	46,468	39,228	183,926	276,014	326,999	50,985
Services and Operating Exp.	61,690	56,806	145,428	382,802	646,728	2,156,797	2,177,238	20,441
Depreciation & Cap Outlay	9,465	9,465	9,465	9,465	37,859	126,142	95,959	(30,183)
Other Outflows	-	-	-	-	-	-	-	-
Total Expenditures	335,365	482,037	594,788	837,636	2,249,826	7,366,704	7,367,934	1,230
Net Revenues					(713,037)	136,510	(237,447)	(373,957)
Fund Balance								
Beginning Balance (Unaud.)							3,254,116	
Net Revenues							(237,447)	
Ending Fund Balance							3,016,669	
Components of Fund Bal.								
Available For Econ. Uncert.							2,566,844	
Restricted Balances (Est.)							247,567	
Net Fixed Assets							202,258	
Ending Fund Balance							3,016,669	

2023-24 First Interim Budget						Annual Budget			
Year to Date						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
MSA 3	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD				
REVENUE DETAIL									
LCFF Entitlement									
8011	State Aid	-	130,153	130,153	234,275	494,581	2,885,899	2,633,520	(252,379)
8012	EPA Entitlement	-	-	-	281,272	281,272	1,236,888	1,168,748	(68,140)
8019	Prior Year Adjustments	601	-	-	-	601	-	-	-
8096	InLieuPropTaxes	71,490	142,981	95,321	95,321	405,113	1,165,769	1,237,745	71,976
SUBTOTAL - LCFF Entitlement		72,091	273,134	225,474	610,868	1,181,567	5,288,556	5,040,013	(248,543)
Federal Revenue									
8181	SpEd - Revenue	-	-	-	-	-	53,402	47,792	(5,610)
8220	SchLunchFederal	-	-	-	-	-	-	-	-
8285	SpEd - Revenue	-	-	-	-	-	-	-	-
8290	All Other Federal Revenue	-	-	-	37,422	37,422	181,002	246,138	65,136
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		-	-	-	37,422	37,422	234,404	293,930	59,526
Other State Revenue									
8311	SpEd Revenue	19,862	19,862	35,752	36,134	111,610	316,768	303,744	(13,023)
8520	SchoolNutrState	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	14,973	14,003	(970)
8560	StateLotteryRev	-	-	-	15,564	15,564	87,216	87,865	649
8590	AllOthStateRev	-	3,874	28,874	150,842	183,590	752,319	1,364,864	612,545
8595	State Rev PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		19,862	23,736	64,626	202,540	310,764	1,171,276	1,770,477	599,201
Local Revenue									
8600	Other Local Rev	-	-	-	-	-	-	-	-
8634	StudentLunchFee	-	-	-	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	-
8677	SpEd Revenue	-	-	-	-	-	-	-	-
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 3									
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-
8699	Other Revenue	-	-	-	-	-	787,910	5,000	(782,910)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	50	-	(50)	-	-	-	-	-
	SUBTOTAL - Local Revenue	50	-	(50)	-	-	787,910	5,000	(782,910)

2023-24 First Interim Budget						Annual Budget			
MSA 3	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Fundraising & Grants									
8802	Donations - Private	-	-	-	1,690	1,690	7,116	7,116	-
8803	Fundraising	-	-	50	5,296	5,346	13,952	13,952	-
SUBTOTAL - Fundraising & Grants		-	-	50	6,987	7,037	21,068	21,068	-
TOTAL REVENUE		92,003	296,870	290,100	857,817	1,536,790	7,503,214	7,130,487	(372,727)
EXPENSES DETAIL									
Certificated Salaries									
1100	TeacherSalaries	43,155	148,708	168,284	180,775	540,922	2,081,950	2,059,743	(22,207)
1200	Cert Aid	-	18,589	14,478	14,568	47,635	174,398	161,304	(13,094)
1300	Cert Adminis	43,678	28,413	28,413	30,247	130,750	457,874	456,382	(1,492)
SUBTOTAL - Certificated Salaries		86,833	195,709	211,175	225,589	719,306	2,714,222	2,677,429	(36,793)
Classified Salaries									
2100	Instructional Aides	17,459	31,063	31,353	26,790	106,664	269,708	266,708	(3,000)
2200	Classified Support	12,193	22,130	21,392	22,890	78,605	240,181	243,188	3,008
2300	Classified Admin	-	-	-	-	-	-	-	-
2400	Clerical & Tech	26,042	20,042	20,042	20,042	86,168	251,885	252,505	620
2900	OtherClassStaff	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		55,694	73,235	72,787	69,722	271,438	761,774	762,402	628
Employee Benefits									
3101	STRS-Certified	13,776	34,229	39,193	39,624	126,821	423,874	439,450	15,577
3102	STRS-Classified	2,324	1,489	1,622	1,627	7,062	59,436	33,382	(26,054)
3201	PERS-Cert	2,057	3,707	2,882	2,057	10,702	103,721	81,834	(21,887)
3202	PERS-Classified	8,581	16,668	16,058	15,270	56,578	84,397	110,662	26,265
3301	OASDI/Med-Cert	2,165	3,305	3,531	3,804	12,804	61,567	56,548	(5,019)
3302	OASDI/Med-Class	3,488	5,096	5,020	4,784	18,388	28,425	33,888	5,464
3401	HlthWelfareCert	39,578	23,825	38,583	40,023	142,010	392,876	452,332	59,456
3402	HlthWelfareCert	-	-	-	-	-	109,026	51,570	(57,457)
3501	UI-Certificated	-	-	-	1,066	1,066	13,017	14,348	1,331
3502	UI-Classified	-	-	-	-	-	3,119	1,595	(1,524)
3601	WorkersCmp-Cert	7,727	2,575	2,575	2,575	15,452	36,956	52,298	15,342
3602	WorkersCmp-Class	-	-	-	-	-	15,342	-	(15,342)

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 3									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	(315)	-	-	-	(315)	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		79,381	90,894	109,465	110,829	390,569	1,331,755	1,327,907	(3,848)

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 3									
Books & Supplies									
4100	Text&CoreCurric	-	25,143	-	49,859	75,002	90,100	101,955	11,855
4200	BooksOthRefMats	38,790	3,810	35,100	(48,955)	28,745	1,060	30,000	28,940
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-
4310	Ins Mats & Sups	-	-	3,000	5,705	8,705	21,090	24,810	3,720
4315	OthrSupplies	-	-	-	-	-	5,830	5,830	-
4320	Office Supplies	205	117	102	306	729	7,420	7,420	-
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	-	-	2,650	2,650	-
4335	PE Supplies	-	-	-	-	-	2,120	2,120	-
4340	Educat Software	3,307	18,821	-	24,466	46,594	61,585	61,585	-
4345	NonInstStdntSup	-	38	3,228	414	3,679	39,110	44,110	5,000
4346	TeacherSupplies	-	150	-	-	150	3,180	3,180	-
4350	Cust. Supplies	-	-	-	-	-	1,060	1,060	-
4351	Yearbook	-	-	-	-	-	-	-	-
4390	Uniforms	-	7,573	-	7,573	15,147	16,960	16,960	-
4400	NonCapEquip-Gen	-	-	-	-	-	2,120	2,120	-
4410	ClssrmFrnEq<5k	-	-	-	94	94	530	530	-
4430	OfficeFurnEq<5k	-	-	-	504	504	530	530	-
4440	Computers <\$5k	-	-	-	(590)	(590)	530	2,000	1,470
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	5,300	5,300	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	-	-	-
4720	Food:Other Food	-	-	1,023	3,868	4,891	14,840	14,840	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	276	4,016	(4,016)	276	-	-	-
SUBTOTAL - Books and Supplies		42,302	55,927	46,468	39,228	183,926	276,014	326,999	50,985

2023-24 First Interim Budget						Annual Budget			
Year to Date									
MSA 3	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	265,034	265,034	795,103	795,103	-
5200	Travel - General	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	-	-	-
	MilesParkTolls	-	31	-	596	627	530	530	-
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	-	484	1,481	-	1,966	-	3,000	3,000
5300	DuesMemberships	6,403	1,354	-	2,600	10,357	15,900	15,900	-
5450	Other Insurance	14,651	4,884	4,884	4,884	29,303	57,211	57,211	-
5500	OpsHousekeeping	-	317	-	2,483	2,800	4,240	4,240	-
5510	Gas & Electric	-	-	-	-	-	-	-	-
5610	Rent & Leases	24,624	27,149	77,597	24,624	153,995	323,858	368,858	45,000
5611	Rent & Leases- Interest	-	-	-	-	-	-	-	-
5620	EquipmentLeases	1,417	1,416	887	797	4,517	21,200	21,200	-
5621	EquipmentLeases- Interest	-	-	-	276	276	-	-	-
5630	Reps&MaintBldng	-	-	-	-	-	21,200	21,200	-
5800	ProfessServices	3,471	-	3,461	333	7,265	213,610	164,426	(49,184)
5810	Legal	-	-	3,311	2,426	5,736	26,500	26,500	-
5813	SchPrgAftSchool	-	-	-	26,164	26,164	152,252	152,252	-
5814	SchPrgAcadComps	-	-	700	-	700	-	-	-
5819	SchlProgs-Other	-	6,660	31,172	1,180	39,012	31,500	31,500	-
5820	Audit & CPA	-	1,364	-	-	1,364	9,010	9,010	-
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	320	-	525	845	31,800	31,800	-
5836	FieldTrip Trans	-	770	1,305	8,753	10,828	15,900	15,900	-
5840	MarkngStdtRecrt	1,020	1,020	1,318	9,367	12,725	-	20,000	20,000
5850	Oversight Fees	-	-	-	-	-	52,886	50,400	(2,486)
5857	Payroll Fees	1,831	1,553	1,710	1,724	6,818	21,200	21,200	-
5860	Service Fees	-	-	-	-	-	4,240	4,240	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	-	2,224	-	2,224	16,430	11,130	(5,300)
5864	Prof Dev-Other	-	4,260	-	-	4,260	23,852	23,852	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	2,864	14,555	17,419	106,601	106,601	-
5870	Livescan	-	302	-	6,294	6,596	530	530	-
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-

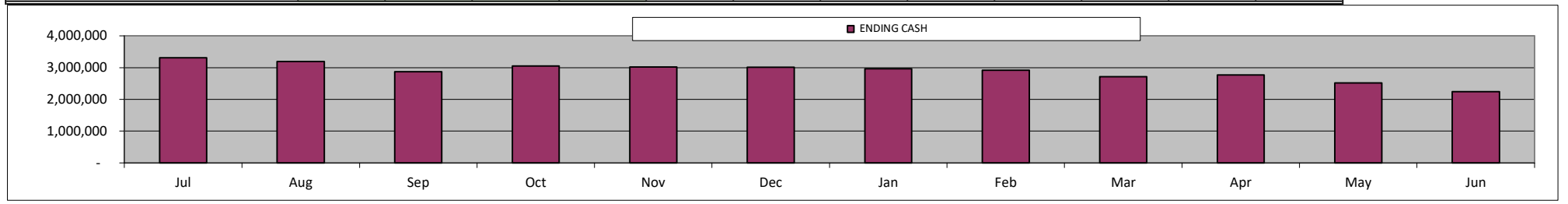
2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 3									
5875	Staff Recruiting	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	3,410	6,719	10,129	106,000	108,000	2,000
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-
5900	Communications	-	2,174	-	514	2,688	5,300	5,300	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	-	340	340	340	1,019	58,300	58,300	-
5930	PostageDelivery	495	-	-	986	1,481	7,420	7,420	-
5940	Technology	7,779	2,408	8,765	1,628	20,580	34,224	41,635	7,410
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-
	SUBTOTAL - Services & Other Operating Exp.	61,690	56,806	145,428	382,802	646,728	2,156,797	2,177,238	20,441

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 3									
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-
6900	Depreciation	9,465	9,465	9,465	9,465	37,859	126,142	95,959	(30,183)
SUBTOTAL - Capital Outlay & Depreciation		9,465	9,465	9,465	9,465	37,859	126,142	95,959	(30,183)
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-
7438	InterestExpense	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	-
TOTAL EXPENSES		335,365	482,037	594,788	837,636	2,249,826	7,366,704	7,367,934	1,230



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-3	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	3,240,633	3,312,981	3,195,956	2,874,173	3,050,735	3,023,776	3,010,821	2,970,771	2,918,626	2,711,171	2,772,916	2,515,590	2,243,836	
Revenue														
LCFF Entitlement	72,091	273,134	225,474	610,868	336,036	336,036	617,308	336,036	408,568	576,455	295,183	295,183	657,639	5,040,013
Federal Revenue	-	-	-	37,422	-	-	61,534	-	-	61,534	-	-	133,439	293,930
Other State Revenues	19,862	23,736	64,626	202,540	186,976	200,979	191,078	161,790	161,790	191,078	40,973	9,241	315,808	1,770,477
Other Local Revenues	50	-	-	6,987	1,163	1,163	1,163	1,163	1,163	1,163	1,163	1,163	9,730	26,068
Total Revenue	92,003	296,870	290,100	857,817	524,175	538,178	871,084	498,989	571,521	830,230	337,319	305,587	1,116,615	7,130,487
Expenses														
Certificated Salaries	86,833	195,709	211,175	225,589	223,119	223,119	223,119	223,119	223,119	223,119	223,119	223,119	173,170	2,677,429
Classified Salaries	55,694	73,235	72,787	69,722	63,533	63,533	63,533	63,533	63,533	63,533	63,533	46,229	0	762,402
Benefits	79,381	90,894	109,465	110,829	110,659	110,659	110,659	110,659	110,659	110,659	110,659	110,659	52,066	1,327,907
Books and Supplies	42,302	55,927	46,468	39,228	15,897	15,897	15,897	15,897	15,897	15,897	15,897	15,897	15,897	326,999
Services and Operations	61,690	56,806	145,428	382,802	181,436	181,436	181,436	181,436	181,436	181,436	181,436	181,436	79,018	2,177,238
Depreciation / Cap Outlay	9,465	9,465	9,465	9,465	7,997	7,997	7,997	7,997	7,997	7,997	7,997	7,997	(5,873)	95,959
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	335,365	482,037	594,788	837,636	602,642	602,642	602,642	602,642	602,642	602,642	602,642	585,338	314,279	7,367,934
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	944,331	54,147	32,883	(20,023)	217,352	217,352	217,352	217,352	217,352					2,098,100
Fixed Assets - Acquisitions	9,465	9,465	9,465	11,989	7,997	7,997	7,997	7,997	7,997	7,997	7,997	7,997		104,357
Accounts Payable - Current Year	(638,795)	4,530	(59,442)	204,362	(173,841)	(173,841)	(173,841)	(173,841)	(173,841)	(173,841)	-	-		(1,532,390)
Other	709		(39,946)	(39,946)			(360,000)	(227,842)						(627,080)
Total Other Transactions	315,710	68,142	(17,094)	156,381	51,508	51,508	(308,492)	51,508	(176,334)	(165,844)	7,997	7,997		42,986
Total Change in Cash	72,348	(117,025)	(321,783)	176,561	(26,958)	(12,955)	(40,050)	(52,145)	(207,455)	61,745	(257,326)	(271,754)		(194,461)
ENDING CASH	3,312,981	3,195,956	2,874,173	3,050,735	3,023,776	3,010,821	2,970,771	2,918,626	2,711,171	2,772,916	2,515,590	2,243,836	<<< = 111 days cash	



2023-24 First Interim Budget		Year to Date				Annual Budget			
MSA 4		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Projected Average Daily Attendance:							110	108	(2)
SUMMARY									
Revenue									
LCFF Entitlement		19,772	86,020	73,096	191,016	369,904	1,957,765	1,788,434	(169,331)
Federal Revenue		1,361	2,721	1,814	1,814	7,710	94,566	82,331	(12,235)
Other State Revenues		-	377	377	33,640	34,394	298,733	410,260	111,528
Other Local Revenues		5,392	10,784	7,189	7,189	30,554	372,804	342,363	(30,441)
Total Revenue		26,525	99,902	82,476	233,659	442,562	2,723,868	2,623,388	(100,480)
Expenditures									
Certificated Salaries		39,160	93,567	102,190	108,366	343,283	1,124,085	1,317,246	193,161
Classified Salaries		14,692	19,439	17,775	19,188	71,093	214,910	208,726	(6,184)
Benefits		31,429	36,839	38,226	39,400	145,894	491,906	556,585	64,678
Books and Supplies		1,163	35,286	12,862	19,142	68,454	92,965	114,165	21,200
Services and Operating Exp.		63,432	29,886	36,575	130,517	260,410	707,162	761,519	54,357
Depreciation & Cap Outlay		-	-	8,603	-	8,603	37,940	32,104	(5,836)
Other Outflows		-	-	-	-	-	-	-	-
Total Expenditures		149,876	215,017	216,231	316,613	897,737	2,668,968	2,990,344	321,376
Net Revenues						(455,175)	54,899	(366,957)	(421,856)
Fund Balance									
Beginning Balance (Unaud.)								1,448,873	
Net Revenues								(366,957)	
Ending Fund Balance								1,081,916	
Components of Fund Bal.									
Available For Econ. Uncert.								900,610	
Restricted Balances (Est.)								143,158	
Net Fixed Assets								38,148	
Ending Fund Balance								1,081,916	

2023-24 First Interim Budget						Annual Budget			
MSA 4	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					

REVENUE DETAIL

LCFF Entitlement

8011	State Aid	-	46,941	46,941	84,494	178,376	1,221,650	1,037,273	(184,377)
8012	EPA Entitlement	-	-	-	80,366	80,366	386,385	372,406	(13,979)
8019	Prior Year Adjustments	155	(155)	-	-	-	-	-	-
8096	InLieuPropTaxes	19,617	39,234	26,155	26,156	111,162	349,730	378,755	29,025
SUBTOTAL - LCFF Entitlement		19,772	86,020	73,096	191,016	369,904	1,957,765	1,788,434	(169,331)

Federal Revenue

8181	SpEd - Revenue	-	-	-	-	-	-	-	-
8220	SchLunchFederal	-	-	-	-	-	-	-	-
8285	SpEd - Revenue	1,361	2,721	1,814	1,814	7,710	25,718	26,271	553
8290	All Other Federal Revenue	-	-	-	-	-	68,848	56,060	(12,788)
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		1,361	2,721	1,814	1,814	7,710	94,566	82,331	(12,235)

Other State Revenue

8311	SpEd Revenue	-	-	-	-	-	-	-	-
8520	SchoolNutrState	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	6,091	5,264	(827)
8560	StateLotteryRev	-	-	-	3,459	3,459	26,165	26,887	722
8590	AllOthStateRev	-	377	377	30,181	30,935	266,477	378,110	111,632
8595	State Rev PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		-	377	377	33,640	34,394	298,733	410,260	111,528

Local Revenue

8600	Other Local Rev	-	-	-	-	-	-	226,643	226,643
8634	StudentLunchFee	-	-	-	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	-
8677	SpEd Revenue	5,392	10,784	7,189	7,189	30,554	97,969	104,104	6,135
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-

2023-24 First Interim Budget						Annual Budget			
Year to Date									
MSA 4		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-
8699	Other Revenue	-	-	-	-	-	263,719	500	(263,219)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	-	-	-	1,000	1,000	-
SUBTOTAL - Local Revenue		5,392	10,784	7,189	7,189	30,554	362,688	332,247	(30,441)

2023-24 First Interim Budget						Annual Budget			
MSA 4	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Fundraising & Grants									
8802	Donations - Private	-	-	-	-	-	7,116	7,116	-
8803	Fundraising	-	-	-	-	-	3,000	3,000	-
SUBTOTAL - Fundraising & Grants		-	-	-	-	-	10,116	10,116	-
TOTAL REVENUE		26,525	99,902	82,476	233,659	442,562	2,723,868	2,623,388	(100,480)
EXPENSES DETAIL									
Certificated Salaries									
1100	TeacherSalaries	12,600	59,389	66,312	70,888	209,189	752,699	799,038	46,339
1200	Cert Aid	2,100	15,878	17,578	17,578	53,134	139,986	286,809	146,823
1300	Cert Adminis	24,460	18,300	18,300	19,900	80,960	231,400	231,400	-
SUBTOTAL - Certificated Salaries		39,160	93,567	102,190	108,366	343,283	1,124,085	1,317,246	193,161
Classified Salaries									
2100	Instructional Aides	-	3,789	3,794	4,762	12,344	43,740	43,740	-
2200	Classified Support	1,132	3,340	2,021	2,116	8,608	25,264	25,264	-
2300	Classified Admin	-	-	-	-	-	-	-	-
2400	Clerical & Tech	13,560	12,310	11,960	12,310	50,141	145,906	139,722	(6,184)
2900	OtherClassStaff	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		14,692	19,439	17,775	19,188	71,093	214,910	208,726	(6,184)
Employee Benefits									
3101	STRS-Certified	7,480	16,438	16,617	17,391	57,925	174,990	180,956	5,966
3102	STRS-Classified	-	-	-	-	-	18,957	30,870	11,913
3201	PERS-Cert	-	1,935	1,948	1,850	5,734	45,060	53,940	8,880
3202	PERS-Classified	3,386	4,951	4,438	4,682	17,457	27,984	30,052	2,068
3301	OASDI/Med-Cert	564	1,889	1,973	2,062	6,488	26,052	29,820	3,768
3302	OASDI/Med-Class	1,120	1,484	1,356	1,464	5,425	9,368	10,677	1,309
3401	HlthWelfareCert	16,071	9,206	10,958	10,877	47,113	139,914	196,951	57,037
3402	HlthWelfareCert	-	-	-	-	-	27,023	-	(27,023)
3501	UI-Certificated	-	-	-	138	138	5,415	7,189	1,774
3502	UI-Classified	-	-	-	-	-	1,014	-	(1,014)
3601	WorkersCmp-Cert	2,808	936	936	936	5,616	12,134	16,129	3,995
3602	WorkersCmp-Class	-	-	-	-	-	3,995	-	(3,995)

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 4									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	
3901	OthBenes-Cert	-	-	-	-	-	-	-	
3902	OthBenes-Class	-	-	-	-	-	-	-	
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	
SUBTOTAL - Employee Benefits		31,429	36,839	38,226	39,400	145,894	491,906	556,585	64,678

2023-24 First Interim Budget						Annual Budget			
MSA 4	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Books & Supplies									
4100	Text&CoreCurric	-	5,725	9,373	-	15,098	35,000	27,000	(8,000)
4200	BooksOthRefMats	-	21,535	-	-	21,535	-	22,000	22,000
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-
4310	Ins Mats & Sups	800	-	-	3,211	4,011	5,000	10,000	5,000
4315	OthrSupplies	-	-	-	-	-	-	-	-
4320	Office Supplies	363	1,086	345	1,194	2,988	8,000	8,000	-
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	-	-	-	-	-
4335	PE Supplies	-	-	-	-	-	2,000	2,000	-
4340	Educat Software	-	4,983	-	12,324	17,308	19,320	19,320	-
4345	NonInstStdntSup	-	-	400	1,353	1,753	10,145	10,145	-
4346	TeacherSupplies	-	-	-	857	857	1,500	1,500	-
4350	Cust. Supplies	-	-	-	-	-	-	-	-
4351	Yearbook	-	-	-	-	-	1,000	1,000	-
4390	Uniforms	-	1,957	-	-	1,957	5,000	5,000	-
4400	NonCapEquip-Gen	-	-	-	-	-	2,000	2,000	-
4410	ClssrmFrnEqp<5k	-	-	2,190	-	2,190	-	2,200	2,200
4430	OffceFurnEqp<5k	-	-	-	-	-	-	-	-
4440	Computers <\$5k	-	-	235	-	235	-	-	-
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	1,000	1,000	-
4720	Food:Other Food	-	-	318	203	521	3,000	3,000	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	-	-	-	-	-	-
SUBTOTAL - Books and Supplies		1,163	35,286	12,862	19,142	68,454	92,965	114,165	21,200

2023-24 First Interim Budget						Annual Budget			
MSA 4	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	57,616	57,616	172,849	172,849	-
5200	Travel - General	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	-	-	-
5210	MilesParkTolls	-	-	-	434	434	500	1,000	500
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	-	368	568	-	937	500	1,000	500
5300	DuesMemberships	2,248	457	-	1,190	3,895	7,000	7,000	-
5450	Other Insurance	4,122	1,374	1,374	1,374	8,244	17,555	17,555	-
5500	OpsHousekeeping	-	197	-	226	423	8,000	8,000	-
5510	Gas & Electric	-	-	-	-	-	-	-	-
5610	Rent & Leases	12,204	15,402	12,360	14,295	54,262	138,309	150,000	11,691
5611	Rent & Leases- Interest	-	-	-	-	-	-	-	-
5620	EquipmentLeases	740	417	370	370	1,897	6,200	6,200	-
5621	EquipmentLeases- Interest	-	-	-	-	-	-	-	-
5630	Reps&MaintBldng	-	-	2,108	-	2,108	3,500	3,500	-
5800	ProfessServices	929	-	332	-	1,262	84,266	116,832	32,566
5810	Legal	-	-	9,900	-	9,900	10,000	20,000	10,000
5813	SchPrgAftSchool	-	-	-	-	-	-	-	-
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-
5819	SchIProgs-Other	-	-	-	75	75	3,500	3,500	-
5820	Audit & CPA	-	1,364	-	-	1,364	9,000	9,000	-
5825	DMSBusiness Svcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	2,180	2,180	10,000	10,000	-
5836	FieldTrip Trans	36,233	-	-	36,233	72,467	76,000	76,000	-
5840	MarkngStdtRecrt	1,020	2,624	1,318	4,119	9,081	10,000	15,000	5,000
5850	Oversight Fees	880	1,760	1,173	1,173	4,986	19,578	19,578	-
5857	Payroll Fees	930	870	937	952	3,690	9,000	9,000	-
5860	Service Fees	-	-	-	2,663	2,663	1,000	1,000	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	75	876	150	1,101	7,500	-	(7,500)
5864	Prof Dev-Other	-	-	-	-	-	21,131	21,131	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	1,326	3,055	4,381	25,196	25,196	-
5870	Livescan	-	67	-	62	129	300	300	-
5872	SPED Fees (incl Encroachment)	1,350	2,700	1,802	1,800	7,652	14,489	14,489	-

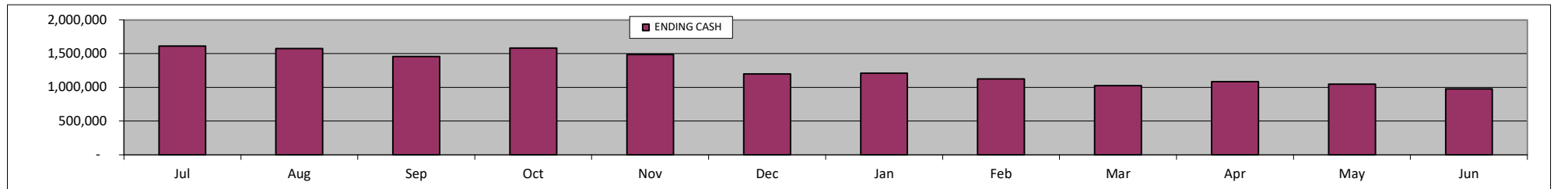
2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 4									
5875	Staff Recruiting	-	-	-	-	-	-	-	
5884	Substitutes	-	-	-	-	-	10,000	10,000	
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	
5900	Communications	5	645	-	302	952	3,000	3,000	
5910	Communications 2	-	-	-	-	-	-	-	
5920	TelecomInternet	-	-	-	-	-	25,000	25,000	
5930	PostageDelivery	-	184	493	345	1,023	3,000	3,000	
5940	Technology	2,770	1,381	1,638	1,902	7,690	10,790	12,390	
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	
SUBTOTAL - Services & Other Operating Exp.		63,432	29,886	36,575	130,517	260,410	707,162	761,519	54,357

2023-24 First Interim Budget						Annual Budget			
MSA 4	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-
6900	Depreciation	-	-	8,603	-	8,603	37,940	32,104	(5,836)
SUBTOTAL - Capital Outlay & Depreciation		-	-	8,603	-	8,603	37,940	32,104	(5,836)
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-
7438	InterestExpense	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	-
TOTAL EXPENSES		149,876	215,017	216,231	316,613	897,737	2,668,968	2,990,344	321,376



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-4	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,599,759	1,610,174	1,574,433	1,456,198	1,582,231	1,485,418	1,197,929	1,209,748	1,123,727	1,023,222	1,083,747	1,046,433	978,904	
Revenue														
LCFF Entitlement	19,772	86,020	73,096	191,016	123,655	123,655	204,021	123,655	145,850	191,520	111,154	111,154	283,867	1,788,434
Federal Revenue	1,361	2,721	1,814	1,814	1,814	1,814	15,829	1,814	1,814	15,829	1,814	1,814	32,079	82,331
Other State Revenues	-	377	377	33,640	30,181	35,121	44,432	40,973	40,973	44,432	40,973	9,241	89,539	410,260
Other Local Revenues	5,392	10,784	7,189	7,189	37,774	37,774	37,774	37,774	37,774	37,774	37,774	37,774	9,616	342,363
Total Revenue	26,525	99,902	82,476	233,659	193,424	198,364	302,056	204,216	226,411	289,555	191,715	159,983	415,101	2,623,388
Expenses														
Certificated Salaries	39,160	93,567	102,190	108,366	109,771	109,771	109,771	109,771	109,771	109,771	109,771	109,771	95,799	1,317,246
Classified Salaries	14,692	19,439	17,775	19,188	17,394	17,394	17,394	17,394	17,394	17,394	17,394	15,876	0	208,726
Benefits	31,429	36,839	38,226	39,400	43,287	43,287	43,287	43,287	43,287	43,287	43,287	43,287	64,396	556,585
Books and Supplies	1,163	35,286	12,862	19,142	8,782	8,782	8,782	8,782	8,782	8,782	8,782	8,782	1,801	114,165
Services and Operations	63,432	29,886	36,575	130,517	58,578	58,578	58,578	58,578	58,578	58,578	58,578	58,578	32,482	761,519
Depreciation / Cap Outlay	-	-	8,603	-	-	8,603	-	-	8,603	-	-	-	6,295	32,104
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	149,876	215,017	216,231	316,613	237,811	246,414	237,811	237,811	246,414	229,030	229,030	227,512	200,774	2,990,344
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	305,164	83,497		193,893	36,679	36,679	36,679	36,679						729,270
Fixed Assets - Acquisitions			8,603	1,385	-	8,603	-	-	8,603	-	-	-		27,194
Accounts Payable - Current Year	(172,620)	(3,938)	6,917	14,144	(89,105)	(89,105)	(89,105)	(89,105)	(89,105)					(601,021)
Other	1,222	(184)		(436)		(195,616)								(195,014)
Total Other Transactions	133,766	79,375	15,520	208,986	(52,426)	(239,439)	(52,426)	(52,426)	(80,502)	-	-	-	-	(39,571)
Total Change in Cash	10,415	(35,741)	(118,235)	126,033	(96,813)	(287,489)	11,819	(86,021)	(100,505)	60,525	(37,315)	(67,529)		(406,528)
ENDING CASH	1,610,174	1,574,433	1,456,198	1,582,231	1,485,418	1,197,929	1,209,748	1,123,727	1,023,222	1,083,747	1,046,433	978,904	<<< = 119 days cash	



2023-24 First Interim Budget						Annual Budget			
MSA 5	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Projected Average Daily Attendance:							217	197	(20)
SUMMARY									
Revenue									
LCFF Entitlement	44,963	183,572	153,836	404,082	786,453	3,435,411	3,105,435	(329,976)	
Federal Revenue	-	-	-	30,741	30,741	468,526	448,805	(19,721)	
Other State Revenues	11,653	15,634	24,956	111,814	164,057	901,003	1,295,952	394,950	
Other Local Revenues	-	1,907	-	-	1,907	510,046	29,713	(480,333)	
Total Revenue	56,616	201,113	178,792	546,637	983,158	5,314,986	4,879,906	(435,080)	
Expenditures									
Certificated Salaries	54,542	131,485	137,525	144,210	467,761	1,812,730	1,633,581	(179,149)	
Classified Salaries	33,773	43,350	45,705	48,683	171,511	606,127	569,034	(37,093)	
Benefits	54,385	57,232	68,003	74,214	253,834	891,883	770,898	(120,985)	
Books and Supplies	24,454	44,394	10,127	31,638	110,614	235,185	322,025	86,840	
Services and Operating Exp.	42,598	32,873	45,898	119,731	241,100	1,479,431	1,173,871	(305,560)	
Depreciation & Cap Outlay	5,870	5,870	5,870	5,870	23,481	88,888	65,241	(23,648)	
Other Outflows	-	-	-	-	-	-	-	-	
Total Expenditures	215,623	315,204	313,127	424,346	1,268,301	5,114,244	4,534,650	(579,594)	
Net Revenues					(285,143)	200,742	345,256	144,514	
Fund Balance									
Beginning Balance (Unaud.)							5,303,440		
Net Revenues							345,256		
Ending Fund Balance							5,648,696		
Components of Fund Bal.									
Available For Econ. Uncert.							3,452,150		
Restricted Balances (Est.)							136,857		
Net Fixed Assets							2,059,689		
Ending Fund Balance							5,648,696		

2023-24 First Interim Budget						Annual Budget							
Year to Date													
MSA 5						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
REVENUE DETAIL													
LCFF Entitlement													
8011	State Aid	-	94,363	94,363	169,853	358,579	1,998,555	1,762,265	(236,290)				
8012	EPA Entitlement	-	-	-	175,115	175,115	729,438	651,609	(77,829)				
8019	Prior Year Adjustments	359	-	-	(359)	-	-	-	-				
8096	InLieuPropTaxes	44,604	89,209	59,473	59,473	252,759	707,418	691,561	(15,857)				
SUBTOTAL - LCFF Entitlement		44,963	183,572	153,836	404,082	786,453	3,435,411	3,105,435	(329,976)				
Federal Revenue													
8181	SpEd - Revenue	-	-	-	-	-	33,323	30,012	(3,311)				
8220	SchLunchFederal	-	-	-	-	-	-	-	-				
8285	SpEd - Revenue	-	-	-	-	-	-	-	-				
8290	All Other Federal Revenue	-	-	-	30,741	30,741	435,203	418,793	(16,410)				
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-				
SUBTOTAL - Federal Revenue		-	-	-	30,741	30,741	468,526	448,805	(19,721)				
Other State Revenue													
8311	SpEd Revenue	11,653	11,653	20,975	21,213	65,494	187,211	169,710	(17,501)				
8520	SchoolNutrState	-	-	-	-	-	-	-	-				
8550	MandCstReimburs	-	-	-	-	-	8,592	7,651	(941)				
8560	StateLotteryRev	-	-	-	9,437	9,437	51,545	49,093	(2,452)				
8590	AllOthStateRev	-	3,981	3,981	81,164	89,126	653,654	1,069,499	415,844				
8595	State Rev PY Adj	-	-	-	-	-	-	-	-				
SUBTOTAL - Other State Revenue		11,653	15,634	24,956	111,814	164,057	901,003	1,295,952	394,950				
Local Revenue													
8600	Other Local Rev	-	-	-	-	-	-	-	-				
8634	StudentLunchFee	-	-	-	-	-	-	-	-				
8650	Leases & Rentals	-	-	-	-	-	-	-	-				
8660	Interest	-	1,907	-	-	1,907	12,000	12,000	-				
8682	Summer School	-	-	-	-	-	-	-	-				
8677	SpEd Revenue	-	-	-	-	-	-	-	-				
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-				
8698	OthRev-Suspense	-	-	-	-	-	-	-	-				
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-				
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-				
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-				

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 5									
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-
8699	Other Revenue	-	-	-	-	-	483,333	3,000	(480,333)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	-	-	-	-	-	-
	SUBTOTAL - Local Revenue	-	1,907	-	-	1,907	495,333	15,000	(480,333)

2023-24 First Interim Budget						Annual Budget			
MSA 5	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Fundraising & Grants									
8802	Donations - Private	-	-	-	-	-	7,116	7,116	-
8803	Fundraising	-	-	-	-	-	7,597	7,597	-
SUBTOTAL - Fundraising & Grants		-	-	-	-	-	14,713	14,713	-
TOTAL REVENUE		56,616	201,113	178,792	546,637	983,158	5,314,986	4,879,906	(435,080)
EXPENSES DETAIL									
Certificated Salaries									
1100	TeacherSalaries	14,700	102,332	107,922	110,104	335,059	1,277,428	1,203,936	(73,492)
1200	Cert Aid	5,740	-	-	3,153	8,893	162,814	62,893	(99,921)
1300	Cert Adminis	34,102	29,153	29,603	30,953	123,809	372,488	366,752	(5,736)
SUBTOTAL - Certificated Salaries		54,542	131,485	137,525	144,210	467,761	1,812,730	1,633,581	(179,149)
Classified Salaries									
2100	Instructional Aides	9,898	20,966	24,149	26,952	81,965	349,596	298,504	(51,093)
2200	Classified Support	7,386	4,857	4,389	4,526	21,158	128,464	128,464	-
2300	Classified Admin	-	-	-	-	-	-	-	-
2400	Clerical & Tech	16,489	17,527	17,167	17,205	68,387	128,066	142,066	14,000
2900	OtherClassStaff	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		33,773	43,350	45,705	48,683	171,511	606,127	569,034	(37,093)
Employee Benefits									
3101	STRS-Certified	9,810	24,855	26,067	26,935	87,666	284,562	231,619	(52,944)
3102	STRS-Classified	435	-	-	-	435	71,302	72,929	1,626
3201	PERS-Cert	-	-	-	-	-	45,596	28,225	(17,372)
3202	PERS-Classified	8,106	10,960	11,625	12,181	42,872	44,456	57,419	12,963
3301	OASDI/Med-Cert	790	1,895	1,977	2,073	6,736	34,522	25,581	(8,941)
3302	OASDI/Med-Class	2,432	3,311	3,496	3,724	12,964	18,009	21,805	3,796
3401	HlthWelfareCert	28,201	14,671	23,299	27,470	93,640	252,753	215,714	(37,040)
3402	HlthWelfareCert	-	-	-	-	-	73,201	82,450	9,249
3501	UI-Certificated	-	-	-	290	290	8,294	6,586	(1,708)
3502	UI-Classified	-	-	-	-	-	2,690	2,972	283
3601	WorkersCmp-Cert	4,619	1,540	1,540	1,540	9,239	39,152	16,992	(22,161)
3602	WorkersCmp-Class	-	-	-	-	-	17,346	8,607	(8,738)

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 5									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	
3901	OthBenes-Cert	(7)	-	-	-	(7)	-	-	
3902	OthBenes-Class	-	-	-	-	-	-	-	
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	
SUBTOTAL - Employee Benefits		54,385	57,232	68,003	74,214	253,834	891,883	770,898	(120,985)

2023-24 First Interim Budget						Annual Budget			
MSA 5	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Books & Supplies									
4100 Text&CoreCurric	-	-	-	45,594	45,594	21,200	72,320	51,120	
4200 BooksOthRefMats	21,096	24,546	5,500	(45,072)	6,070	9,010	9,010	-	
4300 Ins Mats & Sups 2	-	2,730	-	119	2,849	5,000	40,000	35,000	
4310 Ins Mats & Sups	-	-	-	567	567	9,541	9,541	-	
4315 OthrSupplies	-	-	-	-	-	1,060	1,060	-	
4320 Office Supplies	52	147	-	1,947	2,145	18,020	18,020	-	
4325 ProfDevMat&Sups	-	-	-	-	-	-	-	-	
4326 Arts&MusicSupps	-	-	-	-	-	4,240	4,240	-	
4335 PE Supplies	-	-	-	-	-	18,020	18,020	-	
4340 Educat Software	3,307	11,418	-	7,449	22,174	50,658	50,658	-	
4345 NonInstStdntSup	-	395	714	3,812	4,920	29,556	29,556	-	
4346 TeacherSupplies	-	169	-	707	875	6,360	6,360	-	
4350 Cust. Supplies	-	-	-	-	-	1,060	1,060	-	
4351 Yearbook	-	-	-	-	-	-	-	-	
4390 Uniforms	-	4,990	-	4,990	9,980	13,780	14,500	720	
4400 NonCapEquip-Gen	-	-	-	-	-	1,060	1,060	-	
4410 ClssrmFrmEqp<5k	-	-	-	-	-	1,060	1,060	-	
4430 OfcFurnEqp<5k	-	-	-	1,489	1,489	4,240	4,240	-	
4440 Computers <\$5k	-	-	-	10,225	10,225	13,780	13,780	-	
4460 FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-	
4461 Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-	
4464 Equipment (Pre-Cap)	-	-	-	-	-	7,420	7,420	-	
4480 FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-	
4710 Food	-	-	-	-	-	6,000	6,000	-	
4720 Food:Other Food	-	-	596	3,129	3,725	14,120	14,120	-	
4990 Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-	
4999 Misc Expenditure (Suspense)	-	-	3,317	(3,317)	-	-	-	-	
SUBTOTAL - Books and Supplies	24,454	44,394	10,127	31,638	110,614	235,185	322,025	86,840	

2023-24 First Interim Budget						Annual Budget			
Year to Date									
MSA 5						Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	69,139	69,139	207,418	207,418	-
5200	Travel - General	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	1,590	1,590	-
5210	MilesParkTolls	-	-	-	369	369	1,060	1,060	-
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	0	1,043	365	-	1,408	4,240	4,240	-
5300	DuesMemberships	4,269	810	695	1,190	6,964	10,600	10,600	-
5450	Other Insurance	8,802	2,934	2,934	2,934	17,604	43,471	43,471	-
5500	OpsHousekeeping	-	-	-	-	-	10,600	10,600	-
5510	Gas & Electric	-	348	110	218	677	10,600	10,600	-
5610	Rent & Leases	18,412	18,412	18,412	18,412	73,649	213,576	213,576	-
5611	Rent & Leases- Interest	-	-	-	-	-	-	-	-
5620	EquipmentLeases	-	-	-	-	-	5,300	5,300	-
5621	EquipmentLeases- Interest	-	-	-	-	-	-	-	-
5630	Reps&MaintBldng	-	-	-	-	-	137,800	30,000	(107,800)
5800	ProfessServices	2,168	450	1,824	1,864	6,306	353,868	186,493	(167,375)
5810	Legal	-	33	-	-	33	21,200	21,200	-
5813	SchPrgAftSchool	-	-	-	-	-	-	-	-
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-
5819	SchlProgs-Other	600	-	675	-	1,275	60,036	22,461	(37,575)
5820	Audit & CPA	-	1,364	-	-	1,364	9,540	9,540	-
5825	DMSBusiness Svcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	10,216	10,216	41,430	41,430	-
5836	FieldTrip Trans	-	-	4,280	2,717	6,997	6,360	6,360	-
5840	MarkngStdtRecrt	1,020	1,565	1,318	2,487	6,389	42,400	42,400	-
5850	Oversight Fees	-	-	-	-	-	34,354	34,354	-
5857	Payroll Fees	1,434	1,223	1,242	1,299	5,197	15,900	15,900	-
5860	Service Fees	-	-	-	-	-	1,060	1,060	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	-	2,303	105	2,408	17,317	17,317	-
5864	Prof Dev-Other	-	-	3,450	-	3,450	15,900	15,900	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	3,451	4,601	8,052	130,247	130,247	-
5870	Livescan	-	205	148	157	510	795	795	-
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-

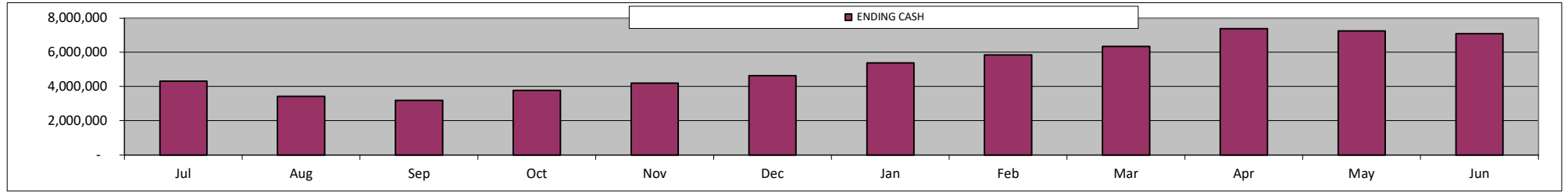
2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 5									
5875	Staff Recruiting	-	-	107	-	107	-	-	-
5884	Substitutes	-	-	1,191	1,079	2,270	31,800	34,800	3,000
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-
5900	Communications	-	1,363	-	247	1,610	3,180	3,180	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	533	407	-	-	940	21,200	21,200	-
5930	PostageDelivery	-	605	373	795	1,772	4,240	4,240	-
5940	Technology	5,360	2,113	3,020	1,902	12,394	22,348	26,539	4,190
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		42,598	32,873	45,898	119,731	241,100	1,479,431	1,173,871	(305,560)

2023-24 First Interim Budget		Year to Date				Annual Budget			
MSA 5		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-
6900	Depreciation	5,870	5,870	5,870	5,870	23,481	88,888	65,241	(23,648)
SUBTOTAL - Capital Outlay & Depreciation		5,870	5,870	5,870	5,870	23,481	88,888	65,241	(23,648)
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-
7438	InterestExpense	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	-
TOTAL EXPENSES		215,623	315,204	313,127	424,346	1,268,301	5,114,244	4,534,650	(579,594)



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-5	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	4,234,391	4,319,805	3,418,839	3,196,572	3,778,226	4,200,878	4,631,181	5,385,710	5,844,062	6,342,939	7,376,697	7,250,237	7,092,045	
Revenue														
LCFF Entitlement	44,963	183,572	153,836	404,082	213,929	213,929	389,044	213,929	254,454	366,218	191,103	191,103	285,274	3,105,435
Federal Revenue	-	-	-	30,741	-	-	104,698	-	-	104,698	-	-	208,668	448,805
Other State Revenues	11,653	15,634	24,956	111,814	102,377	110,028	154,441	138,077	138,077	154,441	40,973	9,241	284,241	1,295,952
Other Local Revenues	-	1,907	-	-	2,476	2,476	2,476	2,476	2,476	1,339	0	0	14,087	29,713
Total Revenue	56,616	201,113	178,792	546,637	318,782	326,433	650,659	354,481	395,007	626,696	232,076	200,344	792,270	4,879,906
Expenses														
Certificated Salaries	54,542	131,485	137,525	144,210	136,132	136,132	136,132	136,132	136,132	136,132	136,132	136,132	76,766	1,633,581
Classified Salaries	33,773	43,350	45,705	48,683	47,419	47,419	47,419	47,419	47,419	47,419	47,419	47,419	18,167	569,034
Benefits	54,385	57,232	68,003	74,214	59,916	59,916	59,916	59,916	59,916	59,916	59,916	59,916	37,732	770,898
Books and Supplies	24,454	44,394	10,127	31,638	24,771	24,771	24,771	24,771	24,771	24,771	24,771	24,771	13,242	322,025
Services and Operations	42,598	32,873	45,898	119,731	90,298	90,298	90,298	90,298	90,298	90,298	90,298	90,298	210,389	1,173,871
Depreciation / Cap Outlay	5,870	5,870	5,870	5,870	5,437	5,437	5,437	5,437	5,437	5,437	5,205	3,935	(0)	65,241
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	215,623	315,204	313,127	424,346	363,973	363,973	363,973	363,973	363,973	363,973	363,741	362,471	356,296	4,534,650
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	654,325	92,898	50,217	(3,615,666)	765,599	765,599	765,599	765,599	765,599	765,599				1,775,368
Fixed Assets - Acquisitions					5,437	5,437	5,437	5,437	5,437	5,437	5,205	3,935		41,760
Accounts Payable - Current Year	(413,338)	(146,855)	(40,295)	4,063,745	(178,703)	(178,703)	(178,703)	(178,703)	(178,703)	(178,703)				2,569,741
Other	3,434	(732,917)	(97,854)	11,284	(124,489)	(124,489)	(124,489)	(124,489)	(124,489)	(124,489)				(1,438,498)
Total Other Transactions	244,421	(786,875)	(87,932)	459,363	467,844	467,844	467,844	467,844	467,844	771,036	5,205	3,935		2,948,371
Total Change in Cash	85,414	(900,966)	(222,267)	581,654	422,652	430,303	754,529	458,352	498,877	1,033,759	(126,460)	(158,192)		3,293,627
ENDING CASH	4,319,805	3,418,839	3,196,572	3,778,226	4,200,878	4,631,181	5,385,710	5,844,062	6,342,939	7,376,697	7,250,237	7,092,045	<<< = 571 days cash	



2023-24 First Interim Budget						Annual Budget			
MSA 6	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Projected Average Daily Attendance:							101	101	0
SUMMARY									
Revenue									
LCFF Entitlement	17,646	66,417	54,853	145,653	284,569	1,510,472	1,440,882	(69,590)	
Federal Revenue	1,216	2,431	1,621	1,621	6,889	119,229	216,968	97,739	
Other State Revenues	(0)	4,398	4,398	33,653	42,449	512,860	579,685	66,825	
Other Local Revenues	4,817	9,634	6,422	6,422	27,295	330,513	118,428	(212,084)	
Total Revenue	23,679	82,880	67,294	187,349	361,202	2,473,074	2,355,963	(117,111)	
Expenditures									
Certificated Salaries	29,572	58,983	67,332	67,620	223,507	893,930	826,678	(67,252)	
Classified Salaries	17,179	16,772	18,742	21,179	73,871	227,041	254,322	27,281	
Benefits	21,871	29,085	31,584	33,232	115,772	400,436	396,213	(4,223)	
Books and Supplies	11,639	23,789	5,862	22,389	63,678	79,652	108,452	28,800	
Services and Operating Exp.	63,387	31,156	22,469	92,164	209,176	813,242	858,638	45,395	
Depreciation & Cap Outlay	-	-	6,416	-	6,416	34,973	15,470	(19,503)	
Other Outflows	-	-	-	-	-	-	-	-	
Total Expenditures	143,648	159,785	152,404	236,583	692,420	2,449,274	2,459,774	10,499	
Net Revenues						(331,218)	23,799	(103,811)	(127,610)
Fund Balance									
Beginning Balance (Unaud.)							2,848,933		
Net Revenues							(103,811)		
Ending Fund Balance							2,745,122		
Components of Fund Bal.									
Available For Econ. Uncert.							2,418,171		
Restricted Balances (Est.)							303,561		
Net Fixed Assets							23,390		
Ending Fund Balance							2,745,122		

2023-24 First Interim Budget						Annual Budget				
Year to Date										
MSA 6						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim		
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD
REVENUE DETAIL										
LCFF Entitlement										
8011	State Aid	-	31,488	31,488	56,679	119,655	866,228	768,729	(97,499)	
8012	EPA Entitlement	-	-	-	65,608	65,608	323,658	318,107	(5,551)	
8019	Prior Year Adjustments	121	(121)	-	-	-	-	-	-	
8096	InLieuPropTaxes	17,525	35,050	23,365	23,366	99,306	320,586	354,046	33,460	
SUBTOTAL - LCFF Entitlement		17,646	66,417	54,853	145,653	284,569	1,510,472	1,440,882	(69,590)	
Federal Revenue										
8181	SpEd - Revenue	-	-	-	-	-	-	24,557	24,557	
8220	SchLunchFederal	-	-	-	-	-	-	-	-	
8285	SpEd - Revenue	1,216	2,431	1,621	1,621	6,889	22,289	-	(22,289)	
8290	All Other Federal Revenue	-	-	-	-	-	96,940	192,411	95,471	
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-	
SUBTOTAL - Federal Revenue		1,216	2,431	1,621	1,621	6,889	119,229	216,968	97,739	
Other State Revenue										
8311	SpEd Revenue	-	-	-	-	-	-	-	-	
8520	SchoolNutrState	-	-	-	-	-	-	-	-	
8550	MandCstReimburs	-	-	-	-	-	2,009	2,004	(5)	
8560	StateLotteryRev	-	-	-	-	-	23,984	25,133	1,149	
8590	AllOthStateRev	(0)	4,398	4,398	33,653	42,449	486,867	552,548	65,681	
8595	State Rev PY Adj	-	-	-	-	-	-	-	-	
SUBTOTAL - Other State Revenue		(0)	4,398	4,398	33,653	42,449	512,860	579,685	66,825	
Local Revenue										
8600	Other Local Rev	-	-	-	-	-	-	-	-	
8634	StudentLunchFee	-	-	-	-	-	-	-	-	
8650	Leases & Rentals	-	-	-	-	-	-	-	-	
8660	Interest	-	-	-	-	-	-	-	-	
8682	Summer School	-	-	-	-	-	-	-	-	
8677	SpEd Revenue	4,817	9,634	6,422	6,422	27,295	89,805	97,312	7,508	
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-	
8698	OthRev-Suspense	-	-	-	-	-	-	-	-	
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-	
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-	
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-	

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 6									
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-
8699	Other Revenue	-	-	-	-	-	221,592	2,000	(219,592)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	-	-	-	-	-	-
	SUBTOTAL - Local Revenue	4,817	9,634	6,422	6,422	27,295	311,397	99,312	(212,084)

2023-24 First Interim Budget						Annual Budget			
MSA 6	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Fundraising & Grants									
8802	Donations - Private	-	-	-	-	-	7,116	7,116	-
8803	Fundraising	-	-	-	-	-	12,000	12,000	-
SUBTOTAL - Fundraising & Grants		-	-	-	-	-	19,116	19,116	-
TOTAL REVENUE		23,679	82,880	67,294	187,349	361,202	2,473,074	2,355,963	(117,111)
EXPENSES DETAIL									
Certificated Salaries									
1100	TeacherSalaries	17,326	46,947	57,396	57,684	179,353	658,068	603,554	(54,514)
1200	Cert Aid	-	2,100	-	-	2,100	12,738	-	(12,738)
1300	Cert Adminis	12,246	9,936	9,936	9,936	42,054	223,124	223,124	-
SUBTOTAL - Certificated Salaries		29,572	58,983	67,332	67,620	223,507	893,930	826,678	(67,252)
Classified Salaries									
2100	Instructional Aides	-	-	-	-	-	18,881	15,250	(3,631)
2200	Classified Support	7,421	9,815	11,784	14,221	43,241	123,172	154,084	30,912
2300	Classified Admin	-	-	-	-	-	-	-	-
2400	Clerical & Tech	9,757	6,957	6,957	6,957	30,629	84,988	84,988	-
2900	OtherClassStaff	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		17,179	16,772	18,742	21,179	73,871	227,041	254,322	27,281
Employee Benefits									
3101	STRS-Certified	4,817	10,798	12,728	12,783	41,127	144,408	136,288	(8,120)
3102	STRS-Classified	-	-	-	-	-	14,393	9,413	(4,980)
3201	PERS-Cert	-	-	-	-	-	18,951	12,271	(6,680)
3202	PERS-Classified	3,577	4,474	4,921	5,494	18,465	36,855	51,638	14,783
3301	OASDI/Med-Cert	557	821	972	976	3,326	16,332	13,823	(2,509)
3302	OASDI/Med-Class	1,314	1,283	1,434	1,620	5,651	11,535	15,345	3,811
3401	HlthWelfareCert	9,393	10,972	10,791	11,513	42,668	103,191	96,065	(7,126)
3402	HlthWelfareCert	-	-	-	-	-	29,186	39,978	10,792
3501	UI-Certificated	-	-	-	107	107	4,131	3,795	(336)
3502	UI-Classified	-	-	-	-	-	1,059	1,203	143
3601	WorkersCmp-Cert	2,213	738	738	738	4,427	14,540	8,924	(5,616)
3602	WorkersCmp-Class	-	-	-	-	-	5,855	7,471	1,616

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 6									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	
3901	OthBenes-Cert	-	-	-	-	-	-	-	
3902	OthBenes-Class	-	-	-	-	-	-	-	
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	
	SUBTOTAL - Employee Benefits	21,871	29,085	31,584	33,232	115,772	400,436	396,213	(4,223)

2023-24 First Interim Budget						Annual Budget			
MSA 6	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Books & Supplies									
4100	Text&CoreCurric	-	9,858	360	21,815	32,032	21,200	34,000	12,800
4200	BooksOthRefMats	10,980	7,984	2,850	(21,815)	-	-	-	-
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-
4310	Ins Mats & Sups	-	-	-	-	-	2,120	2,120	-
4315	OthrSupplies	-	-	-	-	-	-	-	-
4320	Office Supplies	205	75	169	577	1,026	4,240	4,240	-
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	-	(362)	(362)	1,378	1,378	-
4335	PE Supplies	-	-	-	980	980	1,060	1,060	-
4340	Educat Software	971	4,258	875	-	6,104	21,356	21,356	-
4345	NonInstStdntSup	(518)	-	-	20,388	19,870	10,808	26,808	16,000
4346	TeacherSupplies	-	-	-	-	-	5,300	5,300	-
4350	Cust. Supplies	-	-	-	439	439	2,120	2,120	-
4351	Yearbook	-	-	-	-	-	-	-	-
4390	Uniforms	-	1,529	-	-	1,529	4,240	4,240	-
4400	NonCapEquip-Gen	-	-	-	(422)	(422)	1,060	1,060	-
4410	ClssrmFrnEq<5k	-	-	-	-	-	-	-	-
4430	OfficeFurnEq<5k	-	-	-	-	-	530	530	-
4440	Computers <\$5k	-	-	-	453	453	-	-	-
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	-	-	-
4720	Food:Other Food	-	85	239	1,706	2,030	4,240	4,240	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	1,368	(1,368)	-	-	-	-
SUBTOTAL - Books and Supplies		11,639	23,789	5,862	22,389	63,678	79,652	108,452	28,800

2023-24 First Interim Budget						Annual Budget			
MSA 6	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	-	-	172,849	172,849	-
5200	Travel - General	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	530	530	-
5210	MilesParkTolls	-	-	-	324	324	530	530	-
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	-	-	284	-	284	530	530	-
5300	DuesMemberships	1,365	360	-	-	1,725	2,650	2,650	-
5450	Other Insurance	4,225	1,408	1,408	1,408	8,449	22,033	22,033	-
5500	OpsHousekeeping	-	-	-	626	626	13,780	13,780	-
5510	Gas & Electric	-	-	-	-	-	530	530	-
5610	Rent & Leases	5,842	6,890	5,842	8,542	27,116	131,464	131,464	-
5611	Rent & Leases- Interest	-	-	-	-	-	-	-	-
5620	EquipmentLeases	495	320	247	282	1,345	7,632	7,632	-
5621	EquipmentLeases- Interest	-	-	-	-	-	-	-	-
5630	Reps&MaintBldng	-	-	-	-	-	2,120	2,120	-
5800	ProfessServices	829	-	272	333	1,435	114,573	142,092	27,520
5810	Legal	-	-	-	34	34	8,500	8,500	-
5813	SchPrgAftSchool	-	5,919	-	23,566	29,485	66,228	66,228	-
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-
5819	SchlProgs-Other	-	-	-	-	-	2,120	2,120	-
5820	Audit & CPA	-	1,364	-	-	1,364	9,540	9,540	-
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	-	-	-	-	-
5836	FieldTrip Trans	-	-	-	41,283	41,283	120,000	120,000	-
5840	MarkngStdtRecrt	1,020	1,020	1,318	2,487	5,844	530	530	-
5850	Oversight Fees	657	1,313	875	875	3,720	15,105	15,105	-
5857	Payroll Fees	951	708	754	801	3,214	9,540	9,540	-
5860	Service Fees	-	-	-	2,609	2,609	1,590	1,590	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	41,283	5,448	671	-	47,402	20,555	20,555	-
5864	Prof Dev-Other	-	-	-	-	-	4,985	4,985	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	3,226	3,646	6,872	23,077	24,557	1,480
5870	Livescan	-	84	126	-	210	424	424	-
5872	SPED Fees (incl Encroachment)	1,206	2,412	1,610	1,608	6,836	19,575	19,575	-

2023-24 First Interim Budget		Year to Date				Annual Budget			
MSA 6		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
5875	Staff Recruiting	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	-	1,098	1,098	5,300	20,000	14,700
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-
5900	Communications	-	586	-	247	833	1,590	1,590	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	2,435	2,300	2,300	-	7,035	20,000	20,000	-
5930	PostageDelivery	-	-	-	493	493	1,060	1,060	-
5940	Technology	3,079	1,024	3,536	1,902	9,541	14,303	15,999	1,696
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		63,387	31,156	22,469	92,164	209,176	813,242	858,638	45,395

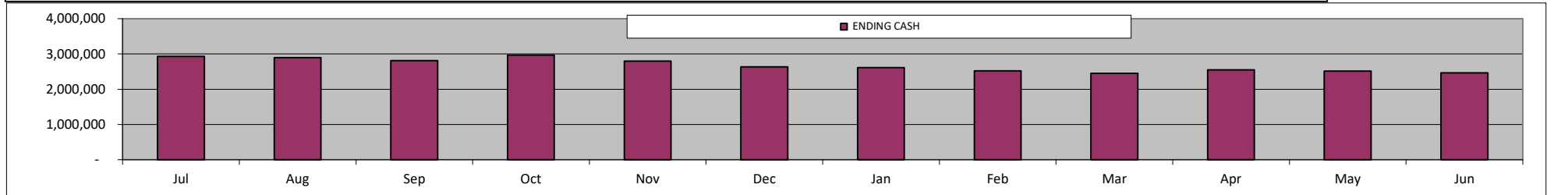
2023-24 First Interim Budget		Year to Date				Annual Budget			
MSA 6	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	
6400	EquipFixed	-	-	-	-	-	-	-	
6900	Depreciation	-	-	6,416	-	6,416	34,973	15,470	(19,503)
SUBTOTAL - Capital Outlay & Depreciation		-	-	6,416	-	6,416	34,973	15,470	(19,503)
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	
7310	Indirect Costs	-	-	-	-	-	-	-	
7438	InterestExpense	-	-	-	-	-	-	-	
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	
TOTAL EXPENSES		143,648	159,785	152,404	236,583	692,420	2,449,274	2,459,774	10,499



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-6	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	2,993,077	2,930,955	2,891,872	2,808,243	2,971,313	2,800,325	2,631,340	2,612,044	2,520,315	2,449,333	2,544,607	2,517,793	2,465,372	
Revenue														
LCFF Entitlement	17,646	66,417	54,853	145,653	97,509	97,509	163,117	97,509	118,256	151,432	85,824	85,824	259,333	1,440,882
Federal Revenue	1,216	2,431	1,621	1,621	2,208	2,208	50,311	2,208	2,208	50,311	2,208	2,208	96,205	216,968
Other State Revenues	(0)	4,398	4,398	33,653	33,653	35,657	71,634	63,256	63,256	71,634	63,256	37,650	97,240	579,685
Other Local Revenues	4,817	9,634	6,422	6,422	9,086	9,086	9,086	9,086	9,086	9,086	9,086	9,086	18,449	118,428
Total Revenue	23,679	82,880	67,294	187,349	142,456	144,460	294,148	172,059	192,807	282,462	160,374	134,768	471,227	2,355,963
Expenses														
Certificated Salaries	29,572	58,983	67,332	67,620	68,890	68,890	68,890	68,890	68,890	68,890	68,890	68,890	52,053	826,678
Classified Salaries	17,179	16,772	18,742	21,179	21,194	21,194	21,194	21,194	21,194	21,194	21,194	21,194	10,903	254,322
Benefits	21,871	29,085	31,584	33,232	31,056	31,056	31,056	31,056	31,056	31,056	31,056	31,056	31,996	396,213
Books and Supplies	11,639	23,789	5,862	22,389	8,342	8,342	8,342	8,342	8,342	8,342	8,342	8,342	3,061	108,452
Services and Operations	63,387	31,156	22,469	92,164	66,049	66,049	66,049	66,049	66,049	66,049	66,049	66,049	121,069	858,638
Depreciation / Cap Outlay	-	-	6,416	-	-	6,416	-	-	6,416	-	-	(3,778)	-	15,470
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	143,648	159,785	152,404	236,583	195,531	201,947	195,531	195,531	201,947	187,188	187,188	183,410	219,083	2,459,774
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	230,649	33,033		161,685	36,010	36,010	36,010	-	6,416	-	-	(3,778)		533,397
Fixed Assets - Acquisitions			6,416	1,089	-	6,416	-	-	-	-	-	-		16,559
Accounts Payable - Current Year	(173,323)	4,789	(4,935)	50,618	(68,258)	(68,258)	(68,258)	(68,258)	(68,258)					(464,140)
Other	521		(1,089)	(1,089)	(85,666)	(85,666)	(85,666)							(257,565)
Total Other Transactions	57,847	37,822	1,482	212,303	(117,914)	(111,498)	(117,914)	(68,258)	(61,842)	-	-	(3,778)		(171,749)
Total Change in Cash	(62,122)	(39,083)	(83,629)	163,069	(170,988)	(168,984)	(19,296)	(91,729)	(70,982)	95,274	(26,814)	(52,420)		(275,560)

ENDING CASH	2,930,955	2,891,872	2,808,243	2,971,313	2,800,325	2,631,340	2,612,044	2,520,315	2,449,333	2,544,607	2,517,793	2,465,372	<<< = 366 days cash	
--------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	---------------------	--



2023-24 First Interim Budget		Year to Date				Annual Budget			
MSA 7		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Projected Average Daily Attendance:							267	258	(9)
SUMMARY									
Revenue									
LCFF Entitlement		51,737	199,771	165,957	430,148	847,613	3,983,533	3,749,142	(234,391)
Federal Revenue		3,560	7,121	4,747	20,519	35,947	191,829	294,404	102,576
Other State Revenues		-	47,515	28,975	193,069	269,559	1,423,724	1,945,755	522,032
Other Local Revenues		14,939	28,217	18,842	70,112	132,110	763,478	273,519	(489,959)
Total Revenue		70,236	282,624	218,521	713,848	1,285,229	6,362,563	6,262,820	(99,743)
Expenditures									
Certificated Salaries		32,945	138,329	129,973	132,938	434,184	1,719,036	1,761,337	42,301
Classified Salaries		31,572	68,161	64,595	67,322	231,651	749,123	785,766	36,643
Benefits		42,242	73,998	75,702	92,371	284,312	826,504	845,717	19,213
Books and Supplies		5,965	106,492	16,944	2,803	132,203	227,318	265,174	37,856
Services and Operating Exp.		90,350	81,984	228,449	320,393	721,176	2,461,500	2,515,660	54,160
Depreciation & Cap Outlay		-	-	15,619	-	15,619	129,410	65,478	(63,932)
Other Outflows		-	-	-	-	-	-	-	-
Total Expenditures		203,073	468,963	531,281	615,827	1,819,145	6,112,891	6,239,132	126,241
Net Revenues						(533,916)	249,672	23,688	(225,984)
Fund Balance									
Beginning Balance (Unaud.)								3,259,094	
Net Revenues								23,688	
Ending Fund Balance								3,282,782	
Components of Fund Bal.									
Available For Econ. Uncert.								2,207,888	
Restricted Balances (Est.)								321,604	
Net Fixed Assets								753,291	
Ending Fund Balance								3,282,782	

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 7									
REVENUE DETAIL									
LCFF Entitlement									
8011	State Aid	-	97,516	97,516	175,529	370,561	2,310,976	2,055,918	(255,058)
8012	EPA Entitlement	-	-	-	186,178	186,178	827,026	787,992	(39,034)
8019	Prior Year Adjustments	406	(406)	-	-	-	-	-	-
8096	InLieuPropTaxes	51,331	102,661	68,441	68,441	290,874	845,531	905,232	59,701
SUBTOTAL - LCFF Entitlement		51,737	199,771	165,957	430,148	847,613	3,983,533	3,749,142	(234,391)
Federal Revenue									
8181	SpEd - Revenue	-	-	-	-	-	-	-	-
8220	SchLunchFederal	-	-	-	-	-	-	-	-
8285	SpEd - Revenue	3,560	7,121	4,747	4,747	20,175	64,662	62,787	(1,874)
8290	All Other Federal Revenue	-	-	-	15,772	15,772	127,167	231,617	104,450
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		3,560	7,121	4,747	20,519	35,947	191,829	294,404	102,576
Other State Revenue									
8311	SpEd Revenue	-	-	-	-	-	-	-	-
8520	SchoolNutrState	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	5,298	5,123	(175)
8560	StateLotteryRev	-	-	-	11,283	11,283	63,258	64,261	1,003
8590	AllOthStateRev	-	47,515	28,975	181,786	258,276	1,355,168	1,876,372	521,204
8595	State Rev PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		-	47,515	28,975	193,069	269,559	1,423,724	1,945,755	522,032
Local Revenue									
8600	Other Local Rev	-	-	-	-	-	-	-	-
8634	StudentLunchFee	-	-	-	-	-	2,000	2,000	-
8650	Leases &Rentals	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	-
8682	Summer School	-	-	-	-	-	-	-	-
8677	SpEd Revenue	14,109	28,217	18,812	18,812	79,950	236,856	248,810	11,954
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 7									
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	-
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	-
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	-
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	-
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	-
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	-
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	-
8699	Other Revenue	-	-	-	47,200	47,200	511,913	10,000	(501,913)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	30	-	30	1,000	1,000	-
	SUBTOTAL - Local Revenue	14,109	28,217	18,842	66,012	127,180	751,769	261,810	(489,959)

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 7									
Fundraising & Grants									
8802	Donations - Private	-	-	-	-	-	7,116	7,116	-
8803	Fundraising	830	-	-	4,100	4,930	4,593	4,593	-
SUBTOTAL - Fundraising & Grants		830	-	-	4,100	4,930	11,709	11,709	-
TOTAL REVENUE		70,236	282,624	218,521	713,848	1,285,229	6,362,563	6,262,820	(99,743)
EXPENSES DETAIL									
Certificated Salaries									
1100	TeacherSalaries	8,479	101,809	93,052	95,917	299,257	1,378,560	1,335,383	(43,177)
1200	Cert Aid	-	7,804	7,804	7,804	23,412	93,280	85,844	(7,436)
1300	Cert Adminis	24,466	28,716	29,117	29,217	111,516	247,196	340,110	92,914
SUBTOTAL - Certificated Salaries		32,945	138,329	129,973	132,938	434,184	1,719,036	1,761,337	42,301

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 7									
Classified Salaries									
2100	Instructional Aides	2,016	35,497	34,080	36,711	108,305	353,237	428,685	75,449
2200	Classified Support	13,945	16,374	14,533	14,419	59,272	159,440	159,190	(250)
2300	Classified Admin	-	-	-	-	-	-	-	-
2400	Clerical & Tech	15,610	16,290	15,982	16,192	64,074	236,447	197,890	(38,556)
2900	OtherClassStaff	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		31,572	68,161	64,595	67,322	231,651	749,123	785,766	36,643
Employee Benefits									
3101	STRS-Certified	5,896	26,266	24,704	25,283	82,148	283,017	291,151	8,135
3102	STRS-Classified	-	-	-	-	-	36,267	35,471	(796)
3201	PERS-Cert	-	-	-	-	-	35,769	42,327	6,558
3202	PERS-Classified	6,882	16,299	15,301	16,009	54,490	108,294	99,459	(8,835)
3301	OASDI/Med-Cert	478	2,003	1,882	1,925	6,287	31,620	34,096	2,476
3302	OASDI/Med-Class	2,412	5,204	4,925	5,133	17,674	33,436	30,873	(2,564)
3401	HlthWelfareCert	21,749	22,615	27,280	42,177	113,821	208,200	278,418	70,218
3402	HlthWelfareCert	-	-	-	-	-	56,129	-	(56,129)
3501	UI-Certificated	-	-	-	233	233	8,071	11,153	3,082
3502	UI-Classified	-	-	-	-	-	2,955	23	(2,932)
3601	WorkersCmp-Cert	4,833	1,611	1,611	1,611	9,666	7,897	22,746	14,849
3602	WorkersCmp-Class	-	-	-	-	-	14,849	-	(14,849)
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	(7)	-	-	-	(7)	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		42,242	73,998	75,702	92,371	284,312	826,504	845,717	19,213

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 7									
Books & Supplies									
4100	Text&CoreCurric	-	7,163	257	14,511	21,932	25,800	59,436	33,636
4200	BooksOthRefMats	-	55,354	-	(14,436)	40,918	2,160	2,160	-
4300	Ins Mats & Sups 2	-	2,560	69	170	2,799	7,000	7,000	-
4310	Ins Mats & Sups	-	6,329	181	211	6,720	19,540	19,540	-
4315	OthrSupplies	-	1,065	-	-	1,065	-	2,000	2,000
4320	Office Supplies	1,020	711	2,272	1,371	5,374	20,520	20,520	-
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	1,246	-	-	1,246	1,080	2,000	920
4335	PE Supplies	-	305	-	-	305	1,620	1,620	-
4340	Educat Software	4,945	12,773	-	-	17,718	34,375	35,675	1,300
4345	NonInstStdntSup	-	752	7,119	(979)	6,893	28,482	28,482	-
4346	TeacherSupplies	-	-	-	-	-	1,080	1,080	-
4350	Cust. Supplies	-	6,615	1,297	598	8,510	21,600	21,600	-
4351	Yearbook	-	-	-	-	-	-	-	-
4390	Uniforms	-	4,542	-	-	4,542	9,720	9,720	-
4400	NonCapEquip-Gen	-	-	673	-	673	32,400	22,400	(10,000)
4410	ClssrmFrnEqp<5k	-	1,049	348	1,872	3,269	5,400	5,400	-
4430	OffceFurnEqp<5k	-	-	345	-	345	2,160	2,160	-
4440	Computers <\$5k	-	6,028	875	-	6,903	2,700	12,700	10,000
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	5,400	5,400	-
4720	Food:Other Food	-	-	617	2,376	2,993	5,400	5,400	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	-	2,890	(2,890)	-	880	880	-
SUBTOTAL - Books and Supplies		5,965	106,492	16,944	2,803	132,203	227,318	265,174	37,856

2023-24 First Interim Budget						Annual Budget			
Year to Date									
MSA 7						Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	184,372	184,372	553,115	553,115	-
5200	Travel - General	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	1,080	1,080	-
5210	MilesParkTolls	-	74	105	501	680	1,080	1,080	-
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	-	284	-	29	313	2,000	2,000	-
5300	DuesMemberships	3,945	1,026	-	870	5,841	10,800	10,800	-
5450	Other Insurance	14,789	4,930	4,930	4,930	29,579	62,100	62,100	-
5500	OpsHousekeeping	193	2,164	518	737	3,612	39,960	39,960	-
5510	Gas & Electric	2,339	3,435	5,352	3,713	14,839	66,960	66,960	-
5610	Rent & Leases	50,458	26,680	25,954	30,530	133,622	303,000	303,000	-
5611	Rent & Leases- Interest	-	-	-	-	-	-	-	-
5620	EquipmentLeases	708	820	354	1,867	3,749	15,120	15,120	-
5621	EquipmentLeases- Interest	-	-	-	-	-	-	-	-
5630	Reps&MaintBldng	-	833	48,944	-	49,778	73,440	73,440	-
5800	ProfessServices	2,396	-	785	333	3,514	161,731	225,199	63,468
5810	Legal	-	-	-	-	-	10,800	10,800	-
5813	SchPrgAftSchool	-	-	113,014	40,507	153,522	10,800	10,800	-
5814	SchPrgAcadComps	-	-	-	-	-	-	-	-
5819	SchIProgs-Other	-	-	-	920	920	588,119	588,119	-
5820	Audit & CPA	-	1,364	-	-	1,364	9,720	9,720	-
5825	DMSBusiness Svcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	-	-	24,840	24,840	-
5836	FieldTrip Trans	-	-	-	-	-	-	-	-
5840	MarkngStdtrRecrt	1,020	6,730	1,318	4,442	13,510	27,000	27,000	-
5850	Oversight Fees	1,969	3,937	2,625	2,625	11,156	39,835	37,491	(2,344)
5857	Payroll Fees	1,517	1,241	1,503	1,503	5,764	16,200	16,200	-
5860	Service Fees	-	-	-	4,045	4,045	1,620	1,620	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	55	3,604	-	3,658	26,460	26,460	-
5864	Prof Dev-Other	-	2,775	558	279	3,612	16,200	16,200	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	8,745	15,646	24,390	225,818	225,818	-
5870	Livescan	-	317	396	-	713	1,080	1,080	-
5872	SPED Fees (incl Encroachment)	3,534	7,068	4,712	4,712	20,026	55,080	55,080	-

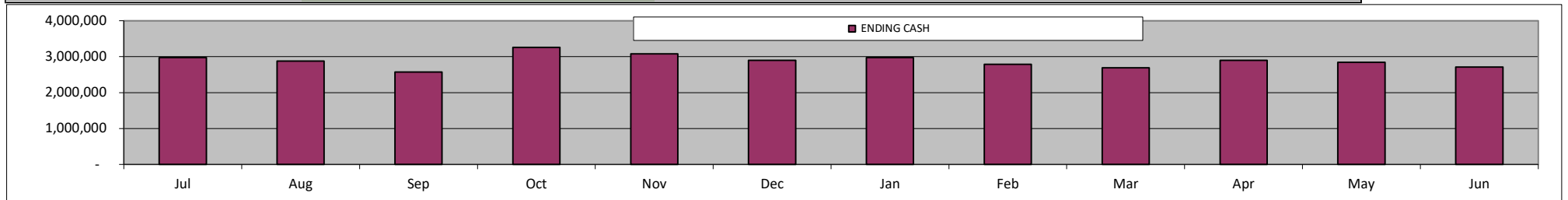
2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 7									
5875	Staff Recruiting	-	-	-	-	-	-	-	-
5884	Substitutes	-	14,548	600	11,302	26,450	59,400	48,000	(11,400)
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-
5900	Communications	-	1,491	-	639	2,130	2,160	2,160	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	421	218	-	424	1,063	23,760	23,760	-
5930	PostageDelivery	504	-	-	(504)	-	2,700	2,700	-
5940	Technology	6,559	1,993	4,433	5,970	18,955	29,520	33,957	4,437
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-
	SUBTOTAL - Services & Other Operating Exp.	90,350	81,984	228,449	320,393	721,176	2,461,500	2,515,660	54,160

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 7									
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-
6900	Depreciation	-	-	15,619	-	15,619	129,410	65,478	(63,932)
SUBTOTAL - Capital Outlay & Depreciation		-	-	15,619	-	15,619	129,410	65,478	(63,932)
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-
7438	InterestExpense	-	-	-	-	-	-	-	-
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	-
TOTAL EXPENSES		203,073	468,963	531,281	615,827	1,819,145	6,112,891	6,239,132	126,241



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-7	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	2,858,616	2,973,121	2,878,631	2,570,112	3,260,296	3,074,652	2,894,130	2,971,420	2,783,207	2,692,853	2,896,102	2,843,663	2,708,169	
Revenue														
LCFF Entitlement	51,737	199,771	165,957	430,148	257,451	257,451	443,629	257,451	310,498	413,751	227,573	227,573	506,152	3,749,142
Federal Revenue	3,560	7,121	4,747	20,519	4,747	4,747	62,651	4,747	4,747	62,651	4,747	4,747	104,673	294,404
Other State Revenues	-	47,515	28,975	193,069	181,786	186,909	200,638	179,218	179,218	200,638	179,218	94,044	274,529	1,945,755
Other Local Revenues	14,939	28,217	18,842	70,112	18,734	18,734	18,734	18,734	18,734	18,734	18,734	10,270	(0)	273,519
Total Revenue	70,236	282,624	218,521	713,848	462,718	467,841	725,652	460,150	513,197	695,774	430,272	336,634	885,353	6,262,820
Expenses														
Certificated Salaries	32,945	138,329	129,973	132,938	146,778	146,778	146,778	146,778	146,778	146,778	146,778	146,778	152,928	1,761,337
Classified Salaries	31,572	68,161	64,595	67,322	65,481	65,481	65,481	65,481	65,481	65,481	65,481	65,481	30,271	785,766
Benefits	42,242	73,998	75,702	92,371	66,357	66,357	66,357	66,357	66,357	66,357	66,357	66,357	30,552	845,717
Books and Supplies	5,965	106,492	16,944	2,803	20,398	20,398	20,398	20,398	20,398	20,398	10,583		(0)	265,174
Services and Operations	90,350	81,984	228,449	320,393	193,512	193,512	193,512	193,512	193,512	193,512	193,512	193,512	246,385	2,515,660
Depreciation / Cap Outlay	-	-	15,619	-	-	15,619	-	-	15,619	-	-	18,622	-	65,478
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	203,073	468,963	531,281	615,827	492,525	508,144	492,525	492,525	508,144	492,525	482,710	490,749	460,137	6,239,132
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	701,201	80,608		334,849	104,713	104,713	104,713	104,713						1,535,510
Fixed Assets - Acquisitions			15,619	107,702	-	15,619	-	-	15,619	-	-	18,622		173,181
Accounts Payable - Current Year	(476,823)	11,241	(11,377)	268,512	(149,525)	(149,525)	(149,525)	(149,525)	(149,525)					(806,547)
Other	22,965			(118,899)	(111,025)	(111,025)	(111,025)	(111,025)	(111,025)					(651,061)
Total Other Transactions	247,342	91,849	4,242	592,164	(155,837)	(140,218)	(155,837)	(155,837)	(95,406)	-	-	18,622	-	251,082
Total Change in Cash	114,505	(94,490)	(308,519)	690,185	(185,644)	(180,522)	77,290	(188,213)	(90,354)	203,249	(52,439)	(135,494)	-	274,770
ENDING CASH	2,973,121	2,878,631	2,570,112	3,260,296	3,074,652	2,894,130	2,971,420	2,783,207	2,692,853	2,896,102	2,843,663	2,708,169	<<< = 158 days cash	



2023-24 First Interim Budget						Annual Budget			
MSA 8	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Projected Average Daily Attendance:							362	372	9
SUMMARY									
Revenue									
LCFF Entitlement	74,774	278,295	229,404	612,342	1,194,815	5,109,897	5,250,931	141,034	
Federal Revenue	5,146	10,293	6,862	54,862	77,163	291,209	443,380	152,171	
Other State Revenues	-	12,236	12,236	153,124	177,596	973,495	1,451,819	478,324	
Other Local Revenues	20,394	43,495	27,325	27,429	118,643	1,100,968	381,725	(719,243)	
Total Revenue	100,314	344,319	275,827	847,757	1,568,217	7,475,569	7,527,855	52,285	
Expenditures									
Certificated Salaries	67,916	209,417	203,646	216,486	697,466	2,640,348	2,645,802	5,454	
Classified Salaries	44,569	68,966	66,087	74,857	254,480	806,335	846,750	40,415	
Benefits	65,554	85,204	90,134	111,330	352,222	1,194,867	1,178,846	(16,021)	
Books and Supplies	37,805	121,472	33,518	37,897	230,692	455,404	502,796	47,392	
Services and Operating Exp.	44,002	50,998	77,220	378,608	550,828	2,029,504	2,066,606	37,102	
Depreciation & Cap Outlay	-	-	47,771	-	47,771	215,400	189,508	(25,892)	
Other Outflows	-	-	-	-	-	-	-	-	
Total Expenditures	259,846	536,057	518,377	819,179	2,133,459	7,341,857	7,430,307	88,450	
Net Revenues						(565,242)	133,712	97,547	(36,165)
Fund Balance									
Beginning Balance (Unaud.)							7,604,881		
Net Revenues							97,547		
Ending Fund Balance							7,702,428		
Components of Fund Bal.									
Available For Econ. Uncert.							7,233,162		
Restricted Balances (Est.)							238,231		
Net Fixed Assets							231,035		
Ending Fund Balance							7,702,428		

2023-24 First Interim Budget						Annual Budget			
MSA 8	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
REVENUE DETAIL									
LCFF Entitlement									
8011	State Aid	-	130,472	130,472	234,850	495,794	2,799,076	2,772,271	(26,805)
8012	EPA Entitlement	-	-	-	278,560	278,560	1,162,539	1,174,797	12,258
8019	Prior Year Adjustments	575	(575)	-	-	-	-	-	-
8096	InLieuPropTaxes	74,199	148,398	98,932	98,932	420,461	1,148,282	1,303,863	155,581
SUBTOTAL - LCFF Entitlement		74,774	278,295	229,404	612,342	1,194,815	5,109,897	5,250,931	141,034
Federal Revenue									
8181	SpEd - Revenue	-	-	-	-	-	-	-	-
8220	SchLunchFederal	-	-	-	-	-	-	-	-
8285	SpEd - Revenue	5,146	10,293	6,862	6,862	29,163	94,298	90,436	(3,862)
8290	All Other Federal Revenue	-	-	-	48,000	48,000	196,911	352,944	156,033
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue		5,146	10,293	6,862	54,862	77,163	291,209	443,380	152,171
Other State Revenue									
8311	SpEd Revenue	-	-	-	-	-	-	-	-
8520	SchoolNutrState	-	-	-	-	-	-	-	-
8550	MandCstReimburs	-	-	-	-	-	7,195	7,379	183
8560	StateLotteryRev	-	-	-	12,294	12,294	85,908	92,558	6,651
8590	AllOthStateRev	-	12,236	12,236	140,830	165,302	880,392	1,351,882	471,490
8595	State Rev PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue		-	12,236	12,236	153,124	177,596	973,495	1,451,819	478,324
Local Revenue									
8600	Other Local Rev	-	-	-	-	-	1	-	(1)
8634	StudentLunchFee	-	-	-	-	-	-	-	-
8650	Leases & Rentals	-	-	-	-	-	-	-	-
8660	Interest	-	2,249	-	-	2,249	3,500	3,500	-
8682	Summer School	-	-	-	-	-	-	-	-
8677	SpEd Revenue	20,394	40,788	27,193	27,192	115,567	321,665	358,376	36,711
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-
8698	OthRev-Suspense	-	-	-	-	-	-	-	-
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 8									
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	
8699	Other Revenue	-	-	-	-	759,203	3,250	(755,953)	
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	
8999	Misc Revenue (Suspense)	-	-	-	-	-	-	-	
	SUBTOTAL - Local Revenue	20,394	43,037	27,193	27,192	117,816	1,084,369	365,126	(719,243)

2023-24 First Interim Budget						Annual Budget			
MSA 8	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Fundraising & Grants									
8802	Donations - Private	-	-	-	-	-	10,106	10,106	-
8803	Fundraising	-	458	132	237	827	6,494	6,494	-
SUBTOTAL - Fundraising & Grants		-	458	132	237	827	16,600	16,600	-
TOTAL REVENUE		100,314	344,319	275,827	847,757	1,568,217	7,475,569	7,527,855	52,285
EXPENSES DETAIL									
Certificated Salaries									
1100	TeacherSalaries	33,250	160,399	150,204	163,044	506,896	2,021,868	2,004,253	(17,615)
1200	Cert Aid	-	11,501	14,778	14,678	40,957	169,048	161,458	(7,590)
1300	Cert Adminis	34,666	37,517	38,665	38,765	149,613	449,432	480,091	30,659
SUBTOTAL - Certificated Salaries		67,916	209,417	203,646	216,486	697,466	2,640,348	2,645,802	5,454
Classified Salaries									
2100	Instructional Aides	6,485	17,361	17,803	19,151	60,800	282,474	259,889	(22,585)
2200	Classified Support	22,345	32,811	28,134	34,941	118,231	281,689	344,690	63,001
2300	Classified Admin	-	-	-	-	-	-	-	-
2400	Clerical & Tech	15,739	18,794	20,150	20,765	75,448	242,172	242,172	-
2900	OtherClassStaff	-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries		44,569	68,966	66,087	74,857	254,480	806,335	846,750	40,415
Employee Benefits									
3101	STRS-Certified	12,972	38,204	37,372	39,748	128,295	442,144	452,486	10,342
3102	STRS-Classified	-	-	-	-	-	48,338	33,266	(15,072)
3201	PERS-Cert	-	814	1,627	1,547	3,988	94,965	49,361	(45,604)
3202	PERS-Classified	8,329	16,367	14,614	16,516	55,826	68,224	106,554	38,330
3301	OASDI/Med-Cert	982	3,231	3,352	3,529	11,095	50,113	48,337	(1,776)
3302	OASDI/Med-Class	3,406	5,255	5,049	5,720	19,430	33,359	32,716	(644)
3401	HlthWelfareCert	32,538	18,883	25,671	39,946	117,037	301,316	303,334	2,017
3402	HlthWelfareCert	-	-	-	-	-	110,359	107,002	(3,357)
3501	UI-Certificated	-	-	-	1,876	1,876	12,644	12,759	115
3502	UI-Classified	-	-	-	-	-	3,218	2,844	(374)
3601	WorkersCmp-Cert	7,350	2,450	2,450	2,450	14,700	18,161	8,587	(9,574)
3602	WorkersCmp-Class	-	-	-	-	-	12,026	21,600	9,574

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 8									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	
3901	OthBenes-Cert	(24)	-	-	-	(24)	-	-	
3902	OthBenes-Class	-	-	-	-	-	-	-	
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	
SUBTOTAL - Employee Benefits		65,554	85,204	90,134	111,330	352,222	1,194,867	1,178,846	(16,021)

2023-24 First Interim Budget						Annual Budget			
MSA 8	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Books & Supplies									
4100	Text&CoreCurric	-	6,978	-	66,045	73,024	100,000	140,892	40,892
4200	BooksOthRefMats	32,644	75,561	19,176	(60,892)	66,489	10,000	10,000	-
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-
4310	Ins Mats & Sups	-	1,872	-	14,364	16,236	24,851	30,851	6,000
4315	OthrSupplies	-	-	-	-	-	-	-	-
4320	Office Supplies	607	2,650	358	1,536	5,150	24,500	20,000	(4,500)
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	149	1,585	1,733	5,000	5,000	-
4335	PE Supplies	-	-	-	-	-	1,500	2,500	1,000
4340	Educat Software	3,307	18,579	-	2,341	24,227	92,000	92,000	-
4345	NonInstStdntSup	401	6,582	-	20,171	27,154	40,053	49,053	9,000
4346	TeacherSupplies	-	-	144	89	233	2,000	2,000	-
4350	Cust. Supplies	-	-	-	2,631	2,631	16,000	16,000	-
4351	Yearbook	-	-	-	-	-	-	-	-
4390	Uniforms	-	9,197	-	-	9,197	13,000	13,000	-
4400	NonCapEquip-Gen	-	-	-	261	261	20,000	2,000	(18,000)
4410	ClssrmFrnEq<5k	-	-	-	-	-	2,000	2,000	-
4430	OfficeFurnEq<5k	-	-	-	-	-	2,500	2,500	-
4440	Computers <\$5k	-	-	-	-	-	40,000	53,000	13,000
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	2,000	2,000	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	40,000	40,000	-
4720	Food:Other Food	846	-	-	2,539	3,385	20,000	20,000	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	54	13,692	(12,773)	973	-	-	-
SUBTOTAL - Books and Supplies		37,805	121,472	33,518	37,897	230,692	455,404	502,796	47,392

2023-24 First Interim Budget						Annual Budget			
MSA 8	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	265,034	265,034	795,103	795,103	-
5200	Travel - General	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	2,500	1,000	(1,500)
5210	MilesParkTolls	-	-	-	211	211	2,500	1,000	(1,500)
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	1,137	3,796	-	8,243	13,176	5,000	8,000	3,000
5300	DuesMemberships	5,760	1,473	-	1,190	8,423	11,000	11,000	-
5450	Other Insurance	10,672	3,557	3,557	3,557	21,343	65,082	65,082	-
5500	OpsHousekeeping	-	79	69	5,204	5,351	5,000	7,500	2,500
5510	Gas & Electric	-	-	-	-	-	-	-	-
5610	Rent & Leases	-	-	-	-	-	437,894	437,894	-
5611	Rent & Leases- Interest	-	-	-	-	-	-	-	-
5620	EquipmentLeases	184	149	1,019	568	1,922	12,000	12,000	-
5621	EquipmentLeases- Interest	-	-	-	82	82	-	-	-
5630	Reps&MaintBldng	-	-	-	-	-	4,000	4,000	-
5800	ProfessServices	3,507	-	1,139	10,623	15,270	171,666	178,644	6,977
5810	Legal	-	3,141	-	8,329	11,470	9,000	9,000	-
5813	SchPrgAftSchool	-	-	17,420	-	17,420	27,300	41,300	14,000
5814	SchPrgAcadComps	-	-	315	284	599	-	-	-
5819	SchlProgs-Other	-	-	-	-	-	9,000	9,000	-
5820	Audit & CPA	-	1,364	-	-	1,364	9,000	9,000	-
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	-	-	33,000	33,000	-
5836	FieldTrip Trans	-	-	-	-	-	-	-	-
5840	MarkngStdtRecrt	1,020	6,435	1,318	2,487	11,259	10,000	15,000	5,000
5850	Oversight Fees	2,750	5,500	3,667	3,667	15,584	51,099	52,510	1,411
5857	Payroll Fees	1,900	1,304	1,685	1,685	6,573	20,000	20,000	-
5860	Service Fees	-	22	-	4,067	4,089	-	-	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	-	1,416	6,665	625	8,706	14,500	11,500	(3,000)
5864	Prof Dev-Other	-	-	-	-	-	31,768	7,000	(24,768)
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	6,610	15,061	21,672	64,584	104,086	39,502
5870	Livescan	-	198	323	392	913	500	1,200	700
5872	SPED Fees (incl Encroachment)	5,108	10,216	6,810	6,810	28,944	70,000	70,000	-

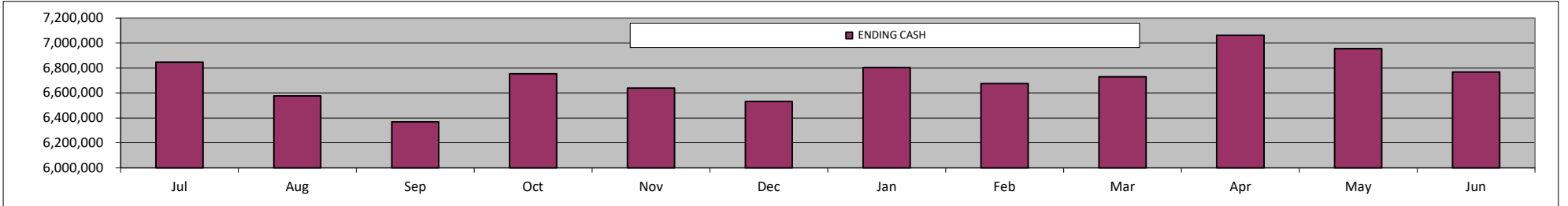
2023-24 First Interim Budget						Annual Budget		
Year to Date						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 8	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
5875 Staff Recruiting	-	-	-	-	-	-	-	-
5884 Substitutes	-	-	16,331	33,696	50,027	85,000	73,000	(12,000)
5890 OthSvcsNon-Inst	-	-	-	-	-	-	-	-
5900 Communications	-	2,121	-	209	2,330	5,000	5,000	-
5910 Communications 2	-	-	-	-	-	-	-	-
5920 TelecomInternet	2,509	2,574	2,567	2,590	10,239	40,000	40,000	-
5930 PostageDelivery	842	-	-	1,856	2,698	7,000	7,000	-
5940 Technology	8,613	7,654	7,725	2,137	26,130	31,007	37,787	6,780
5990 Prior Year Adj (Services)	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.	44,002	50,998	77,220	378,608	550,828	2,029,504	2,066,606	37,102

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA 8									
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	
6400	EquipFixed	-	-	-	-	-	-	-	
6900	Depreciation	-	-	47,771	-	47,771	215,400	189,508	(25,892)
SUBTOTAL - Capital Outlay & Depreciation		-	-	47,771	-	47,771	215,400	189,508	(25,892)
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	
7310	Indirect Costs	-	-	-	-	-	-	-	
7438	InterestExpense	-	-	-	-	-	-	-	
SUBTOTAL - Other Outflows		-	-	-	-	-	-	-	
TOTAL EXPENSES		259,846	536,057	518,377	819,179	2,133,459	7,341,857	7,430,307	88,450



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-8	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	6,786,891	6,846,219	6,576,204	6,368,298	6,753,951	6,639,029	6,531,486	6,802,656	6,676,178	6,730,500	7,063,029	6,955,972	6,767,805	
Revenue														
LCFF Entitlement	74,774	278,295	229,404	612,342	353,813	353,813	632,373	353,813	430,220	589,338	310,778	310,778	721,189	5,250,931
Federal Revenue	5,146	10,293	6,862	54,862	6,862	6,862	95,098	6,862	6,862	95,098	6,862	6,862	134,849	443,380
Other State Revenues	-	12,236	12,236	153,124	140,830	148,209	160,127	129,274	129,274	160,127	129,274	10,856	266,251	1,451,819
Other Local Revenues	20,394	43,495	27,325	27,429	27,451	27,451	27,451	27,451	27,451	27,451	27,451	27,451	43,475	381,725
Total Revenue	100,314	344,319	275,827	847,757	528,957	536,335	915,049	517,400	593,807	872,014	474,365	355,947	1,165,764	7,527,855
Expenses														
Certificated Salaries	67,916	209,417	203,646	216,486	220,483	220,483	220,483	220,483	220,483	220,483	220,483	220,483	184,468	2,645,802
Classified Salaries	44,569	68,966	66,087	74,857	70,562	70,562	70,562	70,562	70,562	70,562	70,562	70,562	27,770	846,750
Benefits	65,554	85,204	90,134	111,330	92,730	92,730	92,730	92,730	92,730	92,730	92,730	92,730	84,783	1,178,846
Books and Supplies	37,805	121,472	33,518	37,897	38,677	38,677	38,677	38,677	38,677	38,677	38,677	1,368	(0)	502,796
Services and Operations	44,002	50,998	77,220	378,608	158,970	158,970	158,970	158,970	158,970	158,970	158,970	158,970	244,020	2,066,606
Depreciation / Cap Outlay	-	-	47,771	-	-	47,771	-	-	47,771	-	-	46,194	-	189,508
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	259,846	536,057	518,377	819,179	581,422	629,194	581,422	581,422	629,194	581,422	581,422	590,307	541,042	7,430,307
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	936,330	204,237		18,210	225,717	225,717	225,717	225,717	225,717	225,717	225,717			2,513,079
Fixed Assets - Acquisitions		(86,914)	47,771	1,067	-	47,771	-	-	47,771	-	-	46,194		103,661
Accounts Payable - Current Year	(717,743)	(195,600)	(13,126)	385,797	(183,779)	(183,779)	(183,779)	(183,779)	(183,779)	(183,779)	(183,779)			(1,643,349)
Other	274			(48,000)	(104,394)	(104,394)	(104,394)	(104,394)	(104,394)					(465,302)
Total Other Transactions	218,861	(78,277)	34,645	357,074	(62,456)	(14,685)	(62,456)	(62,456)	89,709	41,938	-	46,194		508,089
Total Change in Cash	59,328	(270,015)	(207,906)	385,652	(114,922)	(107,543)	271,171	(126,478)	54,322	332,529	(107,057)	(188,166)		605,636
ENDING CASH	6,846,219	6,576,204	6,368,298	6,753,951	6,639,029	6,531,486	6,802,656	6,676,178	6,730,500	7,063,029	6,955,972	6,767,805	<<< = 332 days cash	



2023-24 First Interim Budget						Annual Budget			
MSA SA	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Projected Average Daily Attendance:							494	477	(17)
SUMMARY									
Revenue									
LCFF Entitlement	347,274	347,274	648,428	625,092	1,968,068	7,596,400	7,240,720	(355,680)	
Federal Revenue	-	-	-	135,534	135,534	330,571	555,062	224,490	
Other State Revenues	32,445	70,011	121,979	161,549	385,984	2,377,327	2,792,701	415,374	
Other Local Revenues	5,044	1,601	26,151	8,720	41,517	1,091,922	151,673	(940,249)	
Total Revenue	384,763	418,886	796,558	930,895	2,531,103	11,396,220	10,740,156	(656,065)	
Expenditures									
Certificated Salaries	105,242	298,586	307,760	321,194	1,032,781	3,697,276	3,547,861	(149,415)	
Classified Salaries	55,036	74,237	93,107	99,841	322,221	1,186,085	1,160,336	(25,749)	
Benefits	103,521	143,469	138,795	121,159	506,943	1,904,259	1,811,604	(92,655)	
Books and Supplies	48,933	129,192	122,424	69,607	370,156	432,701	510,091	77,390	
Services and Operating Exp.	75,768	64,690	109,185	450,415	700,058	2,716,915	2,694,159	(22,756)	
Depreciation & Cap Outlay	-	-	198,028	-	198,028	866,180	799,249	(66,931)	
Other Outflows	31,375	32,781	104,619	31,375	200,150	570,828	570,828	-	
Total Expenditures	419,875	742,956	1,073,918	1,093,589	3,330,338	11,374,244	11,094,128	(280,116)	
Net Revenues						(799,235)	21,976	(353,972)	(375,948)
Fund Balance									
Beginning Balance (Unaud.)								9,527,466	
Net Revenues								(353,972)	
Ending Fund Balance								9,173,494	
Components of Fund Bal.									
Available For Econ. Uncert.								844,925	
Restricted Balances (Est.)								291,475	
Net Fixed Assets								8,037,094	
Ending Fund Balance								9,173,494	

2023-24 First Interim Budget						Annual Budget						
Year to Date												
MSA SA						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim				
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD		
REVENUE DETAIL												
LCFF Entitlement												
8011	State Aid	347,274	347,274	625,092	625,092	1,944,732	7,465,732	7,113,190	(352,542)			
8012	EPA Entitlement	-	-	23,336	-	23,336	98,800	95,468	(3,332)			
8019	Prior Year Adjustments	-	-	-	-	-	-	-	-			
8096	InLieuPropTaxes	-	-	-	-	-	31,868	32,062	194			
SUBTOTAL - LCFF Entitlement		347,274	347,274	648,428	625,092	1,968,068	7,596,400	7,240,720	(355,680)			
Federal Revenue												
8181	SpEd - Revenue	-	-	-	-	-	70,633	63,302	(7,331)			
8220	SchLunchFederal	-	-	-	-	-	-	-	-			
8285	SpEd - Revenue	-	-	-	-	-	-	-	-			
8290	All Other Federal Revenue	-	-	-	135,534	135,534	259,938	491,759	231,821			
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-			
SUBTOTAL - Federal Revenue		-	-	-	135,534	135,534	330,571	555,062	224,490			
Other State Revenue												
8311	SpEd Revenue	22,271	22,271	40,088	40,613	125,243	425,226	410,884	(14,342)			
8520	SchoolNutrState	-	-	-	-	-	-	-	-			
8550	MandCstReimburs	-	-	-	-	-	15,879	15,228	(651)			
8560	StateLotteryRev	-	-	19,019	-	19,019	117,078	118,858	1,780			
8590	AllOthStateRev	10,174	47,740	62,872	120,936	241,722	1,819,144	2,247,731	428,587			
8595	State Rev PY Adj	-	-	-	-	-	-	-	-			
SUBTOTAL - Other State Revenue		32,445	70,011	121,979	161,549	385,984	2,377,327	2,792,701	415,374			
Local Revenue												
8600	Other Local Rev	-	-	-	-	-	-	-	-			
8634	StudentLunchFee	-	-	-	-	-	-	-	-			
8650	Leases & Rentals	-	-	-	-	-	-	-	-			
8660	Interest	1,551	1,601	881	1,131	5,164	8,500	8,500	-			
8682	Summer School	-	-	-	-	-	-	-	-			
8677	SpEd Revenue	-	-	-	-	-	-	-	-			
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-			
8698	OthRev-Suspense	-	-	-	-	-	-	-	-			
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-			
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-			
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-			

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA SA									
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	
8699	Other Revenue	1,125	-	16,990	-	18,115	1,032,249	92,000	(940,249)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	2,368	-	-	2,292	4,660	-	-	-
SUBTOTAL - Local Revenue		5,044	1,601	17,871	3,423	27,940	1,040,749	100,500	(940,249)

2023-24 First Interim Budget						Year to Date			Annual Budget				
MSA SA						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Fundraising & Grants													
8802	Donations - Private					-	-	282	1,720	2,002	7,500	7,500	-
8803	Fundraising					-	-	7,998	3,577	11,575	43,673	43,673	-
	SUBTOTAL - Fundraising & Grants					-	-	8,280	5,297	13,577	51,173	51,173	-
TOTAL REVENUE						384,763	418,886	796,558	930,895	2,531,103	11,396,220	10,740,156	(656,065)
EXPENSES DETAIL													
Certificated Salaries													
1100	TeacherSalaries					42,160	227,015	236,188	248,675	754,038	2,681,700	2,615,687	(66,013)
1200	Cert Aid					5,880	22,320	22,320	22,218	72,738	426,144	337,990	(88,154)
1300	Cert Adminis					57,202	49,251	49,251	50,301	206,005	589,432	594,184	4,752
	SUBTOTAL - Certificated Salaries					105,242	298,586	307,760	321,194	1,032,781	3,697,276	3,547,861	(149,415)
Classified Salaries													
2100	Instructional Aides					211	6,689	13,624	15,379	35,903	199,454	214,752	15,297
2200	Classified Support					25,209	34,623	52,634	52,235	164,701	513,632	501,466	(12,166)
2300	Classified Admin					-	-	-	-	-	-	-	-
2400	Clerical & Tech					29,615	23,653	26,849	32,227	112,344	472,999	354,118	(118,881)
2900	OtherClassStaff					-	9,273	-	-	9,273	-	90,000	90,000
	SUBTOTAL - Classified Salaries					55,036	74,237	93,107	99,841	322,221	1,186,085	1,160,336	(25,749)
Employee Benefits													
3101	STRS-Certified					20,073	56,100	57,645	20,865	154,682	590,280	636,621	46,341
3102	STRS-Classified					3,764	4,689	5,124	3,682	17,259	102,705	45,600	(57,105)
3201	PERS-Cert					3,027	3,720	(5,115)	336	1,969	126,382	116,003	(10,379)
3202	PERS-Classified					7,643	10,534	14,696	15,634	48,507	157,345	110,708	(46,637)
3301	OASDI/Med-Cert					1,523	4,508	4,719	4,745	15,495	80,620	81,958	1,338
3302	OASDI/Med-Class					2,916	3,851	5,110	5,500	17,376	57,669	38,654	(19,015)
3401	HlthWelfareCert					54,581	56,731	53,280	66,465	231,058	564,145	650,082	85,936
3402	HlthWelfareCert					-	-	-	-	-	163,369	71,572	(91,797)
3501	UI-Certificated					-	-	-	595	595	17,793	19,708	1,915
3502	UI-Classified					-	-	-	-	-	5,602	2,350	(3,253)
3601	WorkersCmp-Cert					10,008	3,336	3,336	3,336	20,016	30,313	38,348	8,034
3602	WorkersCmp-Class					-	-	-	-	-	8,034	-	(8,034)

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA SA									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	(14)	-	-	-	(14)	-	-	-
3902	OthBenes-Class	-	-	-	-	-	-	-	-
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		103,521	143,469	138,795	121,159	506,943	1,904,259	1,811,604	(92,655)

2023-24 First Interim Budget						Annual Budget			
Year to Date									
MSA SA		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Books & Supplies									
4100	Text&CoreCurric	-	-	47,984	20,659	68,643	106,000	172,400	66,400
4200	BooksOthRefMats	45,626	77,221	-	(20,000)	102,847	1,060	1,060	-
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-
4310	Ins Mats & Sups	-	424	4,743	-	5,167	13,250	13,250	-
4315	OthrSupplies	-	-	-	-	-	-	-	-
4320	Office Supplies	143	1,150	2,456	(164)	3,585	18,020	18,020	-
4325	ProfDevMat&Sups	-	-	-	1,067	1,067	-	-	-
4326	Arts&MusicSupps	-	-	-	125	125	9,010	20,000	10,990
4335	PE Supplies	-	-	-	-	-	24,380	24,380	-
4340	Educat Software	3,164	24,481	9,593	32,697	69,934	67,888	67,888	-
4345	NonInstStdntSup	-	6,999	41,145	2,936	51,080	88,892	88,892	-
4346	TeacherSupplies	-	-	740	975	1,715	4,240	4,240	-
4350	Cust. Supplies	-	7,724	58	2,795	10,576	15,800	15,800	-
4351	Yearbook	-	-	-	-	-	-	-	-
4390	Uniforms	-	8,927	-	17,854	26,782	21,200	21,200	-
4400	NonCapEquip-Gen	-	1,804	1,872	3,207	6,883	22,500	22,500	-
4410	ClssrmFrmEqp<5k	-	-	-	-	-	5,300	5,300	-
4430	OffceFurnEqp<5k	-	-	-	-	-	-	-	-
4440	Computers <\$5k	-	-	-	1,634	1,634	6,360	6,360	-
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	3,180	3,180	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	5,300	5,300	-
4720	Food:Other Food	-	325	-	-	325	20,320	20,320	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	137	13,834	5,822	19,793	-	-	-
SUBTOTAL - Books and Supplies		48,933	129,192	122,424	69,607	370,156	432,701	510,091	77,390

2023-24 First Interim Budget						Annual Budget			
Year to Date									
MSA SA		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	368,744	368,744	1,106,231	1,106,231	-
5200	Travel - General	-	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	2,120	2,120	-
5210	MilesParkTolls	-	-	-	128	128	1,060	1,060	-
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	1,421	538	-	3,002	4,962	1,060	1,060	-
5300	DuesMemberships	8,248	4,013	2,190	1,000	15,451	19,080	19,080	-
5450	Other Insurance	32,420	10,807	21,307	10,807	75,341	131,000	131,000	-
5500	OpsHousekeeping	2,803	2,348	2,348	4,831	12,330	93,456	93,456	-
5510	Gas & Electric	6,561	9,874	9,753	16,824	43,012	115,000	115,000	-
5610	Rent & Leases	-	-	-	-	-	3,180	3,180	-
5611	Rent & Leases- Interest	-	-	-	-	-	-	-	-
5620	EquipmentLeases	1,438	742	772	719	3,671	24,380	24,380	-
5621	EquipmentLeases- Interest	-	-	-	-	-	-	-	-
5630	Reps&MaintBldng	-	6,800	10,761	4,219	21,780	53,000	53,000	-
5800	ProfessServices	3,854	-	1,853	3,228	8,935	317,169	288,688	(28,481)
5810	Legal	-	-	1,266	-	1,266	75,000	75,000	-
5813	SchPrgAftSchool	-	2,025	1,956	1,010	4,991	27,560	27,560	-
5814	SchPrgAcadComps	-	-	-	-	-	3,180	3,180	-
5819	SchlProgs-Other	(500)	3,500	600	(500)	3,101	22,260	22,260	-
5820	Audit & CPA	-	1,364	-	-	1,364	9,540	9,540	-
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	(312)	5,300	1,870	6,858	42,400	42,400	-
5836	FieldTrip Trans	-	775	3,036	5,496	9,307	63,600	63,600	-
5840	MarkngStdtRecrt	3,628	9,765	7,014	1,020	21,427	16,500	30,000	13,500
5850	Oversight Fees	-	-	-	-	-	75,964	72,407	(3,557)
5857	Payroll Fees	2,936	2,153	3,816	2,566	11,471	31,800	31,800	-
5860	Service Fees	386	289	229	68	972	4,770	4,770	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	575	-	3,069	-	3,644	4,240	4,240	-
5864	Prof Dev-Other	-	-	-	2,172	2,172	62,540	62,540	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	11,414	21,015	32,428	167,291	167,291	-
5870	Livescan	-	147	-	-	147	1,855	1,855	-
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA SA									
5875	Staff Recruiting	-	-	-	-	-	-	-	-
5884	Substitutes	-	-	11,410	-	11,410	121,900	109,900	(12,000)
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-
5900	Communications	-	2,773	-	209	2,982	5,300	5,300	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	-	2,119	358	358	2,835	47,700	47,700	-
5930	PostageDelivery	-	1,918	403	-	2,320	8,480	8,480	-
5940	Technology	11,998	3,052	10,332	1,628	27,010	58,299	66,081	7,783
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-
	SUBTOTAL - Services & Other Operating Exp.	75,768	64,690	109,185	450,415	700,058	2,716,915	2,694,159	(22,756)

2023-24 First Interim Budget						Annual Budget			
MSA SA	Year to Date				Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim	
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	
6400	EquipFixed	-	-	-	-	-	-	-	
6900	Depreciation	-	-	198,028	-	198,028	866,180	799,249	(66,931)
SUBTOTAL - Capital Outlay & Depreciation		-	-	198,028	-	198,028	866,180	799,249	(66,931)
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-
7438	InterestExpense	31,375	32,781	104,619	31,375	200,150	570,828	570,828	-
SUBTOTAL - Other Outflows		31,375	32,781	104,619	31,375	200,150	570,828	570,828	-
TOTAL EXPENSES		419,875	742,956	1,073,918	1,093,589	3,330,338	11,374,244	11,094,128	(280,116)

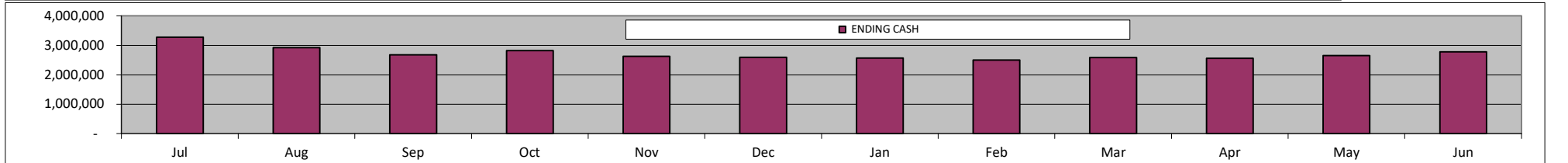


2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-SA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	3,297,554	3,274,351	2,919,721	2,676,833	2,820,376	2,625,504	2,592,135	2,567,965	2,504,175	2,588,541	2,563,312	2,655,493	2,785,674	
Revenue														
LCFF Entitlement	347,274	347,274	648,428	625,092	642,752	666,088	642,752	642,752	667,967	641,694	641,694	641,694	85,260	7,240,720
Federal Revenue	-	-	-	135,534	-	122,940	-	-	122,940	-	-	-	173,648	555,062
Other State Revenues	32,445	70,011	121,979	161,549	161,549	176,777	332,252	292,633	292,633	332,252	292,633	292,633	233,357	2,792,701
Other Local Revenues	5,044	1,601	26,151	8,720	12,639	12,639	12,639	12,639	12,639	12,639	12,639	12,639	9,041	151,673
Total Revenue	384,763	418,886	796,558	930,895	816,940	978,444	987,643	948,024	1,096,179	986,585	946,966	946,966	501,306	10,740,156
Expenses														
Certificated Salaries	105,242	298,586	307,760	321,194	295,655	295,655	295,655	295,655	295,655	295,655	295,655	295,655	149,839	3,547,861
Classified Salaries	55,036	74,237	93,107	99,841	96,695	96,695	96,695	96,695	96,695	96,695	96,695	96,695	64,558	1,160,336
Benefits	103,521	143,469	138,795	121,159	142,199	142,199	142,199	142,199	142,199	142,199	142,199	142,199	167,072	1,811,604
Books and Supplies	48,933	129,192	122,424	69,607	15,548	15,548	15,548	15,548	15,548	15,548	15,548	15,548	15,548	510,091
Services and Operations	75,768	64,690	109,185	450,415	207,243	207,243	207,243	207,243	207,243	207,243	207,243	207,243	336,157	2,694,159
Depreciation / Cap Outlay	-	-	198,028	-	66,604	66,604	66,604	66,604	66,604	66,604	66,604	66,604	68,388	799,249
Other Outflows	31,375	32,781	104,619	31,375	47,569	47,569	47,569	47,569	47,569	47,569	47,569	9,569	28,126	570,828
Total Expenses	419,875	742,956	1,073,918	1,093,589	871,513	871,513	871,513	871,513	871,513	871,513	871,513	833,513	829,688	11,094,128
Other Transactions Affecting Cash														
Accounts Receivable	116,505		80,905	166,024	207,251	207,251	207,251	207,251	207,251	207,251				1,606,940
Fixed Assets - Acquisitions	270,726	17,902	35,368	(77,382)	66,604	66,604	66,604	66,604	66,604	66,604	66,604	66,604		779,447
Accounts Payable - Current Year	(370,000)	(12,376)	46,081	275,179	(227,963)	(227,963)	(227,963)	(227,963)	(227,963)	(227,963)	(227,963)			(1,428,896)
Other	(5,323)	(36,087)	(127,880)	(57,583)	(186,193)	(186,193)	(186,193)	(186,193)	(186,193)	(186,193)	(49,876)	(49,876)		(1,443,782)
Total Other Transactions	11,908	(30,561)	34,473	306,238	(140,301)	(140,301)	(140,301)	(140,301)	(140,301)	(140,301)	16,728	16,728		(486,291)
Total Change in Cash	(23,203)	(354,630)	(242,887)	143,544	(194,873)	(33,369)	(24,170)	(63,790)	84,365	(25,229)	92,181	130,181		(840,263)

ENDING CASH (Local Bank 9120)	3,274,351	2,919,721	2,676,833	2,820,376	2,625,504	2,592,135	2,567,965	2,504,175	2,588,541	2,563,312	2,655,493	2,785,674
ENDING CASH (County Treas. & Other)	-	-	1	2	-	-	-	-	-	-	-	-
ENDING CASH	3,274,351	2,919,721	2,676,834	2,820,378	2,625,504	2,592,135	2,567,965	2,504,175	2,588,541	2,563,312	2,655,493	2,785,674

<<< = 92 days cash



2023-24 First Interim Budget						Annual Budget			
MSA SD	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Projected Average Daily Attendance:							400	407	7
SUMMARY									
Revenue									
LCFF Entitlement	54,943	249,265	507,039	357,993	1,169,240	4,432,185	4,512,596	80,411	
Federal Revenue	29,100	-	-	32,383	61,483	139,843	180,204	40,361	
Other State Revenues	17,802	17,802	32,043	343,810	411,457	1,091,920	1,607,736	515,815	
Other Local Revenues	2,414	-	22,036	3,697	28,148	666,267	85,000	(581,267)	
Total Revenue	104,259	267,067	561,118	737,884	1,670,328	6,330,215	6,385,536	55,320	
Expenditures									
Certificated Salaries	95,884	177,811	183,845	178,629	636,169	2,172,463	2,150,790	(21,673)	
Classified Salaries	18,486	27,375	28,073	33,521	107,455	423,719	419,505	(4,214)	
Benefits	53,868	64,398	68,921	55,204	242,390	932,892	904,918	(27,975)	
Books and Supplies	3,441	89,197	26,032	36,228	154,898	306,684	319,444	12,760	
Services and Operating Exp.	110,313	105,039	120,038	280,088	615,478	2,357,155	2,419,261	62,106	
Depreciation & Cap Outlay	-	-	16,357	-	16,357	59,137	62,314	3,177	
Other Outflows	-	1,377	164	163	1,703	3,180	3,180	-	
Total Expenditures	281,992	465,196	443,429	583,833	1,774,450	6,255,230	6,279,411	24,181	
Net Revenues					(104,121)	74,985	106,125	31,139	
Fund Balance									
Beginning Balance (Unaud.)							1,409,667		
Net Revenues							106,125		
Ending Fund Balance							1,515,792		
Components of Fund Bal.									
Available For Econ. Uncert.							1,205,805		
Restricted Balances (Est.)							144,222		
Net Fixed Assets							165,765		
Ending Fund Balance							1,515,792		

2023-24 First Interim Budget						Annual Budget							
Year to Date													
MSA SD						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
REVENUE DETAIL													
LCFF Entitlement													
8011	State Aid	54,943	54,943	98,897	98,897	307,680	1,404,206	1,047,645	(356,561)				
8012	EPA Entitlement	-	-	19,498	-	19,498	79,980	81,478	1,498				
8019	Prior Year Adjustments	-	-	-	-	-	-	-	-				
8096	InLieuPropTaxes	-	194,322	388,644	259,096	842,062	2,947,999	3,383,472	435,473				
SUBTOTAL - LCFF Entitlement		54,943	249,265	507,039	357,993	1,169,240	4,432,185	4,512,596	80,411				
Federal Revenue													
8181	SpEd - Revenue	-	-	-	-	-	59,668	53,214	(6,454)				
8220	SchLunchFederal	-	-	-	-	-	-	-	-				
8285	SpEd - Revenue	-	-	-	-	-	-	-	-				
8290	All Other Federal Revenue	29,100	-	-	32,383	61,483	80,175	126,990	46,815				
8295	Federal Revenue PY Adj	-	-	-	-	-	-	-	-				
SUBTOTAL - Federal Revenue		29,100	-	-	32,383	61,483	139,843	180,204	40,361				
Other State Revenue													
8311	SpEd Revenue	17,802	17,802	32,043	32,482	100,129	344,227	350,674	6,447				
8520	SchoolNutrState	-	-	-	-	-	-	-	-				
8550	MandCstReimburs	-	-	-	-	-	7,938	8,087	149				
8560	StateLotteryRev	-	-	-	10,238	10,238	94,776	101,441	6,664				
8590	AllOthStateRev	-	-	-	301,091	301,091	644,979	1,147,534	502,555				
8595	State Rev PY Adj	-	-	-	-	-	-	-	-				
SUBTOTAL - Other State Revenue		17,802	17,802	32,043	343,810	411,457	1,091,920	1,607,736	515,815				
Local Revenue													
8600	Other Local Rev	-	-	-	-	-	25,000	-	(25,000)				
8634	StudentLunchFee	-	-	-	-	-	-	-	-				
8650	Leases & Rentals	-	-	-	-	-	-	-	-				
8660	Interest	2,414	-	3,983	736	7,133	-	-	-				
8682	Summer School	-	-	-	-	-	-	-	-				
8677	SpEd Revenue	-	-	-	-	-	-	-	-				
8695	Prior Year Adj (Local2)	-	-	-	-	-	-	-	-				
8698	OthRev-Suspense	-	-	-	-	-	-	-	-				
8701	CMO Fee - MSA-1	-	-	-	-	-	-	-	-				
8702	CMO Fee - MSA-2	-	-	-	-	-	-	-	-				
8703	CMO Fee - MSA-3	-	-	-	-	-	-	-	-				

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA SD									
8704	CMO Fee - MSA-4	-	-	-	-	-	-	-	
8705	CMO Fee - MSA-5	-	-	-	-	-	-	-	
8706	CMO Fee - MSA-6	-	-	-	-	-	-	-	
8707	CMO Fee - MSA-7	-	-	-	-	-	-	-	
8708	CMO Fee - MSA-8	-	-	-	-	-	-	-	
8709	CMO Fee - MSA-SA	-	-	-	-	-	-	-	
8712	CMO Fee - MSA-SD	-	-	-	-	-	-	-	
8699	Other Revenue	-	-	16,361	-	16,361	581,267	25,000	(556,267)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	-	-	-	-	-	-
SUBTOTAL - Local Revenue		2,414	-	20,343	736	23,494	606,267	25,000	(581,267)

2023-24 First Interim Budget						Annual Budget							
Year to Date													
MSA SD						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
Fundraising & Grants													
8802	Donations - Private					-	-	-	391	391	-	-	-
8803	Fundraising					-	-	1,693	2,570	4,263	60,000	60,000	-
SUBTOTAL - Fundraising & Grants						-	-	1,693	2,961	4,654	60,000	60,000	-
TOTAL REVENUE						104,259	267,067	561,118	737,884	1,670,328	6,330,215	6,385,536	55,320
EXPENSES DETAIL													
Certificated Salaries													
1100	TeacherSalaries					62,580	141,815	144,649	139,783	488,827	1,716,243	1,704,118	(12,125)
1200	Cert Aid					1,400	7,302	7,302	7,302	23,306	93,492	83,944	(9,548)
1300	Cert Adminis					31,904	28,694	31,894	31,544	124,036	362,728	362,728	-
SUBTOTAL - Certificated Salaries						95,884	177,811	183,845	178,629	636,169	2,172,463	2,150,790	(21,673)
Classified Salaries													
2100	Instructional Aides					-	7,455	8,429	8,732	24,616	110,243	110,243	-
2200	Classified Support					7,178	8,030	6,368	5,881	27,457	90,976	92,870	1,895
2300	Classified Admin					-	-	-	-	-	-	-	-
2400	Clerical & Tech					11,308	11,890	13,276	18,908	55,381	222,500	216,392	(6,109)
2900	OtherClassStaff					-	-	-	-	-	-	-	-
SUBTOTAL - Classified Salaries						18,486	27,375	28,073	33,521	107,455	423,719	419,505	(4,214)
Employee Benefits													
3101	STRS-Certified					18,314	33,218	35,086	20,652	107,269	365,627	371,058	5,431
3102	STRS-Classified					1,497	2,164	2,614	3,402	9,676	55,857	55,265	(591)
3201	PERS-Cert					-	999	(999)	-	-	38,766	25,936	(12,830)
3202	PERS-Classified					2,436	4,104	3,729	3,717	13,987	28,782	24,827	(3,955)
3301	OASDI/Med-Cert					1,389	2,862	3,057	2,982	10,290	38,741	35,518	(3,223)
3302	OASDI/Med-Class					928	1,383	1,290	1,353	4,953	12,395	11,230	(1,165)
3401	HlthWelfareCert					23,998	17,897	22,373	19,399	83,667	298,114	317,842	19,728
3402	HlthWelfareCert					-	-	-	-	-	52,001	20,815	(31,186)
3501	UI-Certificated					-	-	-	1,929	1,929	10,289	11,328	1,039
3502	UI-Classified					-	-	-	-	-	1,995	772	(1,223)
3601	WorkersCmp-Cert					5,312	1,771	1,771	1,771	10,625	24,577	30,326	5,749
3602	WorkersCmp-Class					-	-	-	-	-	5,749	-	(5,749)

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA SD									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	
3901	OthBenes-Cert	(7)	-	-	-	(7)	-	-	
3902	OthBenes-Class	-	-	-	-	-	-	-	
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	
SUBTOTAL - Employee Benefits		53,868	64,398	68,921	55,204	242,390	932,892	904,918	(27,975)

2023-24 First Interim Budget						Annual Budget			
MSA SD	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Books & Supplies									
4100	Text&CoreCurric	-	-	623	-	623	107,000	107,000	-
4200	BooksOthRefMats	-	63,932	-	-	63,932	1,060	1,060	-
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-
4310	Ins Mats & Sups	-	-	1,590	-	1,590	9,525	9,525	-
4315	OthrSupplies	-	-	-	-	-	-	-	-
4320	Office Supplies	135	326	1,078	258	1,797	31,800	31,800	-
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-
4326	Arts&MusicSupps	-	-	873	-	873	8,480	8,480	-
4335	PE Supplies	-	-	1,484	-	1,484	2,650	2,650	-
4340	Educat Software	3,307	9,931	-	2,653	15,891	46,170	46,170	-
4345	NonInstStdntSup	-	894	2,884	300	4,078	14,559	14,559	-
4346	TeacherSupplies	-	-	5,975	943	6,918	4,240	10,000	5,760
4350	Cust. Supplies	-	-	1,763	-	1,763	12,720	12,720	-
4351	Yearbook	-	-	-	-	-	-	-	-
4390	Uniforms	-	9,355	-	14,985	24,340	16,960	16,960	-
4400	NonCapEquip-Gen	-	-	613	13,119	13,732	33,500	33,500	-
4410	ClssrmFrnEqp<5k	-	-	-	-	-	-	-	-
4430	OffceFurnEqp<5k	-	-	-	-	-	1,060	1,060	-
4440	Computers <\$5k	-	-	1,862	-	1,862	-	5,000	5,000
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-
4710	Food	-	-	-	-	-	-	2,000	2,000
4720	Food:Other Food	-	415	3,237	-	3,652	16,960	16,960	-
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-
4999	Misc Expenditure (Suspense)	-	4,343	4,049	3,969	12,361	-	-	-
SUBTOTAL - Books and Supplies		3,441	89,197	26,032	36,228	154,898	306,684	319,444	12,760

2023-24 First Interim Budget						Annual Budget			
MSA SD	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Services & Other Operating Expenses									
5101	CMO Fees	-	-	-	149,802	149,802	449,406	449,406	-
5200	Travel - General	-	-	-	-	-	2,120	2,120	-
5205	Conference Fees	-	-	-	-	-	2,120	2,120	-
5210	MilesParkTolls	-	-	-	307	307	1,590	1,590	-
5215	TravConferences	-	-	-	-	-	-	-	-
5220	TraLodging	-	2,283	1,350	23	3,655	5,300	5,300	-
5300	DuesMemberships	6,330	1,696	-	1,190	9,216	7,950	7,950	-
5450	Other Insurance	15,044	5,015	5,015	5,015	30,089	79,118	79,118	-
5500	OpsHousekeeping	-	6,376	8,566	5,950	20,892	40,000	40,000	-
5510	Gas & Electric	6,887	8,398	11,640	10,927	37,853	84,800	110,000	25,200
5610	Rent & Leases	60,678	60,678	60,678	35,789	217,823	733,163	733,163	-
5611	Rent & Leases- Interest	-	-	-	27,294	27,294	-	-	-
5620	EquipmentLeases	1,769	915	1,284	827	4,795	15,900	21,180	5,280
5621	EquipmentLeases- Interest	-	-	-	57	57	-	-	-
5630	Reps&MaintBldng	-	-	1,440	2,669	4,109	79,500	79,500	-
5800	ProfessServices	4,574	-	1,257	333	6,164	207,780	192,322	(15,458)
5810	Legal	-	-	-	-	-	10,600	10,600	-
5813	SchPrgAftSchool	-	5,744	9,739	16,546	32,029	106,833	106,833	-
5814	SchPrgAcadComps	-	-	-	-	-	2,650	2,650	-
5819	SchlProgs-Other	-	-	-	325	325	1,060	1,060	-
5820	Audit & CPA	-	1,364	-	-	1,364	9,540	9,540	-
5825	DMSBusinessSvcs	-	-	-	-	-	-	-	-
5835	Field Trips	-	-	-	4,811	4,811	31,800	31,800	-
5836	FieldTrip Trans	-	-	-	-	-	-	-	-
5840	MarkngStdtRecrt	1,020	1,020	1,318	2,487	5,844	26,500	26,500	-
5850	Oversight Fees	-	-	-	-	-	44,322	45,125	803
5857	Payroll Fees	1,602	1,275	1,361	1,346	5,584	15,900	15,900	-
5860	Service Fees	165	174	121	33	492	9,010	9,010	-
5861	Prior Year Services	-	-	-	-	-	-	-	-
5863	Prof Developmnt	350	-	2,613	440	3,403	4,240	4,240	-
5864	Prof Dev-Other	-	-	-	-	-	12,152	12,152	-
5865	Prof Dev - LLM	-	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	1,093	-	-	1,093	250,666	250,666	-
5870	Livescan	-	255	-	-	255	1,060	1,060	-
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-	-

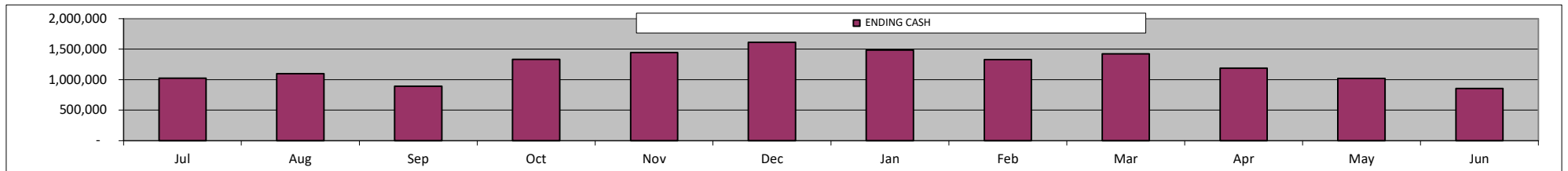
2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA SD									
5875	Staff Recruiting	-	-	-	8,802	8,802	-	-	-
5884	Substitutes	-	-	1,470	2,022	3,492	50,000	90,000	40,000
5890	OthSvcsNon-Inst	-	-	-	-	-	530	530	-
5900	Communications	-	2,289	125	209	2,623	3,180	3,180	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	3,469	3,469	3,473	166	10,577	34,980	34,980	-
5930	PostageDelivery	-	100	-	488	588	4,240	4,240	-
5940	Technology	8,425	2,897	8,260	1,902	21,483	29,144	35,424	6,280
5990	Prior Year Adj (Services)	-	0	327	328	656	-	-	-
SUBTOTAL - Services & Other Operating Exp.		110,313	105,039	120,038	280,088	615,478	2,357,155	2,419,261	62,106

2023-24 First Interim Budget						Annual Budget			
MSA SD	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-
6900	Depreciation	-	-	16,357	-	16,357	59,137	62,314	3,177
SUBTOTAL - Capital Outlay & Depreciation		-	-	16,357	-	16,357	59,137	62,314	3,177
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-
7438	InterestExpense	-	1,377	164	163	1,703	3,180	3,180	-
SUBTOTAL - Other Outflows		-	1,377	164	163	1,703	3,180	3,180	-
TOTAL EXPENSES		281,992	465,196	443,429	583,833	1,774,450	6,255,230	6,279,411	24,181



2023-24 Monthly Cash Flow (Actuals + Projections)

MSA-SD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,414,663	1,025,734	1,099,259	893,041	1,332,725	1,441,629	1,609,866	1,486,387	1,329,095	1,421,320	1,186,431	1,020,200	853,970	
Revenue														
LCFF Entitlement	54,943	249,265	507,039	357,993	364,966	384,464	364,966	364,966	582,735	253,290	253,290	253,290	521,388	4,512,596
Federal Revenue	29,100	-	-	32,383	-	31,748	-	-	31,748	-	-	-	55,226	180,204
Other State Revenues	17,802	17,802	32,043	343,810	333,573	341,659	101,190	67,377	67,377	101,190	67,377	67,377	49,160	1,607,736
Other Local Revenues	2,414	-	22,036	3,697	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	185	85,000
Total Revenue	104,259	267,067	561,118	737,884	705,622	764,954	473,239	439,426	688,943	361,564	327,750	327,750	625,959	6,385,536
Expenses														
Certificated Salaries	95,884	177,811	183,845	178,629	179,232	179,232	179,232	179,232	179,232	179,232	179,232	179,232	80,761	2,150,790
Classified Salaries	18,486	27,375	28,073	33,521	34,959	34,959	34,959	34,959	34,959	34,959	34,959	34,959	32,380	419,505
Benefits	53,868	64,398	68,921	55,204	75,410	75,410	75,410	75,410	75,410	75,410	75,410	75,410	59,249	904,918
Books and Supplies	3,441	89,197	26,032	36,228	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	319,444
Services and Operations	110,313	105,039	120,038	280,088	186,097	186,097	186,097	186,097	186,097	186,097	186,097	186,097	315,007	2,419,261
Depreciation / Cap Outlay	-	-	16,357	-	5,193	5,193	5,193	5,193	5,193	5,193	5,193	5,193	4,414	62,314
Other Outflows	-	1,377	164	163	265	265	265	265	265	265	265	265	152	3,180
Total Expenses	281,992	465,196	443,429	583,833	499,439	499,439	499,439	499,439	499,439	499,174	499,174	499,174	510,247	6,279,411
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	353,737	-	50,408	30,414	134,885	134,885	134,885	134,885	134,885	134,885	-	-	-	1,243,868
Fixed Assets - Acquisitions	(308,332)	357,965	(390,473)	164,522	5,193	5,193	5,193	5,193	5,193	5,193	5,193	5,193	-	(134,775)
Accounts Payable - Current Year	(257,759)	(64,594)	11,424	(82,770)	(184,011)	(184,011)	(184,011)	(184,011)	(184,011)	(184,011)	(184,011)	(184,011)	-	(1,497,766)
Other	1,158	(21,716)	4,732	173,467	(53,346)	(53,346)	(53,346)	(53,346)	(53,346)	(53,346)	(53,346)	(53,346)	-	(162,433)
Total Other Transactions	(211,196)	271,654	(323,908)	285,633	(97,279)	(97,279)	(97,279)	(97,279)	(97,279)	(97,279)	5,193	5,193	-	(551,105)
Total Change in Cash	(388,928)	73,525	(206,218)	439,684	108,904	168,236	(123,478)	(157,292)	92,225	(234,889)	(166,231)	(166,231)	-	(444,980)
ENDING CASH (County Treas. & Other)	-	-	-	-	-	-	-	-	-	-	-	-	-	
ENDING CASH	1,025,734	1,099,259	893,041	1,332,725	1,441,629	1,609,866	1,486,387	1,329,095	1,421,320	1,186,431	1,020,200	853,970		<<<= 50 days cash



2023-24 First Interim Budget						Annual Budget			
MSA MERF	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
SUMMARY									
Revenue									
LCFF Entitlement	-	-	-	-	-	-	-	-	-
Federal Revenue	-	-	-	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-	-	-	-
Other Local Revenues	25,500	1,209	74,701	2,176,517	2,277,928	7,891,287	7,369,537	(521,750)	
Total Revenue	25,500	1,209	74,701	2,176,517	2,277,928	7,891,287	7,369,537	(521,750)	
Expenditures									
Certificated Salaries	-	-	-	-	-	-	-	-	-
Classified Salaries	344,768	354,926	357,131	377,078	1,433,902	4,537,257	4,598,417	61,160	
Benefits	104,957	122,794	112,837	120,334	460,922	1,564,586	1,577,135	12,549	
Books and Supplies	1,517	90,317	4,134	60,915	156,884	107,250	113,931	6,681	
Services and Operating Exp.	71,182	95,734	135,046	139,059	441,020	1,650,324	1,543,045	(107,279)	
Depreciation & Cap Outlay	-	-	128	-	128	859	515	(344)	
Other Outflows	-	507	-	-	507	-	-	-	
Total Expenditures	522,424	664,278	609,276	697,386	2,493,363	7,860,276	7,833,043	(27,233)	
Net Revenues					(215,436)	31,011	(463,506)	(494,517)	
Fund Balance									
Beginning Balance (Unaud.)							3,563,059		
Net Revenues							(463,506)		
Ending Fund Balance							3,099,553		
Components of Fund Bal.									
Available For Econ. Uncert.							3,085,641		
Restricted Balances (Est.)							-		
Net Fixed Assets							13,912		
Ending Fund Balance							3,099,553		

2023-24 First Interim Budget						Annual Budget		
Year to Date								
MSA MERF	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
REVENUE DETAIL								
LCFF Entitlement								
8011 State Aid	-	-	-	-	-	-	-	-
8012 EPA Entitlement	-	-	-	-	-	-	-	-
8019 Prior Year Adjustments	-	-	-	-	-	-	-	-
8096 InLieuPropTaxes	-	-	-	-	-	-	-	-
SUBTOTAL - LCFF Entitlement	-	-	-	-	-	-	-	-
Federal Revenue								
8181 SpEd - Revenue	-	-	-	-	-	-	-	-
8220 SchLunchFederal	-	-	-	-	-	-	-	-
8285 SpEd - Revenue	-	-	-	-	-	-	-	-
8290 All Other Federal Revenue	-	-	-	-	-	-	-	-
8295 Federal Revenue PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Revenue	-	-	-	-	-	-	-	-
Other State Revenue								
8311 SpEd Revenue	-	-	-	-	-	-	-	-
8520 SchoolNutrState	-	-	-	-	-	-	-	-
8550 MandCstReimburs	-	-	-	-	-	-	-	-
8560 StateLotteryRev	-	-	-	-	-	-	-	-
8590 AllOthStateRev	-	-	-	-	-	-	-	-
8595 State Rev PY Adj	-	-	-	-	-	-	-	-
SUBTOTAL - Other State Revenue	-	-	-	-	-	-	-	-
Local Revenue								
8600 Other Local Rev	-	-	-	-	-	-	-	-
8634 StudentLunchFee	-	-	-	-	-	-	-	-
8650 Leases &Rentals	-	-	-	-	-	-	-	-
8660 Interest	-	-	-	-	-	-	-	-
8682 Summer School	-	-	-	-	-	-	-	-
8677 SpEd Revenue	-	-	-	-	-	-	-	-
8695 Prior Year Adj (Local2)	-	-	-	-	-	-	-	-
8698 OthRev-Suspense	-	-	-	-	-	-	-	-
8701 CMO Fee - MSA-1	-	-	-	368,744	368,744	1,106,231	1,106,231	-
8702 CMO Fee - MSA-2	-	-	-	368,744	368,744	1,106,231	1,106,231	-
8703 CMO Fee - MSA-3	-	-	-	265,034	265,034	795,103	795,103	-

2023-24 First Interim Budget		Year to Date				Annual Budget			
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA MERF									
8704	CMO Fee - MSA-4	-	-	-	57,616	57,616	172,849	172,849	-
8705	CMO Fee - MSA-5	-	-	-	69,139	69,139	207,418	207,418	-
8706	CMO Fee - MSA-6	-	-	-	57,616	57,616	172,849	172,849	-
8707	CMO Fee - MSA-7	-	-	-	184,372	184,372	553,115	553,115	-
8708	CMO Fee - MSA-8	-	-	-	265,034	265,034	795,103	795,103	-
8709	CMO Fee - MSA-SA	-	-	-	368,744	368,744	1,106,231	1,106,231	-
8712	CMO Fee - MSA-SD	-	-	-	149,802	149,802	449,406	449,406	-
8699	Other Revenue	25,000	-	-	95,873	120,873	1,426,751	905,001	(521,750)
8980	Misc Revenue (Suspense 2)	-	-	-	-	-	-	-	-
8999	Misc Revenue (Suspense)	-	-	74,701	(74,701)	-	-	-	-
SUBTOTAL - Local Revenue		25,000	-	74,701	2,176,017	2,275,718	7,891,287	7,369,537	(521,750)

2023-24 First Interim Budget						Annual Budget							
Year to Date													
MSA MERF						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
Fundraising & Grants													
8802	Donations - Private					500	1,209	-	500	2,209	-	-	-
8803	Fundraising					-	-	-	-	-	-	-	-
SUBTOTAL - Fundraising & Grants						500	1,209	-	500	2,209	-	-	-
TOTAL REVENUE						25,500	1,209	74,701	2,176,517	2,277,928	7,891,287	7,369,537	(521,750)
EXPENSES DETAIL													
Certificated Salaries													
1100	TeacherSalaries					-	-	-	-	-	-	-	-
1200	Cert Aid					-	-	-	-	-	-	-	-
1300	Cert Adminis					-	-	-	-	-	-	-	-
SUBTOTAL - Certificated Salaries						-	-	-	-	-	-	-	-
Classified Salaries													
2100	Instructional Aides					-	-	-	-	-	-	-	-
2200	Classified Support					-	-	-	-	-	-	-	-
2300	Classified Admin					-	-	-	-	-	-	-	-
2400	Clerical & Tech					344,768	354,926	354,986	379,222	1,433,902	4,537,257	4,519,251	(18,007)
2900	OtherClassStaff					-	-	2,144	(2,144)	-	-	79,167	79,167
SUBTOTAL - Classified Salaries						344,768	354,926	357,131	377,078	1,433,902	4,537,257	4,598,417	61,160
Employee Benefits													
3101	STRS-Certified					-	-	-	-	-	-	-	-
3102	STRS-Classified					33,729	34,130	33,986	35,046	136,891	399,326	436,544	37,218
3201	PERS-Cert					-	-	-	-	-	-	-	-
3202	PERS-Classified					7,092	9,698	9,698	9,698	36,186	88,452	92,133	3,681
3301	OASDI/Med-Cert					-	-	-	-	-	-	-	-
3302	OASDI/Med-Class					15,132	15,885	16,227	16,871	64,115	211,876	202,930	(8,945)
3401	HlthWelfareCert					39,789	55,153	44,437	49,432	188,811	626,880	-	(626,880)
3402	HlthWelfareCert					-	-	-	-	-	-	616,725	616,725
3501	UI-Certificated					-	-	-	-	-	-	-	-
3502	UI-Classified					182	182	56	(56)	364	12,092	13,134	1,042
3601	WorkersCmp-Cert					2,247	749	749	749	4,494	67,788	-	(67,788)
3602	WorkersCmp-Class					-	-	-	-	-	-	67,788	67,788

2023-24 First Interim Budget		Year to Date					Annual Budget		
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
MSA MERF									
3701	Other Retirement-Cert	-	-	-	-	-	-	-	-
3901	OthBenes-Cert	-	-	-	-	-	-	-	-
3902	OthBenes-Class	6,786	6,997	7,683	8,594	30,061	158,173	147,882	(10,291)
3990	PY Benefit Adjustments	-	-	-	-	-	-	-	-
SUBTOTAL - Employee Benefits		104,957	122,794	112,837	120,334	460,922	1,564,586	1,577,135	12,549

2023-24 First Interim Budget						Annual Budget							
Year to Date													
MSA MERF						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim					
						Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD			
Books & Supplies													
4100	Text&CoreCurric	-	-	-	-	-	1,000	1,000	-				
4200	BooksOthRefMats	-	-	-	-	-	-	-	-				
4300	Ins Mats & Sups 2	-	-	-	-	-	-	-	-				
4310	Ins Mats & Sups	-	-	-	-	-	-	-	-				
4315	OthrSupplies	-	-	-	-	-	2,000	4,181	2,181				
4320	Office Supplies	206	1,371	99	1,119	2,795	15,000	15,000	-				
4325	ProfDevMat&Sups	-	-	-	-	-	-	-	-				
4326	Arts&MusicSupps	-	-	-	-	-	-	-	-				
4335	PE Supplies	-	-	-	-	-	-	-	-				
4340	Educat Software	-	63,684	-	11,224	74,908	5,750	5,750	-				
4345	NonInstStdntSup	-	2,487	3,150	109	5,746	25,000	25,000	-				
4346	TeacherSupplies	-	-	-	-	-	-	-	-				
4350	Cust. Supplies	-	-	-	-	-	-	-	-				
4351	Yearbook	-	-	-	-	-	-	-	-				
4390	Uniforms	-	-	-	-	-	3,000	5,000	2,000				
4400	NonCapEquip-Gen	-	303	-	3,121	3,424	12,500	12,500	-				
4410	ClssrmFrnEq<5k	-	-	-	-	-	-	-	-				
4430	OffceFurnEq<5k	-	-	-	-	-	-	-	-				
4440	Computers <\$5k	-	-	-	8,651	8,651	9,000	11,500	2,500				
4460	FixedAssetsSuspense-Facilities	-	-	-	-	-	-	-	-				
4461	Fixed Asset Susp (Imp)	-	-	-	-	-	-	-	-				
4464	Equipment (Pre-Cap)	-	-	-	-	-	-	-	-				
4480	FixedAssets Suspense-Equipment	-	-	-	-	-	-	-	-				
4710	Food	-	-	-	-	-	-	-	-				
4720	Food:Other Food	1,311	274	814	10,522	12,920	34,000	34,000	-				
4990	Prior Year Adj (Mat'ls)	-	-	-	-	-	-	-	-				
4999	Misc Expenditure (Suspense)	-	22,199	71	26,168	48,438	-	-	-				
SUBTOTAL - Books and Supplies		1,517	90,317	4,134	60,915	156,884	107,250	113,931	6,681				

2023-24 First Interim Budget						Annual Budget		
Year to Date								
MSA MERF						Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD		
Services & Other Operating Expenses								
5101	CMO Fees	-	-	-	-	-	-	-
5200	Travel - General	-	-	-	-	-	-	-
5205	Conference Fees	-	-	-	-	-	12,500	12,500
5210	MilesParkTolls	-	94	869	1,660	2,623	20,500	20,500
5215	TravConferences	-	-	-	-	-	-	-
5220	TraLodging	-	1,911	11,744	(11,245)	2,409	8,500	8,500
5300	DuesMemberships	75	470	59	314	918	17,500	17,500
5450	Other Insurance	178	59	7,820	59	8,116	8,890	8,890
5500	OpsHousekeeping	4,075	700	8,212	1,817	14,804	3,500	3,500
5510	Gas & Electric	-	-	-	-	-	-	-
5610	Rent & Leases	37,525	18,064	18,064	-	73,654	230,000	155,968
5611	Rent & Leases- Interest	-	-	-	-	-	-	-
5620	EquipmentLeases	740	727	1,059	370	2,897	8,000	8,000
5621	EquipmentLeases- Interest	-	-	-	-	-	-	-
5630	Reps&MaintBldng	-	-	-	-	-	-	-
5800	ProfessServices	12,995	59,607	32,329	145,296	250,227	276,457	238,000
5810	Legal	-	5,977	29,653	(0)	35,630	72,000	72,000
5813	SchPrgAftSchool	-	-	-	-	-	-	-
5814	SchPrgAcadComps	-	-	-	-	-	-	-
5819	SchlProgs-Other	-	810	-	-	810	-	-
5820	Audit & CPA	-	1,364	-	-	1,364	12,000	12,000
5825	DMSBusinessSvcs	-	-	-	-	-	772,000	772,000
5835	Field Trips	-	-	-	-	-	-	-
5836	FieldTrip Trans	-	-	-	-	-	-	-
5840	MarkngStdtdRecrt	3,074	-	5,321	-	8,395	38,000	38,000
5850	Oversight Fees	-	-	-	-	-	-	-
5857	Payroll Fees	3,908	1,581	(432)	1,595	6,652	21,000	21,000
5860	Service Fees	-	-	-	0	0	500	500
5861	Prior Year Services	-	-	-	-	-	-	-
5863	Prof Developmnt	4,254	(75)	1,549	505	6,233	31,000	31,000
5864	Prof Dev-Other	-	-	-	-	-	28,000	28,000
5865	Prof Dev - LLM	-	-	-	-	-	-	-
5869	SpEd Ctrct Inst	-	-	-	-	-	-	-
5870	Livescan	-	-	-	-	-	-	-
5872	SPED Fees (incl Encroachment)	-	-	-	-	-	-	-

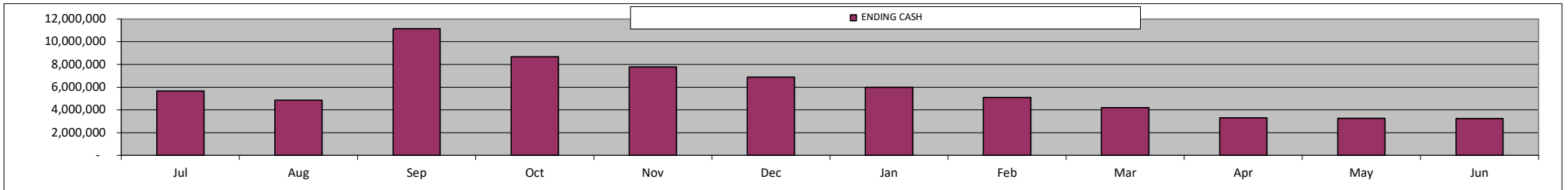
2023-24 First Interim Budget						Annual Budget			
Year to Date									
MSA MERF		Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
5875	Staff Recruiting	-	-	1,098	-	1,098	3,500	3,500	-
5884	Substitutes	-	-	-	-	-	-	-	-
5890	OthSvcsNon-Inst	-	-	-	-	-	-	-	-
5900	Communications	-	105	-	209	314	1,450	1,450	-
5910	Communications 2	-	-	-	-	-	-	-	-
5920	TelecomInternet	1,539	1,121	1,118	1,121	4,899	15,000	15,000	-
5930	PostageDelivery	-	2,953	192	(2,953)	192	11,500	11,500	-
5940	Technology	2,818	266	16,393	311	19,788	58,527	63,737	5,210
5990	Prior Year Adj (Services)	-	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.		71,182	95,734	135,046	139,059	441,020	1,650,324	1,543,045	(107,279)

2023-24 First Interim Budget						Annual Budget			
MSA MERF	Year to Date					Actual YTD	Board- Approved July Budget	1st Interim Budget	Current Budget vs. First Interim
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals					
Capital Outlay & Depreciation									
6100	Site Improvement (Pre-Capitalization)	-	-	-	-	-	-	-	-
6400	EquipFixed	-	-	-	-	-	-	-	-
6900	Depreciation	-	-	128	-	128	859	515	(344)
SUBTOTAL - Capital Outlay & Depreciation		-	-	128	-	128	859	515	(344)
Other Outflows									
7299	Other Outgo (not incl. SPED Encroachment)	-	-	-	-	-	-	-	-
7310	Indirect Costs	-	-	-	-	-	-	-	-
7438	InterestExpense	-	507	-	-	507	-	-	-
SUBTOTAL - Other Outflows		-	507	-	-	507	-	-	-
TOTAL EXPENSES		522,424	664,278	609,276	697,386	2,493,363	7,860,276	7,833,043	(27,233)



2023-24 Monthly Cash Flow (Actuals + Projections)

MERF	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Accruals	TOTAL
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
BEGINNING CASH	1,864,254	5,659,318	4,862,728	11,157,588	8,676,444	7,780,044	6,883,644	5,987,244	5,090,844	4,194,444	3,298,044	3,266,289	3,234,533	
Revenue														
LCFF Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Local Revenues	25,500	1,209	74,701	2,176,517	614,128	614,128	614,128	614,128	614,128	614,128	614,128	614,128	178,585	7,369,537
Total Revenue	25,500	1,209	74,701	2,176,517	614,128	614,128	614,128	614,128	614,128	614,128	614,128	614,128	178,585	7,369,537
Expenses														
Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Classified Salaries	344,768	354,926	357,131	377,078	383,201	383,201	383,201	383,201	383,201	383,201	383,201	383,201	98,904	4,598,417
Benefits	104,957	122,794	112,837	120,334	131,428	131,428	131,428	131,428	131,428	131,428	131,428	131,428	64,790	1,577,135
Books and Supplies	1,517	90,317	4,134	60,915	8,764	8,764	8,764	8,764	8,764	8,764	8,764	8,764	(113,064)	113,931
Services and Operations	71,182	95,734	135,046	139,059	122,447	122,447	122,447	122,447	122,447	122,447	122,447	122,447	122,447	1,543,045
Depreciation / Cap Outlay	-	-	128	-	43	43	43	43	43	43	43	43	43	515
Other Outflows	-	507	-	-	-	-	-	-	-	-	-	-	(507)	-
Total Expenses	522,424	664,278	609,276	697,386	645,883	645,883	645,883	645,883	645,883	645,883	645,883	645,883	172,613	7,833,043
Other Transactions Affecting Cash														
Accounts Receivable - Current Year	433,324	107,493	180,825	(2,778,796)	834,850	834,850	834,850	834,850	834,850	834,850	834,850	834,850		2,951,947
Fixed Assets - Acquisitions														-
Accounts Payable - Current Year	(427,808)	(236,571)	79,967	685,513	(1,699,495)	(1,699,495)	(1,699,495)	(1,699,495)	(1,699,495)	(1,699,495)	(1,699,495)	(1,699,495)		(10,095,869)
Other	4,286,473	(4,445)	6,568,644	(1,866,992)										8,983,679
Total Other Transactions	4,291,988	(133,522)	6,829,435	(3,960,276)	(864,645)	(864,645)	(864,645)	(864,645)	(864,645)	(864,645)	(864,645)	-	-	1,839,757
Total Change in Cash	3,795,065	(796,591)	6,294,860	(2,481,144)	(896,400)	(896,400)	(896,400)	(896,400)	(896,400)	(896,400)	(31,755)	(31,755)		1,376,251
ENDING CASH	5,659,318	4,862,728	11,157,588	8,676,444	7,780,044	6,883,644	5,987,244	5,090,844	4,194,444	3,298,044	3,266,289	3,234,533	<<< = 151 days cash	



Coversheet

Approval of Resolution to Suspend Performance Pay for Teachers, Non-Classroom Based Academic Positions, and School Leaders in the 2023-24 School Year

Section: IV. Action Items
Item: B. Approval of Resolution to Suspend Performance Pay for Teachers,
Non-Classroom Based Academic Positions, and School Leaders in the 2023-24 School Year
Purpose: Vote
Submitted by:
Related Material: IV_B_Resolution 20231204-01 Suspend Performance Pay 2023-24.pdf



Agenda Item:	IV B: Action Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer
RE:	Approval of Resolution to Suspend Performance Pay for Teachers, Non-Classroom Based Academic Positions, and School Leaders in the 2023-24 School Year

1. Action Proposed:

I move that the Board approve Board Resolution #20231214-0 to suspend performance pay for teachers, non-classroom based academic positions, and school leaders in the 2023-24 school year.

2. Background:

On May 27, 2020, the MPS Board of Directors had approved the suspension of the performance pay due to budget constraints.

3. Budget Implications: Providing bonus during the 2023-24 school year would present a financial hardship for MPS schools.

4. Exhibits:

Appendix 1: Board Resolution #20231214-01(Pg. 2)

Appendix 2: 2023-24 Pay Raise Scale for Teachers, Non-Classroom Based Academic Positions, and School Leaders (Pg. 3)

Resolution # 20231214-01

RESOLUTION BOARD OF DIRECTORS OF MAGNOLIA PUBLIC SCHOOLS TEMPORARY PAUSE ON EMPLOYEE PERFORMANCE PAY BONUS

WHEREAS, Magnolia Public Schools (“MPS”) is a non-profit California charter school network that offers employees competitive pay and benefits;

WHEREAS, teachers, non-classroom based academic positions, and school leaders are traditionally eligible to earn a bonus called “performance pay” for their strong teaching performance over the course of the school year as reflected in their end-of-year performance evaluations;

WHEREAS, continuing the “performance pay” bonus during the 2023-2024 school year would present a financial hardship for MPS schools;

WHEREAS, the budget for MPS schools does not warrant the payment of the “performance pay” bonus at this time; and

WHEREAS, the Board of Directors (“Board”) of MPS does not believe “performance pay” bonuses should be eliminated altogether, and MPS has a strong likelihood of offering them in future school years.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. The “performance pay” bonus will be suspended for the 2023-2024 school year. No employees may earn the bonus regardless of performance metrics during the 2023-2024 school year. No prorated portion of the bonus has been earned or will be paid.

PASSED AND ADOPTED by the Board this 14 day of December, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

The undersigned Board Chair does hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at its meeting on the above date and by the vote above stated, which resolution is on file with Magnolia Public Schools.

Board Chair



MPS EMPLOYEE PAY RAISE SCALE

FULL-TIME TEACHING POSITIONS

&

NON-CLASSROOM-BASED ACADEMIC POSITIONS

Last Amended: 06/22/2023

MPS EMPLOYEE PAY RAISE SCALE (FULL-TIME TEACHING POSITIONS & NON-CLASSROOM BASED ACADEMIC POSITIONS)

SALARY CALCULATIONS

Components of Employee Pay

School Level: Teaching Positions & Non-Classroom Based Academic Positions		
1.	Base School Salary	
	+	
2.	Employee Qualifications Pay	
	+	
3.	Position Pay (where applicable)	
4.	Employee Performance Pay	
5.	Pay for Additional Duties	
		→ Base Employee Salary

Narrative:

1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.

This Board-approved pay raise scale will be in effect as of July 1, 2022 until the subsequent Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.

2) This policy replaces and overrides any previous pay/bonus policy pay raise scale or other policies affecting compensation to the extent they are in conflict.

3) This pay raise scale applies to all full-time teaching staff and non-classroom based academic staff.

4) Pay for full-time teaching positions has four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties. Pay for non-classroom based academic positions has the same four components, with the addition of a fifth component for position pay. Base school salary, position pay (where applicable), and employee qualifications pay make up the base employee salary as they reflect their job position and qualifications. Employee performance pay and pay for additional duties are variable pays based on the employee's performance rating and the additional duties assigned to the employee and are not a part of the base employee salary.

5) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** on the June 20th payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)

6) Additional duties for employees will be assigned add-on points as explained further in this scale. These duties have

to be approved by the school administration and the Home Office. The add-on points for such additional duties are not part of employee's base salary; they are earnings on top of the base employee salary designated for the extra duties performed for the specific year of service. Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Additional duties that are an outgrowth of MPS's instructional program, including the Additional Duties enumerated herein, are reportable to the employee's STRS retirement account. See "Additional Duties" for details.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same.

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are contingent upon employee completing at least one year of service and any employee who fails to do

12) The pay raise scale limitations may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

1) BASE SCHOOL SALARY

Base School Salary		
<u>Location</u>	<u>School</u>	<u>Base</u>
Los Angeles County (Reseda)	MSA-1	\$61,000
Los Angeles County (Van Nuys)	MSA-2	\$61,000
Los Angeles County (Carson)	MSA-3	\$59,000
Los Angeles County (Los Angeles)	MSA-4	\$59,000
Los Angeles County (Reseda)	MSA-5	\$61,000
Los Angeles County (Los Angeles)	MSA-6	\$59,000
Los Angeles County (Northridge)	MSA-7	\$59,000
Los Angeles County (Bell)	MSA-Bell	\$61,000
San Diego County (San Diego)	MSA-San Diego	\$59,000
Orange County (Santa Ana)	MSA-Santa Ana	\$59,000

Narrative:	
	<p>1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.</p> <p>2) Based on the above parameters, the Board may adjust the Base School Salaries each year.</p>

2) EMPLOYEE QUALIFICATIONS PAY

Qualifications				
Field #	Qualification	Coefficient	Points	Max
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience	\$1,015	1 for each year up to 15	15
4	MPS Experience	\$1,015	1 for each year	N/A

Narrative:	
	<p>1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered. Any earned degree point(s) during the school year will be reflected in the agreement only until January 31st. After January 31st, all earned degree point(s) will be reflected in the following school year agreements.</p> <p>2) Credential: 1 point for California Clear Teaching Credential; 1 point for California Preliminary or Clear Administrative Services Credential; 1 point for job-related credential or certificate, e.g., college counseling certificate; 2 points for National Board Certification. Points are not added except for the addition of the National Board Certification points (2) and the CA Clear Teaching Credential point (1). CA Preliminary Teaching Credential does not earn points. Any earned credential point(s) during the school year will be reflected in the agreement only until January 31st. After January 31st, all earned credential point(s) will be reflected in the following school year agreements.</p> <p>3) Prior Experience: Cap of 15 years will be applied for prior full-time teaching, school leader, and other related field work experience when the employee completed a full year of employment in the position. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office. Any required changes of prior years of experience will be reflected on the agreement at the beginning of the school year. Any change request submitted after January 31st will be included in the following school year's agreement.</p> <p>4) MPS Experience: Prior full-time, regular employment with MPS as a teacher, school leader, or in other related field work positions. Student teaching as part of the credentialing program does not count for experience. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office. Any required changes of MPS years of experience will be reflected on the agreement at the beginning of the school year. Any change request submitted after January 31st will be included in the following school year's agreement.</p>

5) Qualifications pay is NOT an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position with the same qualifying points.

3) POSITION PAY

Position Pay				
Field #	Type of Pay	Coefficient	Points	Max
1	Position	\$1,015	See notes.	10

Position Points	
College Counselor, Librarian, EL Coordinator, Language/Literacy Coach, Title-I/Intervention Coordinator, School Counselor	5
Education Specialist, Psychologist	15
Athletic Director	0
School-Social Worker	0

Narrative:

1) Position: Staff with non-classroom-based academic positions will receive additional points based on their position. See the table above.

2) This is a component of Base Employee Salary as it is earned through the performance of the employee’s regular job duties and **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee’s work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.

4) EMPLOYEE PERFORMANCE PAY

Available Performance Pay	
Teaching & Non-Classroom Based Academic Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	100%
2: Developing (D)	0
1: Ineffective (I)	0

Narrative:

- 1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.
- 2) Employees who receive a “3: Effective (E)” and a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1 will be ineligible for performance pay.
- 3) Available performance pay will be a maximum of \$2,000 for school-level teaching staff and non-classroom based academic staff.
- 4) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees.
- 5) Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount** on the June 20th payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 6) MPS believes in use of data in determining employee performance. As explained in detail in MPS’ board-approved employee evaluation protocols, survey and student assessment data as well as supervisor’s evaluation of the employee performance are used in evaluations of teaching and non-classroom based academic staff.

MPS Board Approved Additional Duties-Annual Assignment (Coefficient for Additional Duties is \$1,000.00)			
	<u>Duties</u>	<u>Add-on Points</u>	<u>JOB DESCRIPTION</u>
Organization Wide Teacher on Special Assignment (TOSA) Duties (to be assigned by Home Office)			
1	History / Social Sciences	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
2	Science	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned. - Support the selection and implementation of a proven STEAM enrichment program - Provide professional development for Implementing a multi-level and multi-dimensional curriculum including NGSS - Support MPS Wide Annual STEM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment Instructional Support
3	Computer Science and Technology	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
4	Electives (Spanish, Art, PE, and other Electives)	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional

			<p>materials and resources in alignment with CA Standards and Frameworks.</p> <ul style="list-style-type: none"> - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
5	Elementary Programs	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
6	Math	5	<ul style="list-style-type: none"> - Support the coordination, collaboration and professional development activities across all MPS schools. Specifically; - Support grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Support and maintain Google classroom and website for PD, resources and info dissemination - Coordinate at least 2 annual MPS-wide math competitions (growth mindset, Pi day, etc.) - Support development of the math assessment timeline and manage data collection and analysis - Serve as a member of the math materials adoption cohort to assist with the selection of high quality and effective instructional materials and resources in alignment with CA Standards and Framework. - Meet monthly with the Director of Math programs and quarterly with the Academic Team and CAO
7	English	5	<ul style="list-style-type: none"> - Support the coordination of collaboration and professional development activities across all MPS schools. Specifically; - Support grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Support and Maintain Google classroom and/or website for PD, resources and info dissemination - Coordinate 2 annual MPS-wide ELA competitions (Creative Writing, Poetry Out Loud, NaNoWriMo, Women's History Month Essay Contest, etc.) - Support development of the ELA assessment timeline and manage data collection and analysis - Support with the selection and/or development of an MPS-wide writing framework and/or curriculum adoption - Meet monthly with the ELA Program Coordinator, and quarterly with the Academic Team
8	GATE	5	<ul style="list-style-type: none"> - Research and Development for Adopting a Researched Based "proven" Enrichment Program/Curriculum for all MPS Schools. - Support the coordination, collaboration and professional development activities across all MPS schools for Gifted and Talented program support. - Assist with Identification of GATE students including: PD's

			<ul style="list-style-type: none"> for Deans, Assistance with obtaining and administering OLSAT and Raven's Tests - Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities at all Sites - Support three MPS-wide PD (symposia) days - Support and maintain Google classroom and website for PD, resources and info dissemination - Lead the Coordination of the annual Steam Expo with all participating MPS schools - Meet monthly with the Director of SPED programs and quarterly with the Academic Team and CAO. - Seek out Enrichment opportunities for students (Science camp, JPL Scholarships etc.)
9	SPED	5	<ul style="list-style-type: none"> - MPS Wide District Level Usage on the SEIS and Welligent Systems - Weekly monitoring and reporting to Director of SPED / Re:School Compliance - Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities - Monitor the Compliance of 504 Plan Implementation - Provides Professional Development for SPED Teachers at 3 symposiums and ongoing support for newly hired SPED Teachers - Adds, Deletes, Monitors and Maintains Users for the SEIS and Welligent Systems (Creates passwords for adult users, adds students from CAL-PADS to SEIS and Welligent as appropriate).
NEW	STEAM Enrichment	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Support the selection and implementation of a proven STEAM enrichment program - Support MPS Wide Annual STEAM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment Instructional Support- Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
NEW	Math Enrichment	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Support the selection and implementation of a proven Math enrichment programs for Elementary, Middle and High School programs -Coordinate at least 2 annual MPS-wide math competitions (MathCounts, AMC, Pi day, etc.) - Support MPS Wide Annual STEAM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
NEW	Robotics Programs Enrichment	5	<ul style="list-style-type: none"> "Coordinate enrichment activities across all MPS schools. Specifically; - Support the selection and implementation of a proven Robotics enrichment programs at the Elementary, Middle and High School levels -Coordinate at least MPS-wide Robotics competitions (FLL, VEX, etc.) - Support MPS Wide Annual STEAM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned. "
NEW	College Mentorship Programs Enrichment	5	<ul style="list-style-type: none"> Supports the CAP Mentors supervising students in working towards earning a recognition from the Congressional Award Program by helping them set goals, organize their activities, track their accomplishments, and submit their evidence to the program. "Participants earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas; Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration." https://www.congressionalaward.org/the-program/

School wide Coordination Duties			
1	Discipline Coordinator	5	The Coordinator is a critical teammate on the student service team, under the direction of the Dean of Students. The Coordinator's primary responsibility is to respond to student behavior. This will happen through the management of systems across the school, and through the creation of meaningful interventions to build student capacity to make strong, future-ready decisions. The coordinator builds strong relationships with students and champions family engagement to develop partnerships between the school and families to support the success of students.
2	I.T. Coordinator/Technician	5	I.T. Coordinator/Technician is a staff member who: - Maintains staff, students, and classroom technology (tracks in inventory system/configured for operation) - Responds to school's basic technology issues like troubleshooting internet/wireless connection, or printing etc. - Gives feedback on usage and research/analysis results on continuously improving educational technology and recommend them to the school and other schools' IT technician team members. - Trains fellow staff members on certain software/hardware usage and on basic computer security, and technology equipment handling if needed.
3	Testing Coordinator	5	Testing coordinator will coordinate and supervise school-wide implementation of local and state tests (SBAC, MAP, IAB Benchmark tests, GATE, ELPAC, AP tests). Other tasks include scheduling, informing parents, encouraging students, assist school staff with preparation for test administrations, and assisting Math and English teachers with testing strategies and preparation. In additional working closely with SPED and EL departments along with communicating with IT Manager to ensure accommodations are enabled according to the individual needs of students. The testing coordinator will also assist in providing data to admin for as needed, to teachers for intervention and data driven analysis. Perform other duties as assigned by the principal.
4	After School Coordinator	5	Responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment staff. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member. Works with admin and teacher to identify clubs and tutoring offered/needed, generates/communicates the after-school schedule, promotes the attendance for after school programs, checks classrooms regularly, helps with ordering supplies, collects the data and submits to authorizers.
5	MTSS Coordinator (incl. RTI, Title I, etc.)	5	Under the direction of the Dean of Students, the MTSS Coordinator is an integral part of the school's culture. The coordinator collaborates with team members to provide academic and behavior strategies for students with various needs.
6	EL Coordinator	5	Implements and is compliant with the MPS EL Master Plan, supports ELA and ELD teachers with instructional strategies, consults with the MPS EL Coordinator, identifies EL students, supports EL student achievement reports and data analysis of EL student, planning and administering ELPAC, monitors student progress through various assessments such as SBAC, MAP, Lexile reports, compiles student portfolios, attends district/school-wide PDs and meetings

7	Literacy Program Coordinator (incl. myON, A.R., etc.)	3	Coordinates the school-wide literacy program (myON, AR, etc.), including scheduling and supporting professional development and training for teachers, supporting teachers with best practices for program implementation, planning events and competitions which promote literacy, monitoring literacy data such as: lexile growth, minutes/books read, etc. and sharing such data with school staff to improve students' literacy development and growth.
8	STEAM Festival/Expo Coordinator	2	STEAM Coordinator is an active participant of annual STEAM EXPO event in collaboration with the Home Office. Organizes a local and school-wide STEAM EXPO. Follows up with deadlines at the school level, communicates the guidelines via emails and meetings. Supports teachers and staff to maximize student/project participation. Assists with the logistics such as transportation and food, etc.
9	Community and Family Outreach Coordinator	2	A high-energy multi-tasker with dynamic leadership ability who builds coalitions and partnerships. The Coordinator works to build social capital by fostering person-to-person and people-to-place relationships, develop the skill and will of parents and community leaders to take on leadership roles within schools and in their community, and encourage civic engagement in order to build neighborhoods where the stakeholders want to invest their time and resources to transform their communities. The Coordinator will be flexible and a self-starter, working with a network of engaged and empowered stakeholders in the MSA Communities. They will make connections with residents to broaden and deepen the community network, support local advocacy, and develop leaders who will carry out the work.
10	WASC Self-Study Coordinator (Not On Renewal Cycle Year)	3	The WASC Self-Study Coordinator is the primary contact with WASC, compiling all the necessary information to complete the self-study. The Coordinator utilizes the guidelines set by WASC and with the help of MSA administration, identify a team of faculty, staff, and school leaders to write and assemble the various components of the self-study by their identified deadline. The Coordinator will be available to the WASC administration and team for all communication and will lead and facilitate the WASC team visit. Through the completion of the self-study process, the school will have accomplished: 1) the involvement and collaboration of all stakeholders to support student achievement; 2) the clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards; 3) the analysis of data about students and student achievement; 4) the assessment of the entire school program and its impact on student learning in relation to the schoolwide learner outcomes, academic standards, and WASC/CDE criteria; 5) the alignment of a long-range action plan to the school's areas of need; and 6) the capacity to implement and monitor the accomplishment of the plan.
11	Blended Learning Coordinator	1	The Blended Learning Coordinator provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, this position serves as a liaison between school and org-wide technology initiatives and school based implementation and support for administrators and teachers.

12	Extracurricular Activities Coordinator	1	After School Coordinator is responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment Instructors. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member in the program.
13	504 Coordinator (1-10 cases)	2	The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504. Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.
14	504 Coordinator (11 or more)	3	The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504. Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.
15	SSPT Coordinator	2	Serve as a liaison between the schools and appropriate partners in supporting students and families. Using a MTSS Framework, the SSPT coordination includes the following, Support students in acquiring linguistic, academic, behavioral, and social competencies using tiered interventions.
16	GATE Coordinator	2	Assist schools in enhancing collaborative and supportive schoolwide PBIS culture for all school partners. Assist the Director in designing and implementing a Magnolia Wide GATE enrichment curriculum.
17	SPED Coordinator	5	<ul style="list-style-type: none"> * School site support with SPED coordination. * School Based Case management * Child Find - accessing all students enrolled in the science academy in CALPADS, SEIS or Welligent. * Ensuring an annual IEP meeting is held for each student, either identified as an “annual review” or a Triennial. * Working with SPED Teacher to ensure service provision is taking place. * Providing pertinent information to SPED Director to ensure CALPADS data is accurate. * Managing caseload to ensure compliance with all meetings, service provision and accommodations are in place for each student. * SPED Coordinators are also responsible for working with SPED para’s and instructing SPED students in pull out sessions. * SPED Coordinators are responsible for team teaching with all general education teachers to ensure students are receiving support for assignments, projects and are being graded according to their IEP. * SPED Coordinators meet with the SPED director at school

			<p>level SPED meetings, and once monthly at the CMO level SPED meetings. All SPED teachers meet weekly with their SPED coordinators and/or admin teams.</p> <p>* Prepares the department for annual audits and authorizer oversight.</p> <p>* Works with all service providers</p>
18	Alumni Success Coach - Tier 1 (1-150 Alumni)	2	<p>Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher)</p> <p>Conduct Summer Send-off meetings</p> <p>Stay in contact with Alumni and use GradSnapp as directed ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies</p> <p>In-person visits to high-population institutions</p> <p>Would work with the CCRP Coordinator during monthly meetings and individual check-ins</p> <p>Inform alumni about MPS-wide alumni events</p> <p>Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)</p>
19	Alumni Success Coach - Tier 2 (151-300 Alumni)	3.5	<p>Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher)</p> <p>Conduct Summer Send-off meetings</p> <p>Stay in contact with Alumni and use GradSnapp as directed ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies</p> <p>In-person visits to high-population institutions</p> <p>Would work with the CCRP Coordinator during monthly meetings and individual check-ins</p> <p>Inform alumni about MPS-wide alumni events</p> <p>Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)</p>
20	Alumni Success Coach - Tier 3 (300+ Alumni)	5	<p>Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher)</p> <p>Conduct Summer Send-off meetings</p> <p>Stay in contact with Alumni and use GradSnapp as directed ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies</p> <p>In-person visits to high-population institutions</p> <p>Would work with the CCRP Coordinator during monthly meetings and individual check-ins</p> <p>Inform alumni about MPS-wide alumni events</p> <p>Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)</p>

NEW	WASC Self-Study Coordinator (During Renewal Cycle) (ONLY FOR MPS SCHOOLS ON WASC RENEWAL CYCLE YEAR ARE ELIBILGLE FOR THIS SPECIFIC ADD ON)	5	The WASC Self-Study Coordinator is the primary contact with WASC, compiling all the necessary information to complete the self-study. The Coordinator utilizes the guidelines set by WASC and with the help of MSA administration, identify a team of faculty, staff, and school leaders to write and assemble the various components of the self-study by their identified deadline. The Coordinator will be available to the WASC administration and team for all communication and will lead and facilitate the WASC team visit. Through the completion of the self-study process, the school will have accomplished: 1) the involvement and collaboration of all stakeholders to support student achievement; 2) the clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards; 3) the analysis of data about students and student achievement; 4) the assessment of the entire school program and its impact on student learning in relation to the schoolwide learner outcomes, academic standards, and WASC/CDE criteria; 5) the alignment of a long-range action plan to the school's areas of need; and 6) the capacity to implement and monitor the accomplishment of the plan.
Chair/Mentorship/Special Committee Duties			
1	Department Chair (5+ teachers)	3	Supports teachers with teaching curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
2	Department Chair (1-4 teachers)	2	Supports teachers with curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
3	Grade Level Chair (5+ teachers)	3	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
4	Grade Level Chair (1-4 teachers)	2	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
5	Student Leadership / Gov't Advisor	2	Under the guidance of Dean of Students, a student council advisor guides student leaders in successfully planning events, making decisions and representing their fellow students. This role is essential to developing students' leadership skills and supporting their efforts to serve their school.
6	BTSA / Teacher Mentor	1.5	The mentor will be assigned one or multiple teachers or teacher candidates with preliminary credentials. The mentor will help these teachers to clear their credentials with direct support, guidance, timeline follow up with lesson planning, curriculum development and classroom management. The mentor will also provide PD opportunities for the mentees.
7	CAP Mentor	1	The CAP Mentor supports students in working towards earning a recognition from the Congressional Award Program by helping them set goals, organize their activities, track their

			accomplishments, and submit their evidence to the program. "Participants earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas; Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration." https://www.congressionalaward.org/the-program/
8	Reflection Committee Team Member	1	Under the direction of the Dean of Students, the Committee is an integral part of the school's culture in which the team member collaborate to provide academic and behavior strategies for students with various needs. Instead of the "waiting for failure" assessment model, the Committee team member is able to take a proactive approach to identify students with social-emotional, academic, and behavioral needs. Additionally, the team member is responsible for providing information and professional development to the school site teams, ensuring that MTSS components are implemented effectively throughout. Early interventions and assessments for these students can greatly improve their academic & behavioral successes.
9	Student Safety Committee	1	Support administration during the academic year, with morning drop-off and after school dismissal this includes parking lot supervision and valet duties to ensure safety of students and other pedestrians. Additional responsibilities include assisting students in and out of the car in the valet line, supervising students in the dismissal area, and assisting the management of traffic.
10	CIF Athletic Director (1-3 teams)	5	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 75%
11	CIF Athletic Director (4-6 teams)	10	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 50%
12	Instructional Coach	3	The Instructional Coach/Mentor is a teacher who has instructional expertise and ability to collaborate using a coaching and learning approach on campus among all educational partners. The Coach focuses on enhancing teacher ability to provide instruction that builds student understanding and skills, is academically rigorous, addresses the curriculum standards and frameworks, enhances student sense of engagement in and ownership of learning, and provides a safe and nurturing learning environment. The Coach, together with the classroom teacher(s), looks at

			student work, data, and supports the teacher in creating standards-based, high-quality instruction.
Club/Competition Duties			
1	Special Club (Category 1)	1	Club (Category 1) includes approved clubs that either have a STEM focus or prepare students for a special competition but do not require as extensive time commitment and preparation as a Category 2 club. Ex: Advanced Math/Math Counts, Science Olympiad, and other approved STEM clubs; Spelling Bee, Geography Bee, and other approved clubs that prepare for a competition.
2	Special Club (Category 2)	2	Club (Category 2) includes approved clubs that have a special focus, typically in STEM fields, require an extensive time commitment and preparation, and generally culminate in a competition. Ex: VEX/Seaperch Robotics, FIRST Lego, Future City, Academic Decathlon/Pentathlon.
3	Extra Club / Tutoring	1	Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.
Additional Teaching Duties			
1	AP Teacher (per AP course)	2	Understands and organizes the curriculum of the AP course based on the College Board's course guidelines and exam blueprints, stays current with course content, attends summer seminars as needed, submits the course syllabus to the AP course ledger, works with the admin for the roster of the course, prepares summer work, registers students on College Board's class portal, administers a full-long practice exam in Spring.
2	Extra Teaching Hours (per hour per week)	1	Carries out regular teaching duties (5 courses per day) for an additional class requiring an extra prep.
3	Additional Prep Time (3 or more prep per week)	1	Provides weekly lesson plans and instruction for 3 or more assigned classes.
4	Independent Study Synchronous Instruction (30 min per week)	1.8	Provide weekly 30 minutes of Synchronous Instruction under the MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.
5	Independent Study Synchronous Instruction (60 min per week)	3.6	Providing Synchronous Instruction (60 min per week under MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.
6	Independent Study Supervising Teacher (for each 5 students)	1	Supervising Teacher with these conditions and duties Definition of Supervising Teacher: Education Code Section 51747.5: The independent study by each pupil or student shall be coordinated, evaluated, shall be under the general supervision of an employee of the school who possesses a valid certification document pursuant to Section 44865 or an emergency credential pursuant to Section 44300, registered as required by law. Supervising Teacher: "General supervision" means the supervising teacher's (1) continuing oversight of the study design, implementation plan, allocation of resources, and evaluation of student's independent study; and (2) personal determination or personal review of the determination made by another certificated teacher of the time values for apportionment purposes of each pupil's or adult education student's work products.

Additional Duties			
NEW	Dual Enrollment Coordinator	5	The Site Dual Enrollment Coordinator will oversee the various aspects of the DE program including: collaboration between their MSA & partner community college; coordination of registration workshops; dissemination & collection of necessary forms; collaboration with site leadership on master schedule; monitoring students' progress in courses & recommending appropriate interventions; and other aspects of Dual Enrollment implementation including collection of data & analysis of outcomes
NEW	MTSS Member	1	MTSS Member - staff member is responsible for supporting the implementation of the MTSS/PBIS framework within a school. Members collaborate with school staff to collect and analyze student data, provide professional development, and design interventions. Additionally, members play a crucial role in fostering a positive school culture through monitoring PBIS Recognition and conducting collaborative school-wide activities for the student body
NEW	MTSS PBIS Coach	3	PBIS Coach will work closely with the Dean of Students, or PBIS Lead to help guide and support the PBIS Ambassadors and the teams, attend LACOE or regional PBIS training, lead PBIS team meetings, monitor team progress, collaborate with tiered PBIS groups, plan and lead school wide events such as PBIS assemblies and competitions, support school wide professional development related to PBIS strategies, and help the school develop and revise school wide behavioral matrices.
NEW	MPS People "Excellence" Committee	3	The "MPS People Excellence Committee" will be responsible for reviewing, revising, and implementing the "MPS recruitment and retention plan" and "MPS pay scales and benefits for all employees". In addition, this committee is responsible for coordinating all MPS wellness activities across the organization.
NEW	MPS "Connection" Committee	3	MPS Connection Committee serves as the cross collaboration opportunity celebrating milestones and achievement across our school sites to elevate the voice of all Ed Partners through inclusive Culturally constructed opportunities. The Connection Committee is responsible for the planning, logistics, and execution of org-wide Magnolia events. Members of this committee will contribute to events such as Magnolia Gala, family day, and other events celebrating our shared values and creating meaningful connection among all Magnolia community members. Possible time commitment: Minimum 1-2 times a month but as the event approaches we may meet monthly
NEW	MPS "Innovation" Committee	3	MPS Innovation Committee serves as a catalyst for positive change in our schools, promoting a culture of innovation, collaboration, and continuous improvement. Through its dedication to exploring new ideas, leveraging technology, and fostering creativity, the committee strives to provide an exceptional educational experience that prepares students for success in an ever-evolving world. Some projects will include enriching educational programs, Expanded Learning Programs, WASC and continues improvement processes, teacher and leadership capacity building.

MPS Board Approved Additional Duties-One Time Assignment for the 2022-23 School Year				
Additional Duties – One-Time Assignment				
	COMPONENT NAME	DOLLAR AMOUNT	PER	DESCRIPTION
* Hourly staff will not be paid according to the below rates but will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.				
1	Home Visit Program	\$50	VISIT	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School Teacher	\$70	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$70	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$70	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin
20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin
21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to

				education program as a whole and to growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration and athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
22	Middle School or Elementary School Seasonal Sports Coach (per sport)	\$2,000	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
23	Assistant coach HS (per sport)	\$1,500	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.
24	Assistant coach MS/ES (per sport)	\$1,000	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.
25	Referee assignment	\$40	GAME	In case we can't locate a referee and one of our team members conduct this duty during the game
26	Dual enrollment college co-teacher after hours	\$1,500	Course	The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.
27	Targeted Intervention	\$50.00	Hourly	After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time. Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks. The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.
NEW	Parent meeting outside home	\$50	Visit	As an ever evolving community school connection with families, we will allow educators to coordinate Magnolia Family visits at a community based location open to the public as an opportunity to connect families with community resources. This will be an extension of a project focused on community reflective tours.
NEW	Administrative Hearing Committee	\$70	HOUR	The Administrative Hearing Panel is a specialized committee composed of certificated teachers and administrators with experience in education law and student discipline, designed to

				<p>hear cases on behalf of the governing board. The panel is to be impartial and “on call” to hear cases related to expulsions, involuntary removal, records review, etc. Meetings will be held in person or via Zoom, depending on the case, with a maximum of 2 hours of service.</p> <p>Appointments to the Panel will be approved by the site principal and Director of Student Services. Max 2 hours. Mileage reimbursement available for in person attendance to hearings.</p>
NEW	Intersession Instruction (Winter, Spring, etc.)	\$70	HOUR	Teach enrichment, intervention and remediation courses and programs. Supervise students and manage related operations.

NARRATIVE

- 1) For additional duties assigned on an annual basis, the coefficient is \$1,000 per add-on point. The pay for additional duties assigned on a one-time basis may be per hour, per day, per event, or another increment selected by the School. One-time assignments are not limited to one-time use and may be elected as needed throughout the school year.
- 2) Additional duties for employees will be assigned add-on points or pay as indicated in the respective tables. These duties have to be approved by the school administration, and for annual assignments by the school administration and the Home Office, prior to the duties being performed.
- 3) Pay for additional duties is not part of an employee's base salary; it represents earnings on top of the base employee salary designated for the extra duties performed.
- 4) Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Depending on the duties, this amount can be prorated across all paychecks for the work year (annual assignments) or paid in the pay period in which the work was performed (one-time assignments).
- 5) Final decision for any add-on points or one-time pay will be made by the school administration and the Home Office.

Revision History:

Revision	Date	Description of changes	Requested By
0	5/12/14	Initial Release	David Yilmaz
1	3/10/16	The difference in pay between teachers teaching different subjects is removed; one percent is added to base pay (excluding benefits).	Terri Boatman
2	3/8/17	Additional duties and corresponding add-on points are revised by the Home Office.	Orielle Revish
3	3/8/18	Edited to reflect new base school salaries and language for employee evaluation ratings. Prior and total experience caps, prior experience pay, and available performance pay amounts are revised. Added details for performance pay. Included position points for non-classroom-based academic positions. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	3/21/19	Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.	Suat Acar
5	05/27/20	Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000 for MSA-Santa Ana and MSA-San Diego	Suat Acar
6	06/03/21	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Position points for Education Specialist and Psychologist increased from 10 points to 15 points. A new position, School Social Worker is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
7	02/10/22	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar

8	04/06/22	Base school salary increased to \$53,000 for MSA- Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA-1-8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
9	06/08/22	Base school salary increased to \$57,000 for MSA- Santa Ana and MSA-San Diego. New positions with three tiers, Alumni Success Coaches are added. Degree and Credential point(s) reflection to the agreement has been added.	Suat Acar
10	10/13/22	Instructional coach annual assignment is added. Saturday school one-time assignment has increased to \$70 per hour.	Suat Acar
11	03/09/23	Base school salary increased to \$59,000 for MSA-3, 4, 6, 7, Santa Ana and MSA-San Diego. Base school salary increased to \$61,000 for MSA-1, 2, 5, and 8.	Suat Acar
12	06/22/23	The title of Guidance Counselor changed to School Counselor. One time assignments hourly rates of Parent Academy Coordinator and Parent Academy Teacher increased from \$50 to \$70. All additions and changes on the annual assignments have been highlighted in yellow.	Suat Acar



MPS EMPLOYEE PAY RAISE SCALE

SCHOOL LEADER POSITIONS

Last Amended: 06/22/23

MPS EMPLOYEE PAY RAISE SCALE (SCHOOL LEADER POSITIONS)

SALARY CALCULATIONS

Components of Employee Pay

School Level: School Leader Positions	
1.	Base School Salary
	+
2.	Employee Qualifications Pay
	+
3.	Position Pay (where applicable)
4.	Employee Performance Pay

→ Base Employee Salary

Narrative:

- 1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2022 and until the Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time school leaders, i.e., principals, APs, and deans.
- 5) Pay for school leader positions has four major components: base school salary, employee qualifications pay, position pay, and employee performance pay. Base school salary, employee qualifications pay, and position pay make up the base employee salary. Employee Performance Pay is a variable pay based on employee's performance rating and is not part of the base employee salary.
- 6) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** in June simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 7) The following salary bands will be applied to school leader positions:

Assistant Principal/Dean	Minimum: \$80,000
Principal	Minimum: \$100,000

If the pay raise calculations for a school leader result in an amount either below the band minimum or above the band maximum, the minimum or the maximum amounts will be applied respectively.
- 8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same
- 9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.
- 10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.
- 11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are contingent upon the employee completing at least one
 - (1) year of service and any employee who fails to do so must return the signing bonus to the School.

12) The pay raise scale limitations/caps may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

1) BASE SCHOOL SALARY

Base School Salary		
<u>Location</u>	<u>School</u>	<u>Base</u>
Los Angeles County (Reseda)	MSA-1	\$61,000
Los Angeles County (Van Nuys)	MSA-2	\$61,000
Los Angeles County (Carson)	MSA-3	\$59,000
Los Angeles County (Los Angeles)	MSA-4	\$59,000
Los Angeles County (Reseda)	MSA-5	\$61,000
Los Angeles County (Los Angeles)	MSA-6	\$59,000
Los Angeles County (Northridge)	MSA-7	\$59,000
Los Angeles County (Bell)	MSA-Bell	\$61,000
San Diego County (San Diego)	MSA-San Diego	\$59,000
Orange County (Santa Ana)	MSA-Santa Ana	\$59,000

Narrative:

- 1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.
- 2) Based on the above parameters, the Board may adjust any elements of compensation including the Base School Salaries each year.

2) EMPLOYEE QUALIFICATIONS PAY

Qualifications				
Field #	Qualification	Coefficient	Points	Max
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience (Other)	\$1,015	1 for each year up to 15	15
4	Prior Experience (AP/Dean)	\$1,015	1 for each year up to 15	15
5	Prior Experience (Principal)	\$1,015	1 for each year up to 15	15
6	MPS Experience (Other)	\$1,015	1 for each year	N/A
7	MPS Experience (AP/Dean)	\$1,015	1 for each year	N/A
8	MPS Experience (Principal)	\$1,015	1 for each year	N/A

Narrative:

1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered. Any earned degree point(s) during the school year will be reflected in the agreement only until January 31st. After January 31st, all earned degree point(s) will be reflected in the next school year agreements.

2) Credential: 1 point for California Preliminary Administrative Services Credential; 2 points for California Clear Administrative Services Credential. Points are not added. Any earned credential point(s) during the school year will be reflected in the agreement only until January 31st. After January 31st, all earned credential point(s) will be reflected in the next school year agreements.

3) Prior Experience: Cap of 15 years will be applied for prior full-time school leader, teaching, and other related field work experience when the employee completed a full year of employment in the position. See the table above for coefficients. For prior experience that is more than 15 years, experience with higher coefficients will be prioritized, i.e., principal experience will be considered first, followed by AP/Dean experience and other related field work experience. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.

4) MPS Experience: Prior full-time, regular employment with MPS in the same or asimilar role. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.

5) Qualifications pay is **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the position with the same qualifying points.

3) POSITION PAY

Position Points				
Assistant Principal	30			
Dean	25			
Principal	School Enrollment:			
Grade Span:	0-199	200-399	400-599	600+
K-5 or 6-8	30	35	40	45
K-8, 9-12 or 6-12	35	40	45	50
K-12	40	45	50	55
Narrative:				
<p>1) Position: See the table above for points for each position. Principal's position points will be based on the grade span of the school for the new work year and the school enrollment based on the P-2 report of the current year. Based on Census Day data of the new work year, i.e., first Wednesday of October, if an increase in enrollment requires an adjustment to the position points, updated position points will be used in prorated salary calculations as of November. Final decision will be made by the Home Office for extenuating circumstances.</p> <p>2) This is a component of Base Employee Salary as it is earned through the performance of the employee's regular job duties and NOT an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.</p>				

4) EMPLOYEE PERFORMANCE PAY

Available Performance Pay	
School Leader Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	100%
2: Developing (D)	0
1: Ineffective (I)	0

Narrative:

- 1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.
- 2) Employees who receive a “3: Effective (E)” and a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1 will be ineligible for performance pay. Available performance pay will be a maximum of \$2,000 for school leader positions.
- 3) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the work year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the work year, or for part-time, temporary, or seasonal employees.
- 4) Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount** on the June 20th payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 5) MPS believes in use of data in determining employee performance. As explained in detail in MPS’ board-approved employee evaluation protocols, survey and student assessment data as well as supervisor’s evaluation of the employee on California Professional Standards for Educational Leaders (CPSEL) are used in school leader evaluations.

MPS Board Approved Additional Duties-One Time Assignment for the 2022-23 School Year			
Additional Duties of School Admin – One-Time Assignment			
	COMPONENT NAME	DOLLAR AMOUNT	PER
1	Saturday School	\$70	HOURLY
2	Home Visit Program	\$50	VISIT
3	Virtual Home Visit	\$25	VISIT
4	Admin Teaching in Class (Covering for an absent teacher is excluded)	\$50	PERIOD
5	School Camp-Trip-Only for Overnight Trips Admin Support	\$200	DAY
6	Weekend Events Administrative Support. Supporting school events in regards to athletic, promotional activities. Eligibility threshold starts after providing 10 hours first. Hours after 10 hours will be honored to the staff. Max 25 hours a year.	\$50	HOURLY
7	Opening/facilitating the MPS Board of Director meetings	\$70	UP TO 1 HOUR
8	Opening/facilitating the MPS Board of Director meetings	\$210	1- 3 HOURS
9	Opening/facilitating the MPS Board of Director meetings	\$350	3 PLUS HOURS
NEW	Administrative Hearing Committee	\$70	HOURLY
NEW	Intersession Instruction (Winter, Spring, etc.)	\$70	HOURLY

Revision History:

Revision	Date	Description of changes	Requested By
0	5/12/14	Initial Release	David Yilmaz
1	3/25/15	One percent is added to base pay (excluding benefits); base school salaries and coefficients for employee qualifications are revised.	Oswaldo Diaz
2	5/12/16	Salary bands are introduced.	Terri Boatman
3	3/8/18	Edited to reflect new base school salaries and language for employee evaluation ratings. The band maximums, coefficients for employee qualifications, and available performance pay amounts are revised; school enrollment is made a factor in principal position points. Added details for performance pay. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	3/21/19	-Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego. -Position points for Assistant Principal/Dean under the "Employee Qualifications Pay" increased from 15 points to 20 points. (Proposed separately in Board Agenda Item III. C)	Suat Acar
5	05/27/20	-Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000	Suat Acar
6	06/03/21	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Added clarifying details for one-time signing bonus.	Suat Acar
7	02/10/22	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar

8	04/06/22	Base school salary increased to \$53,000 for MSA-Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA-1-8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
9	06/08/22	Base school salary increased to \$57,000 for MSA- Santa Ana and MSA-San Diego. Degree and Credential point(s) reflection to the agreement has been added.	Suat Acar
10	10/13/22	Clarifying language added to one-time annual assignment for Admin Teaching in Class (Covering for an absent teacher is excluded). Saturday school one-time assignment has increased to \$70 per hour.	Suat Acar
11	03/09/23	Base school salary increased to \$59,000 for MSA-3, 4, 6, 7, Santa Ana and MSA-San Diego. Base school salary increased to \$61,000 for MSA-1, 2, 5, and 8. The position point for Assistant Principal increased from 25 to 30. Updated the one-time assignment list	Suat Acar
12	6/22/23	New two one-time assignments have been added and highlighted in yellow.	Suat Acar

Coversheet

Approval of Magnolia Science Academy-4, 6,7 and 8 Fiscal Benchmarks

Section: IV. Action Items
Item: C. Approval of Magnolia Science Academy-4, 6,7 and 8 Fiscal Benchmarks
Purpose: Vote
Submitted by:
Related Material: IV_C_MSA 4, 6, 7, 8 Fiscal Benchmarks.pdf



Agenda Item:	IV C: Action Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Finance Committee
Staff Lead(s):	Steve Budhraj Ed.D, Chief Financial Officer
RE:	MSA-4,6,7 & 8 Fiscal Benchmarks

Proposed Motion:

I move that the Board approve the actions taken by MPS staff to address Fiscal Benchmarks noted by LAUSD during their last renewal for the above noted MSA schools.

Background:

As part of the 5-year charter renewal process, LAUSD recommended that MPS address certain Fiscal Benchmarks on internal controls protocols and other considerations based on the School Services of California (SSC) report submitted during the 2017-18 fiscal year.

Impact:

After careful analysis, MPS staff implemented most of the of the recommendations that we noted in the SSC Report. However, MPS currently maintains multiple software programs for payroll reporting, general ledger and budget planning. MPS Staff has conducted a thorough review of the existing software as well as options for implementing software that can better integrate each of the functions into a single system. After conducting an RFP, we decided to partner with Oracle NetSuite to consolidate our system so that we may streamline our our processes including financial reporting. The agreement between MPS and NetSuite was approved by the board on August 10, 2023. We plan to begin implementation of the new system during January 2024 to improve efficiencies and address the remaining item noted in the LAUSD Fiscal Benchmarks.

Budget Implications:

N/A

Exhibits:

As per 2017-2018 Annual Oversight Visit Report (Fiscal Operations)	MERF's governing board approved plan of action (meeting date: July 12, 2018)	MERF's governing board approved plan of action (meeting date: December 13, 2018)
Areas noted for further growth and/or improvement:		



1) Bank Reconciliation Reports	All bank reconciliations are reviewed and approved via email by Designees/Financial Analysts on a monthly basis. In order to adopt a recommendation by School Services of California ("SSCAL"), as of January 2017 MERF Financial Analysts approve, sign and date all bank reconciliation statements before scanning and emailing the same to MERF's back office provider. The new back office provider Delta Managed Services ("DMS") has been notified of the MERF policy about the bank reconciliation timeline (20th of the following month).	Bank Reconciliations starting July 1, 2018 are prepared by DMS, the new back office service providers. CFO or designee reviews and signs all bank reconciliations before returning to DMS and filing for records.
2) Credit Cards	As of April 2018, all credit cards issued to former employees have been closed. All school site credit cards are held at the home office and are in the name of the CEO. Every month, MERF Financial Analysts review all credit card statements and charges. Balances of all active credit cards are paid in full unless there are disputed transactions.	The credit card processes approved by board of directors in the July 2018 meeting is still being followed consistently every month. All credit cards are paid in full every month. Statements are reviewed and coded correctly by senior financial analysts.
3) Automated Clearing House (ACH)/Recurring Automatic Payments	MERF's Magnolia Public Schools Financial Policies and Procedures Manual, provided to LAUSD on March 1, 2018, covers all payment types regardless of the manner of issuance. However, for the avoidance of doubt and to institute CSD's recommendations, MERF will revise its policy to make it clear that the policy applies to ACH transactions and recurring payment processes. Such revision will be presented to the MERF Board of Directors for adoption at its September 13, 2018 board meeting.	All ACH transactions are in compliance with the board approved MERF Fiscal Policies.
Other Observations:		
1) MERF needs to improve the timeliness of its responses to the CSD	MERF responds as soon as possible to all CSD information requests. Staff adhered to the deadlines the great majority of the time and kept CSD staff informed whenever information could not be provided according to the stated deadline. Prospectively, MERF Staff will inform CSD when requested information cannot be provided by the stated deadline and the reason for such delay. In such instances, MERF staff will provide CSD with the best approximation of when the information will be provided. In all instances, MERF will use its best reasonable efforts to provide the information as quickly as possible.	Staff has been very conscientious in ensuring that responses to emails and requests from CSD staff are provided within 48 hours, if possible.
2) The CSC recommends that MERF update its fiscal policies and procedures to require original detailed receipts for all purchases made via check disbursements or credit cards.	MERF's fiscal policies already require that detailed receipts are required for all purchases made via check disbursements or credit cards. Finance Department staff has commenced and will continue to make regular visits to all school sites to train and review fiscal processes with school staff. On an ongoing basis, MERF Finance Department staff will attend and offer trainings to principals during their monthly meetings at MERF's home office.	Finance team ensures that all reimbursement requests and purchases are supported by detailed receipts and all documentations required based on our fiscal policies.
3) The CSD recommends that MERF present and discuss the CSD's Annual Performance-Based Oversight Reports with its governing board.	MERF staff presented CSD's Oversight report to its Board of Directors during the May 2018 meeting. It was again discussed in more detail at the July 2018 Board of Directors meeting. The approved board minutes for the July 2018 Board of Directors meeting were submitted to LAUSD on August 14, 2018. Lastly, it was reviewed and discussed by the MPS Board on July 18, 2019. MPS Board of Directors reviewed and discussed the 2019-20 CSD Annual Performance Based Oversight Reports and any related items on July 9, 2020 and July 23, 2020, respectively.	MERF staff presented CSD's Oversight report to its Board of Directors during the May 2018 meeting. It was again discussed in more detail at the July 2018 Board of Directors meeting. The approved board minutes for the July 2018 Board of Directors meeting were submitted to LAUSD on August 14, 2018.

As per the SSC's Management Letter (dated July 27, 2018)	MERF's Response	MERF's governing board approved plan of action (meeting date: December 13, 2018)
Current Recommendations		



<p>1) Consider consolidating to one financial system.</p>	<p>MERF previously agreed to Implement a more integrated system structure and a PO system that interfaces with the accounting system in order to create improved overall processes and internal controls. In order to meet this commitment, as of July 1, 2018 MERF transitioned to new back office service provider Delta Managed Solutions, Inc. ("DMS"). DMS uses a financial software package called Escape/SchoolAbility ("SchoolAbility") that incorporates purchasing and accounting processes into one database. SchoolAbility covers purchasing, payables, budget, financial reporting that is SACS compliant and compatible. Significantly, SchoolAbility allows for the generation of real-time reports for budget status, purchase requests, encumbrances, payments processed and other pertinent accounting records. MERF's previous software (CoolSIS and NetSuite) and back office provider did not have the capability to generate real-time reports. MERF will amend its fiscal policy and procedures manual at its October 2018 Board of Directors meeting to reflect the change in financial software. MERF continues to use Paycom software for human resource and payroll functions. Payroll registers are uploaded to SchoolAbility on a semimonthly basis. MERF has reduced the number of software systems it uses from three to two. MERF believes that this change is consistent with the recommendation to streamline services and increase accessibility to information.</p>	<p>The selection of DMS was approved by MERF's Board of Directors. This recommendation has been implemented insofar as establishing a more integrated system and lessening the number of software packages used.</p> <p>As of July 1, 2018, MERF uses two instead of three software packages. MERF will continue to work towards consolidating into one financial software package.</p> <p>Schoolability is currently the financial software being utilized for requisition, purchasing, reimbursements, accounts payable, accounts receivable, general ledger and financial reporting.</p> <p>Paycom is the software being used to maintain personnel records, payroll information and generates pay checks.</p>
<p>2) Consider developing a more streamlined and standardized process for accounts payable.</p>	<p>As mentioned, MERF has hired a new service provider, DMS. DMS uses SchoolAbility which Incorporates all financial processes (including but not limited to purchasing, A/P, bank reconciliation, and state and federal reporting) into one database. MERF's Finance Department has centralized its accounts payable processing to have all invoices go to MERF's head office in order to provide more visibility of MERF's different vendors, their terms and conditions and to more closely monitor aging of payables. In addition, all approval processes are integrated into the SchoolAbility software (including home office executive team and school site principals' routing and approval, as required per MERF fiscal policy handbook) thereby creating an appropriate audit trail. The approval process is enhanced because Finance Department staff review all purchase requisitions, payment requests and employee reimbursements.</p>	<p>The selection of DMS and the use of SchoolAbility was approved by MERF's Board of Directors. The new financial system is more streamlined and standardized in processing purchase requests, payables, reimbursements and budgets.</p>
<p>3) Consider reviewing cash receipts for timely deposits.</p>	<p>MERF Finance Department staff will continue to support school staff in making timely cash and check deposits. Finance Department staff will continue to make regular visits to all school sites to train and review fiscal processes with school staff. For example, from July 30, 2018 to August 2, 2018, Finance Department staff attended and participated in beginning of school year professional development training for office managers and principals. On an ongoing basis, MERF Finance Department staff will attend and offer trainings to principals during their monthly meetings at home office. MERF Finance Department staff will continue to monitor the timeliness of cash and check deposits. Where noncompliance is found, MERF Finance Department staff will work with the noncompliant school or staff to address and remedy any issues that contribute to noncompliance.</p>	<p>Continues trainings and communication with site staff is ongoing. CFO meets with all principals every month during the principals' meeting to address current issues and provide additional training. In addition, Senior Financial Analyst conducts site visits at least once a month to all school sites.</p>
<p>4) Consider reviewing cash deposits for appropriate coding.</p>	<p>Effective July 1, 2018 all transactions will be in compliance with SACS coding. Unlike its previous software, SchoolAbility is SACS compliant. MERF Finance Department staff will review all coding and GL postings before submission of interim reports and unaudited actuals thereby insuring that all transactions are recoded to the correct account.</p>	<p>Schoolability is a SACS compliant financial software. All transactions are coded based on CDE's SACS. Each entry is reviewed and approved by MPS Senior Financial Analyst and CFO before posting.</p>



Coversheet

Approval of New Construction Manager for Magnolia Science Academy-5 Charter School Facility Program Project

Section: IV. Action Items
Item: D. Approval of New Construction Manager for Magnolia Science Academy-5 Charter School Facility Program Project
Purpose: Vote
Submitted by:
Related Material:
IV_D_Selection of GSE as CM for MSA-5 Project at 7111 Winnetka (v1).pdf



Agenda Item:	IV D: Action Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Audit & Facilities Committee
Staff Lead(s):	Patrick Ontiveros, General Counsel & Director of Facilities Mustafa Sahin, Project Manager
RE:	Approval of Gateway Science and Engineering Inc to Provide Construction Management for the Magnolia Science Academy—5 (“MSA-5”) New Construction Project at 7111 Winnetka Street Under a Multi-Prime Delivery Method

1. **Action Proposed:**

MPS Staff recommends that the Board approve the selection of Gateway Science and Engineering Inc. (“GSE”) to provide construction management services for MSA-5’s new construction project at 7111 Winnetka Ave in Winnetka (the “**Project**”) and deliver the Project under a multi-prime delivery method for a total “all in” construction management fee of \$2,182,550.00, inclusive of general conditions, and further approve that MPS Staff be authorized to negotiate and sign a professional services contract, in substantially the form of attached Exhibit A, for said services in such form as MPS Staff may deem appropriate and in the best interests of MPS.

2. **Purpose:**

The purpose of this proposed action is to approve the selection of GSE to provide construction management services for the Project and to deliver the Project under a construction management delivery method and to authorize MPS Staff to negotiate a final contract with GSE. The Project will be funded with the proceeds of a Charter School Facilities Program (“**CSFP**”) award from the Office of Public School Construction (“**OPSC**”).

3. **Background:**

Acquisition of Winnetka Ave Property

At its December 19, 2021 meeting, the MPS Board approved MPS signing a purchase and sale agreement (“**PSA**”) for the purchase of the 7111 Winnetka Ave Property and making a good faith, refundable, escrow deposit of Two Hundred Thousand Dollars (\$200,000). Escrow for the purchase and sale of the Property was opened on December 22, 2021. MPS exercised all three (3) of its options to extend the contingency period. At its June 16, 2022 meeting, the Board approved the waiver of the contingencies. At the June 16th meeting the Board also approved a loan from CLI Capital to fund the acquisition of the Property.

MPS assigned to MPM Sherman Winnetka LLC (“**Winnetka LLC**”) the right to acquire and take title to the Property with a loan from CLI Capital. Winnetka Ave LLC is a subsidiary of Magnolia Properties Management, Inc., a 501(c)(3) support corporation. Concurrent with the foregoing



assignment, MPS entered into a lease for the Property with Winnetka Ave LLC. Escrow on the Property closed on October 21, 2022.

CSFP Award

MPS Staff applied for funding to the OPSC’s CSFP program during the application period held from May 2, 2022 to June 3, 2022. CSFP provides funding to charter schools for new school facilities. On October 26, 2022, the State Allocation Board (“**SAB**”) approved a preliminary apportionment in the amount of \$50,838,000. Awards made by CSFP are 50% loan and 50% grant. The loan portion is paid back by the award recipient and is amortized over 30 years. The CSFP award will be used to construct a new campus for MSA-5 which is currently co-located with MSA-1 on MSA-1’s campus.

Architect of Record Selection

The DLR Group was selected as the architect of record for the Project at the Board’s January 12, 2023 meeting. Current design schematics are attached as Exhibit B.

Construction Management RFP – 1st & 2nd Round

Staff had previously recommended, and the Board approved, the selection of Erickson Hall Construction as the construction manager for the Project. Due to certain projected construction cost overruns, Staff decided to pivot to consider other delivery options, including modular / prefab construction. Considering the new direction Staff terminated its contract with Erickson Hall. Staff issued a new RFP for construction management services on August 22, 2023, with an addendum issued on September 14, 2023 (collectively, the “**RFP**”). The RFP was sent to several construction management companies and was also posted on the MPS website. A copy of the RFP is attached as Exhibit C.

2nd Round Construction Management RFP Responses

Staff received a total of five (5) proposals from Ledesma & Meyer, Oltmans Construction TELACU Construction Management, Gateway Science and Engineering and Neff Construction, Inc. All responses may be found with this [link](#). Four (4) of the proposals were responsive. The four (4) proposals are summarized below.

	Ledesma & Meyer	TELACU Construction Management	Gateway Science and Engineering	NEFF
Fees (including CM Fee and General Conditions)	\$3,043,000.00	\$2,916,278.00	\$2,182,550.00	\$3,111,552.07
Delivery Date	August 2025	34 months	August 2025	August 2025
Staffing	4, 5	7	7	7



MPS Staff formed a selection committee to screen the respondents. Based on the written proposals received and responses from reference checks, the team interviewed the four (4) vendors. The team thereafter decided that two, GSE and NEFF should be looked at further. The team requested additional information from them, including budgetary and schedule information, and held another round of interviews with them. The team thereafter visited four (4) projects, two (2) from each, to further evaluate the respondents' experience, including two (2) modular/prefab projects.

After careful consideration, including further due diligence, MPS Staff determined that GSE was the best fit for the Project including but not limited to the following reasons: team composition and staffing, breadth of experience with State funded school projects, quality of RFP response, competitive pricing; and attention to Project schedule and budget. GSE's response to the RFP, including its supplemental response to the addendum, is attached as Exhibit D-1. As part of the interview and selection process GSE produced a project timeline and cost schedule attached as Exhibit D-2. GSE subsequently produced additional revised project timelines and cost schedules based on various delivery options—specifically, (1) using the original design by DLR, a site built steel frame construction with a construction start date of February 1, 2024 with a 22 to 24 month construction duration; (2) using the original design by DLR, a site built steel frame construction with a construction start date of February 1, 2024 but with a compressed 18 month construction duration and a July 2025 delivery date; and (3) using modular construction adapted to the DLR design, a modular off-site steel frame construction with a construction start date of February 1, 2024 and a July 2025 delivery date which contemplates a modular construction. The budgets, timelines and cash flow projections for each scenario are attached as Exhibit E-1, Exhibit E-2, and Exhibit E-3.

4. Analysis & Impact:

MSA-5 is presently co-located on MSA-1's campus. With a combined student population of approximately 1,000 students the site is highly congested. Due to space limitations, both MSA-1 and MSA-5 are constrained in accepting more students. Prior to its move to the MSA-1 campus, MSA-5 was located on prop 39 Los Angeles Unified School District campuses. The Project will allow MSA-5 to occupy its own facilities on a permanent basis and allow MSA-1 to continue to increase its enrollment.

5. Budget Implications:

All costs related to the Project, including construction management fees, will be paid for with the proceeds from the CSFP award. Therefore, there should be no immediate impact on MSA-5's budget. As the direction of the Project is further refined, including considering all value engineering options and alternative delivery methods (for example, modular *versus* site stick built and scope reduction) potential solutions for cost effective delivery will be presented to the Board. In the event the total project cost exceeds the award then MPS will have to make up the difference in some manner. As the project progresses, MPS Staff will report back to the Board about project cost overruns, if any, and proposed measures for filling in the gap.



The CSFP Award is half grant and half loan so MSA-5 will be required to repay the loan portion commencing on the one year anniversary of the occupancy. Therefore, MPS Staff expects that it will commence repaying the loan of \$25,419,000 in August 2026

6. **Exhibits:**

Exhibit A.....Form of Construction Management Agreement with Multi-Prime Delivery

Exhibit B.....Schematics

Exhibit C.....RFP

Exhibit D-1GSE RFP Response Including Addendum 1

Exhibit D-2GSE Budget, Timeline and Cashflow for Modular Construction and Site Built Steel Frame Construction for Selection Process

Exhibit E-1.....GSE Budget, Timeline and Cashflow for Modular Off-Site Steel Frame Construction, With Delivery by July 15, 202



EXHIBIT A

Form of Construction Management Agreement (For Multi-Prime Delivery)

CONSTRUCTION MANAGEMENT SERVICES (For Multi-Prime Projects)

This Construction Management Services Agreement (“**Agreement**”) is made and entered into this [14th] day of December 2023 by and between Magnolia Educational & Research Foundation dba Magnolia Public Schools, a California non-profit public benefit corporation and 501(c)(3) organization (hereinafter, the “**District**”) and Gateway Science and Engineering, Inc., a California corporation (License No. [47127]) (hereinafter, the “**Construction Manager**”) for construction management services relating to a multi-prime construction of a new campus at 7111 Winnetka Ave located in the Winnetka neighborhood of the City of Los Angeles for the District’s Magnolia Science Academy—5 school (the “**Project**”).

The District is the recipient of an award from the Office of Public School Construction for the Project. Construction Manager understands that the Architect (defined below) has produced and submitted plans to the DSA. Construction Manager further understands that District wishes to complete the Project within the District’s budget for the Project’s Construction Costs, inclusive of all fees and costs identified in Section 1.2.2 and to occupy the Project in time for the 2025-26 school year.

The District published a Request for Proposals/Qualifications for construction management services for the Project to which Construction Manager provided a proposal. Copies of the RFP/Q and Construction Manager’s proposal are attached as Exhibits A and B, respectively. To the extent, there is a conflict between the provisions of this Agreement and any exhibit, the scope that provides the greatest benefit to the District shall control. The District selected Construction Manager for the Project based on its experience and its likelihood of success in meeting both the completion date and construction cost.

ARTICLE 1 **CONSTRUCTION MANAGER’S SERVICES AND RESPONSIBILITIES**

Construction Manager represents to the District that it has the necessary license for a Construction Manager as provided for in Government Code section 4525 et seq. that it has expertise and experience in construction supervision; bid evaluation; project scheduling; cost benefit analysis; claims review and negotiation; and general management and administration of construction projects. Construction Manager further represents to the District that it is properly registered with the Department of Industrial Relations and qualified to perform public works in accordance with Labor Code Sections 1725.5 and 1771.1 at all times during the term of this Agreement. Construction Manager covenants to provide its best skill and judgment in furthering the interests of the District in the management of the construction of the Project. The Construction Manager agrees to furnish efficient business administration and management services and to perform in an expeditious and economical manner consistent with the interests of the District. The Construction Manager shall provide the following services with respect to Project.

The Construction Manager agrees that in the event the District seeks State funding for the Project and the State Allocation Board (“**SAB**”) adopts a policy for construction management services applicable to the New State Program (“**New SAB Policy**”), Construction Manager shall comply with the New SAB Policy and this Agreement shall be revised to comply with the New SAB Policy if the District is required to comply with the New SAB Policy as a condition for receiving State funding for the Project.

1.1 PRECONSTRUCTION SERVICES

1.1.1 General. The services to be provided during the Preconstruction Phase for the Project include, but are not limited to, providing responsible reporting, documentation, recommendations and supervision of the following services: pre-construction scheduling, review and recommendations during the design development stages from the schematic phase to the completion of working drawings, preparation of conceptual and periodic estimates, budget assessment and cost containment advice, value engineering studies and recommendations, budget and schedule reviews and feedback to the District regarding alternative forms of delivery and construction to meet the District’s schedule and budget goals, and Construction Manager reviews.

1.1.2 Construction Management Plan. In consultation with the Architect of Record (“**Architect**”), the Construction Manager shall prepare a Construction Management Plan (the “**CM Plan**”) for the Project which shall establish the scope for the Project and the general basis for the sequence of contracting for construction of the Project. In preparation for this CM Plan, the Construction Manager shall evaluate the local construction market, the District’s schedule and budget goals for the Project, develop various alternative approaches, and make recommendations to the District. Upon approval by the District of the CM Plan for the Project, the Construction Manager shall prepare the CM Plan in final form. This document shall indicate the Project’s rationale and recommend the strategy for purchasing, construction, the various bid packages for Project, and a Master Project Schedule.

1.2 GENERAL SERVICES

1.2.1 Master Project Schedule. The Construction Manager shall develop a Master Project Schedule for the Project, subject to approval by the District, which shall contain key milestones to be accomplished by the participants, including milestone completion dates for the Architect’s and any consultant’s design activities. The Master Project Schedule shall be consistent with the schedule attached hereto as Exhibit “C” and incorporated herein. The Master Project Schedule shall contain a critical path schedule for the construction of the Project and shall provide all major elements including dates, durations, phasing, milestones, and general sequencing necessary for the completion of the Project. The Master Project Schedule shall utilize the completion date of **July 15, 2025**. The Construction Manager shall periodically update the Master Project Schedule for the Project and submit each update to the District for the District’s approval. Based on the approved Master Project Schedule, the Construction Manager shall prepare an Outline Schedule that includes all requirements of the Project. The Outline Schedule will be issued to all bidders for the Project and will be used by the “Trade Contractors” to prepare their “Trade Contractor Baseline Schedules” and to prepare the “Project Baseline Schedule” as these terms are defined in the General Conditions for construction of the Project that are part of the Contracts between the various trade contractors and the District.

1.2.2 Project Budget. The Construction Manager shall provide a budget based upon the amounts provided by the District pursuant to Article 2.2 (“**Project Budget**”). This budget shall include: the anticipated total of all of the separate contracts for the Project pursuant to Article 1.2.9 (“**Construction Cost**”); Construction Manager’s compensation; and the General Conditions costs as provided in this Agreement. The Construction Manager shall review any Project requirements of District, the District’s schedule goals, and existing budget data. The District’s budget for the Project’s Construction Costs, inclusive of all fees and costs set forth in Section 4.1 of this Agreement and inclusive of a \$2,000,000 owner’s contingency, is \$34,400,000.

The Construction Manager shall make a report of the Project Budget to the District indicating: (1) shortfalls or surpluses in the Project Budget, and (2) recommendations for cost reductions, value engineering, or revisions to the District’s Project requirements. The Construction Manager shall consult with the Architect and the District to suggest reasonable adjustments in the scope of the Project, if any, and to suggest alternate Bids in Construction Documents to adjust the construction costs to conform to the Project Budget.

1.2.3 Cost Management Procedures. The Construction Manager shall implement and maintain cost management procedures throughout the Preconstruction Phase for the Project. When design or programmatic changes are made and approved by the District, these changes shall be recorded and the cost effect shall be documented.

1.2.4 Construction Management Coordination. Construction Manager shall provide input to the District relative to means and methods of construction, duration of construction, and constructability.

1.2.5 Constructability Reviews. Construction Manager shall review the Architect’s 50% and 90% Construction Documents submissions (or if the Construction Documents have already been submitted to the DSA the then most current plans) and provide written comments on the coordination of the various disciplines, including, but not limited to, civil, structural, architectural, mechanical, electrical, HVAC, plumbing, and landscape. Construction Manager will review any revisions to the plans based on converting the then current design to a modular/prefab delivery method. Construction Manager shall perform constructability reviews of such Construction Documents utilizing a checklist type method such as Redicheck or some other form acceptable to District. The checklists shall be made available to the District. The Construction Manager shall confirm that all constructability comments and revisions agreed upon by the Construction Manager, Architect and District are incorporated into the Construction Documents prior to them being issued to bidders.

1.2.6 Cost Adjustment Sessions/ Value Engineering. Construction Manager shall prepare for the District’s approval a more detailed estimate of Construction Cost, as defined in Article 3, developed by using estimating techniques which anticipates the various elements of the Project. The Construction Manager shall update and refine this estimate at 50% and 90% completion of the Construction Documents or if the Project is converted to a modular/prefab delivery method at agreed upon intervals. The Construction Manager shall advise the District and the Architect if it appears that the Construction Cost may exceed the budgeted amount for Construction Cost as set forth in the Project Budget. The Construction Manager shall make recommendations for corrective action to bring the Construction Costs within the District Budget

including any proposed value engineering to reduce costs. The Construction Manager shall confirm that all approved value engineering revisions are incorporated into the Construction Documents prior to them being issued to bidders.

1.2.7 Design Review and Comments. The Construction Manager shall provide coordination between the Architect and the District on the proper flow of information for the Project. The Construction Manager shall develop written procedures for orderly communication to all Project consultants. Construction Manager shall advise on-site use and improvements. A fixed limit has been established under Article 2.2. The Construction Manager shall consult with the Architect and the District to suggest reasonable adjustments in the scope of the Project, and to suggest alternate bids in the Construction Documents to adjust the Construction Cost to the budgeted amount for Construction Cost as set forth in the Project Budget, if necessary.

1.2.8 Assignment of Responsibility. The Construction Manager shall provide recommendations and information to the District regarding the assignment of responsibilities for safety precautions and programs; temporary Project facilities; and equipment, materials and services for common use of contractors. The Construction Manager shall verify that the requirements and assignment of responsibilities are included in the proposed contract documents.

1.2.9 Separate Contracts (Multi-Prime Contracting). The Construction Manager shall advise on the separation of the Project into separate contracts for various categories of work ("**Contracts**"). The Construction Manager shall advise on the method to be used for selecting trade contractors and awarding individual bids. The Construction Manager shall prepare and revise contractor prequalification documents and identify potential contractors for District approval. The Construction Manager shall inspect, review, revise and assure proper delivery, assembly of the Project manuals and specifications and shall manage and coordinate the development of Construction Documents with the Architect. The Construction Manager shall review drawings and specifications for the Contracts to provide that: (1) the work of the separate contractors is coordinated, (2) all requirements for the Project have been assigned to the appropriate separate Contract and there are no gaps or overlaps in the work for each Contract to fully complete the Project, (3) the likelihood of jurisdictional disputes has been minimized, and (4) proper coordination has been provided for phased construction.

1.2.10 Monthly Reports. With the District's assistance, the Construction Manager shall provide a detailed cash flow tracking system for the Project. The system must be approved and accepted by the District. The Construction Manager shall update the cash flow spread sheet monthly or as often as reasonably required by the District.

1.2.11 Coordination of Relocation of District Property. If applicable, Construction Manager shall coordinate the moving, relocation, temporary housing and storing of the District's property prior to the construction phase for the Project.

1.2.12 Office of Public School Construction and Other Public Agencies. The Construction Manager, in cooperation with the District and Architect, shall assist with the coordination and processing of all necessary paperwork and close-out documents with the Office of Public School Construction ("**OPSC**"), Division of the State Architect ("**DSA**") and any other applicable public agencies.

1.2.13 Professional Consultants. The Construction Manager shall assist the District, if required, in selecting and retaining the professional services of surveyors, special consultants and testing laboratories, and coordinate their services.

1.3 PLAN CHECK AND BIDDING PHASE.

1.3.1 Bidding Procedures. The Construction Manager shall develop and expedite bidding procedures for bid document issuance, bid tracking and receipt of proposals with regard to each of the Contracts. The Construction Manager shall also take the necessary procedures to administer any prequalification of potential contractors as directed by the District and ensure that all Contracts are competitively bid when and as required by law.

1.3.2 Public Relations Activities. The Construction Manager shall assist the District in all public relations including, but not limited to, preparation of Project information and attending internal and public meetings as required, including site meetings. The Construction Manager shall be the point of contact for the entire community during all phases of construction in regards to any complaints, questions, safety issues, noise problems, dust problems, etc. and will notify the District in advance of taking any appropriate action that requires a public communication document or public statement.

1.3.3 Generate Bidder Interest. The Construction Manager shall develop bidders' interest in the Project and shall maintain contact with potential bidders for the Contracts on a regular basis throughout the bid period. A telephone campaign shall be conducted by Construction Manager to stimulate and maintain interest in bidding on the Project.

1.3.4 Bid Advertisements. The Construction Manager shall coordinate the preparation and placement of the notices and advertisements to solicit bids for each of the Contracts as required by law in cooperation with the District.

1.3.5 Prepare and Expedite Bid Documents Delivery. The Construction Manager shall coordinate and expedite the preparation, assembly and delivery of bid documents and any addenda for each of the Contracts to the bidders including the following, as applicable:

- (a) Establish bid schedule by trade;
- (b) Prepare summaries of work bid packages;
- (c) Arrange for printing, binding and wrapping;
- (d) Arrange for delivery; and
- (e) Follow-up calls to the bidders.

The Construction Manager shall include the following requirements in all proposed Trade Contracts:

- (a) The following bonding requirements:

- (i) Performance bond at 100% of the contract amount; and
- (ii) Labor and material bond at 100% of the contract amount.
- (b) Insurance in amounts and coverage as directed by the District prior to bid.
- (c) All bonds must be provided by a California admitted surety reasonably acceptable to the District.

1.3.6 Pre-Bid Conference(s). In conjunction with the Architect and District, the Construction Manager shall conduct the pre-bid conference(s). These conferences shall be a forum for the District, the Construction Manager, and Architect to present the District's Project requirements to the bidders, including prequalification requirements, as appropriate, and shall familiarize bidders with the particular Project, bid documents, management techniques and with any special systems, materials or methods.

1.3.7 Prequalification. The Construction Manager shall assist the District in administering any prequalification of bidders and subcontractors pursuant to Public Contract Code Section 20111.5 and/or 20111.6, evaluating prequalification documents submitted by contractors and assisting in any appeals regarding a contractor's prequalification result or status.

1.3.8 Coordination and Inquiries. The Construction Manager shall coordinate communications related to bidder inquiries and seek resolution for the appropriate party and provide timely forwarding of such information to the bidders and District.

1.3.9 Addenda Review. The Construction Manager shall administer the addenda process and shall provide a review of each addendum during the bid phase for time, cost, or constructability impact, and make appropriate comments or recommendations.

1.3.10 Bidding of Work. All construction work for the Project shall be competitively bid when and as required by law and awarded in no more than two bid phases in accordance with normal requirements for general contractors. If the Project is funded by State funds, the Construction Manager shall comply with any applicable SAB requirements. A bid phase summary shall be submitted with each bid phase package listing only the low bidders, their contract amounts, the Construction Manager's fee and General Conditions costs assigned to each bid phase, summed as a total committed cost. Construction Manager shall assist the District and Architect to ensure compliance with Education Code Section 17076.11 with respect to Disabled Veteran Business Enterprise goals.

1.3.11 Bid Evaluation. The Construction Manager in cooperation with Architect shall assist the District in prequalification, the bid opening, evaluation of the bids for completeness, full responsiveness and price, including alternate prices and unit prices (if applicable), shall make a formal report to the District with regard to the potential award of a Contract, shall receive bids, and prepare bids. The Construction Manager shall include a copy of the proposed Contract for each bidder recommended by the Construction Manager.

If applicable, the summary of bids shall classify all bids according to SAB cost allowance categories. When a bid includes work in more than one cost category, the summary shall assign an appropriate amount to each.

Construction Manager shall certify in writing that the Contracts contained in the submittal for the District represents all the contracts required to perform the work in the plans and specifications for the Project, and that no additional contracts are foreseen to complete the necessary work for such Project. In the event the contracts and the work deferred for the future do not represent 100% of the work, Construction Manager shall be responsible for providing all the construction management services necessary to complete the work that was not included in the initial Contract submittal at no additional cost to the District. In no event shall Construction Manager be entitled to additional compensation or general conditions costs for performing construction management services that are necessary to complete work that was not included in the initial Contracts submittal prepared by the Construction Manager.

1.3.12 Rebidding. In the event the bids exceed the Project Budget and the District authorizes rebidding of all or portions of the Project, the Construction Manager shall cooperate in revising the scope and the quality of work as required to reduce the construction costs for the Project. The Construction Manager, without additional compensation, shall cooperate with the District and Architect as necessary to bring construction costs within the Project Budget.

1.3.13 Non-interest in Project. The Construction Manager shall not be a bidder, or perform work for any bidder on any individual Contract.

1.3.14 Purchase, Delivery and Storage of Materials and Equipment. If applicable, the Construction Manager shall investigate and recommend a schedule for the District's purchase of materials and equipment which are a part of the Project and require long lead time procurement, and coordinate the schedule with the early preparation of portions of the contract documents. The Construction Manager shall expedite and coordinate delivery of all purchases.

If applicable, the Construction Manager shall arrange for delivery and storage, protection and security for District -purchased materials, systems and equipment which are a part of the Project, until such items are incorporated into the Project. The Construction Manager shall coordinate with or assign these activities to the appropriate contractor who is responsible for the installation of such materials, systems, and equipment.

1.3.15 Analysis of Labor. The Construction Manger shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations to minimize adverse effects of labor shortages.

1.4 CONSTRUCTION PHASE.

The Construction Phase for the Project shall commence with the award of the initial Contract and shall continue until sixty-five (65) days after the recording of a notice of completion for the Project or sixty-five (65) days after completion of the Project as defined in Public Contract Code Section 7107 whichever is earlier.

The Construction Phase consists of the coordination of all activities that are included in the construction of a particular Project. The Construction Manager shall be responsible for coordinating the work for the Project pursuant to the Outline Schedule and Project Baseline Schedule for the construction of the Project. The Construction Manager shall maintain communication with the District throughout the Construction Phase and shall provide responsible reporting and documentation prior to the contractors' pre-construction conference and shall be responsible for coordinating the site construction services provisions (general conditions items) including supervision and administration of the Project, conducting construction progress meetings, providing progress reports, processing contractors requests for information (RFI's), reviewing and recommending with the Architect the approval or disapproval of construction change documents, immediate change directives, change orders and payments to the contractors, and maintaining record keeping to assist the District in negotiations, mediation or arbitration of claims or disputes.

1.4.1 Pre-Construction Conference(s). The Construction Manager shall conduct, in conjunction with the District and the Architect, pre-construction orientation conference(s) for the benefit of the successful contractors and shall serve to orient the contractors to the various reporting procedures and site rules prior to the commencement of actual construction. The Construction Manager shall obtain the certificates of insurance and bonds from the contractors and forward such documents after review and approval by the Construction Manager to the District. Construction Manager shall conduct initial coordination meetings with the Trade Contractors as required to review and analyze the Contract Documents and address conflicts and clashes observed or that are otherwise determined to exist in the Contract Documents by the Construction Manager so issues can be resolved through RFI's or generated questions.

1.4.2 Contract Administration. The Construction Manager, in cooperation with the Architect, shall administer the construction Contracts as set forth herein and as provided in the General Conditions of the Contacts for construction. The Construction Manager shall coordinate the preparation of construction staging areas on-site for the Project and shall coordinate the preparation of the site for construction, including, but not limited to, coordinating fencing, barricades or other items reasonably necessary for efficient construction. The Construction Manager shall also coordinate the mobilization of all contractors and shall coordinate construction sequencing.

In addition, the Construction Manager shall provide management and related services as required to coordinate work of the contractors with each other and the activities and responsibilities of the Architect and the District in order to complete the Project in accordance with the Contract Documents and this Agreement and within the Project Budget. The Construction Manger shall provide sufficient organization, qualified and experienced personnel and management to carry out the requirements of this Agreement.

The Construction Manager shall maintain a competent full-time staff at the Project site for the purpose of coordinating and providing general direction for the work and progress of the contractors.

1.4.3 Submittal Procedures. The Construction Manager shall establish and implement procedures with the Architect and coordinate and review shop drawing submittals,

requests for information, samples, product data, change orders, payment requests, material delivery dates and other procedures; and maintain logs, files and other necessary documentation. Construction Manager shall confirm that all contractors and subcontractors submit certified payroll records to the Labor Commissioner in accordance with Labor Code section on at least a monthly basis (or more frequently if required by the District or the Labor Commissioner). Construction Manager shall keep a records of all such submissions and periodically provide a copy of the same to the District. Construction Manager shall coordinate the dissemination of any information regarding submittals and consult with the Architect and the District if any Contractor requests interpretations of the meaning and intent of the Contract Documents, and assist in the resolution of questions which may arise.

1.4.4 Meetings. The Construction Manager shall coordinate and conduct preconstruction, construction and weekly job-site progress meetings with the Contractors and shall work with the Architect to ensure that the Architect records, transcribes and distributes minutes to all attendees, the District, and all other appropriate parties. The Construction Manager shall assist in the resolution of any technical construction issues.

1.4.5 Coordination of Technical Inspection and Testing. The Construction Manager shall coordinate with the District's certified inspector all testing required by the Architect or other third parties. If requested, the Construction Manager shall assist the District in selecting any special consultants or testing laboratories. All inspection reports shall be provided to the Construction Manager on a regular basis.

1.4.5.1 The Construction Manager shall verify that the Project Inspector has the appropriate amount of Project Inspection Cards (Form DSA 152) that are needed for the inspection and completion of the entire Project prior to the commencement of any work by any Trade Contractor on the Project. The Construction Manager shall immediately inform the District and the Architect if the Project Inspector does not have the requisite Project Inspection Cards needed for the inspection and completion of the Project. The Construction Manager shall review the DSA approved Statement of Structural Tests and Special Inspections (Form DSA 103) for the Project prior to the commencement of any work on the Project in order to become familiar with all testing and inspections that are required for the completion of the Project.

1.4.5.2 The Construction Manager shall meet with the Architect, Project Inspector, District, Trade Contractors, Laboratory of Record and Special Inspectors as needed throughout the completion of the Project to verify, acknowledge and coordinate the testing and special inspection program required by the DSA approved Construction Documents.

1.4.5.3 The Construction Manager shall coordinate with all Trade Contractors to ensure timely requests for inspections are made and that the requirements related to the DSA's Inspection Card Process and Form DSA 152 are being met for the Project. The Construction Manager shall notify the District, in writing, when delays or impacts to the Project Schedule are being caused by a party not complying with DSA's Inspection Card requirements and Form DSA 152. The Construction Manager shall establish a procedure to verify that the Architect, Architect's Consultants, Project Inspector, Laboratory of Record and Trades Contractors are performing services in compliance with the "Construction Oversight Process Procedure" required by the California Code of Regulations, Title 24 and as further described in the DSA's PR 13-01

and 13-02. As part of the procedure established under this section, the Construction Manager must be able to verify that all interim verified reports and verified reports are being submitted to the DSA by the responsible parties in a timely manner. As part of the monthly reporting process, Construction Manager shall notify the Owner when the Architect, Architect's Consultants, Project Inspector, Laboratory of Record or Contractor have failed to comply with the Construction Oversight Process Procedure and must inform the Owner of the impact such failure(s) will have upon the Project and its schedule.

1.4.5.4 Any references to the DSA requirements, DSA forms, documents, manuals applicable to the Project shall be deemed to include and incorporate any revisions or updates thereto.

1.4.6 Construction Observation. The Construction Manager shall assist the District's inspector in observing that the materials and equipment being incorporated into the work are handled, stored and installed properly and adequately and are in compliance with the contract documents for the Project. The Construction Manager shall report to the District regarding the status of such activity. The Construction Manager shall guard against defects and deficiencies and shall advise the District of any deviations, defects or deficiencies the Construction Manager observes in the work. The Construction Manager's observation duties shall include reasonable diligence to discover work that is not in compliance with the contract documents. These observations shall not, however, cause the Construction Manager to be responsible for those duties and responsibilities which belong to the District's inspector.

1.4.7 Non-Conforming Work. The Construction Manger shall, in conjunction with the District's inspector, review contractor's recommendations for corrective action on observed non-conforming work. The Construction Manager shall make recommendations to the District, the Architect and Project Inspector in instances where the Construction Manager observes work that, in its opinion, is defective or not in conformance with the contract documents. The Construction Manager shall assist the Project Inspector in observing the Contractor's work to verify that all authorized changes are properly incorporated in the Project. The Construction Manager shall report to the District regarding the status of such activity and provide a written record of the same.

1.4.8 Exercise of Contract Prerogatives. The Construction Manager shall advise the District and make recommendations to the District for exercising the District's Contract prerogatives, such as giving a contractor notice to accelerate the progress when the schedule goals are in jeopardy due to contractor failings, withholding payment for cause and other prerogatives when required in an effort to achieve contract compliance.

1.4.9 Implementation of Project Baseline Schedule. The Construction Manager shall prepare and implement a Project Baseline Schedule based on the input and Trade Contractor Baseline Schedules provided by the Trade Contractors. The Project Baseline Schedule (or Schedule Update) prepared by the Construction Manager shall then constitute the schedule to be used by Trade Contractors, separate contractors, and the District until subsequently revised. The Project Baseline Schedule shall incorporate the Outline Schedule from the Master Project Schedule and shall note durations that will not be adequate or should be shortened based on the reviews of the Trade Contractors. Any modifications to the Outline Schedule shall be reviewed with all other

applicable Trade Contractor Baseline Schedules and incorporated into the Construction Manager's Project Baseline Schedule for the entire Project. Construction Manager shall regularly update and maintain the Project Baseline Schedule incorporating the activities of Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of shop drawings, product data and samples, and delivery of products requiring long lead time procurement. The Project Baseline Schedule shall include the District's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update, reissue and distribute the Project Baseline Schedule as required to show current conditions and revisions required by the actual experience and to incorporate Trade Contractor updates. The Construction manager shall notify the District when a Trade Contractor fails to participate in the coordination process of the Project Baseline Schedule or otherwise fails to provide a Trade Contractor Baseline Schedule related to its scope of Work for use by the Construction Manager.

1.4.10 Safety Programs. To the extent required by OSHA or any other public agency, Construction Manager shall obtain each Contractor's safety programs and monitor their implementation along with any necessary safety meetings. Construction Manager shall ensure that such safety programs are submitted to the District.

1.4.11 Endorsements of Insurance, Performance/Payment Bonds. The Construction Manager shall receive and review Endorsements of Insurance, Performance/Payment Bonds from the Contractors and forward them to the District with a copy to the Architect prior to commencement of any work by such contractors. Construction Manager shall inform the District of any noted deficiencies in insurance, or bonds submitted.

1.4.12 Changes in Construction Cost. The Construction Manager shall revise and refine the approved estimate of Construction Cost, incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed.

The Construction Manager shall provide regular monitoring of the approved estimate of Construction Cost, showing actual costs for activities in progress and estimates for uncompleted tasks. The Construction Manager shall identify variances between actual and budgeted or estimated costs and advise the District and the Architect whenever the Project's costs appear to be exceeding budgets or estimates.

1.4.13 Construction Progress Review. The Construction Manager shall keep a daily log containing a record of weather, the Contractors working on the site, number of workers, work accomplished, problems encountered, and other relevant data or such additional data as the District may require. The Construction Manager shall provide the log to the District at the end of each work week for the previous seven (7) days. The Construction Manager shall prepare and distribute the construction schedule updates to the Project Baseline Schedule on a monthly basis to maintain the Project Baseline Schedule. After an evaluation of the actual progress as observed by the Construction Manager, scheduled activities shall be assigned percentage-complete values. The report shall reflect actual progress as compared to scheduled progress and note any variances. The Construction Manager shall identify problems encountered in accomplishing the work and recommend appropriate action to the District to resolve these problems with a minimum effect on the timely completion of the Project. If needed in order meet the completion schedule, the Construction Manager shall assist the Contractor(s) in preparing a recovery schedule. The

recovery schedule shall reflect the corrective actions, costs (if any) and efforts to be undertaken by the contractor(s) to recapture lost time. This recovery schedule shall be distributed to the Contractor(s), the District, Architect and other appropriate parties.

1.4.14 Maintain On-Site Records. The Construction Manager shall develop and implement a comprehensive document management program. The Construction Manager shall maintain at the Project site, on a current basis: a record copy of all Contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; Titles 21 and 24 of the California Code of Regulations; the California Uniform Building Code; maintenance and operating manuals and instructions; and other related documents and revisions which arise out of the Contracts. The Construction Manager shall maintain records in duplicate, of principal building layout lines, elevations for the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer, if necessary. The Construction Manager shall make all records available to the District. At the completion of the Project, the Construction Manager shall deliver all such records to the Architect, so the Architect may complete the record as-built drawings.

1.4.15 Schedule of Values and Processing of Payments. The Construction Manager shall review and approve each Contractor's schedule of values for each of the activities included in that Contractor's schedule of values. The Construction Manager shall develop and maintain a master schedule of values. The Construction Manager shall develop and implement procedures for the review and processing of applications by Contractors for progress and final payments. As part of the evaluation of progress payments, the Construction Manager shall review all "as-built" documents and ensure that the Contractor's "as-built" documents are updated and current. The Construction Manager shall review with the Architect and make recommendations to the District pertaining to payments to the Contractors.

1.4.16 Changes to the DSA Approved Construction Documents. After the Project has been let, all changes to the DSA approved Construction Documents shall be made by means of a Construction Change Document ("**CCD**") prepared by the Architect in conjunction with the Construction Manager. The Construction Manager shall review all CCD's related to the Project to determine which changes affect the Structural, Access or Fire & Life Safety (collectively "**SAFLS**") portions of the Project and ensure that such changes are documented and implemented through a written CCD-Category A (Form DSA 140). The Construction Manager shall verify that all CCD-Category As are submitted to the DSA by the Architect with all supporting documentation and data and that such CCDs are approved by the DSA before work commences on the Project related to such CCDs. The Construction Manager shall verify that the District has reviewed and approved of all CCD-Category As before they are submitted to the DSA by the Architect for review and approval. All other changes to the DSA approved Construction Documents not involving SAFLS portions of the Project are not required to be submitted to the DSA unless the DSA specifically requires such changes to be submitted to the DSA in the form of a written CCD-Category B (Form DSA 140) inclusive of all supporting documentation and data. The Construction Manager shall verify that all CCD-Category Bs are submitted to the DSA by the Architect with all supporting documentation and data and that such CCDs are approved by the DSA before work commences on the Project related to such CCDs. Changes that are not determined by the Architect and/or DSA to require documentation through an approved CCD-Category A or CCD-Category B

shall be documented by the Architect and Construction Manager through an alternative CCD form or other document approved by the District. The Construction Manager shall evaluate Trade Contractors' proposal costs and make a formal recommendation to the District regarding the acceptance of any proposals for a Change Order. The Construction Manager shall assist the Architect with the preparation and issuance of any Immediate Change Directives ("**ICD**"), as directed by the District, to complete work that is necessary due to a Trade Contractor's failure to complete the Project in accordance with the DSA approved Construction Documents. An ICD is a written order prepared by the Architect and signed by the District and the Architect directing a change in the work where the work must proceed immediately and stating a proposed basis for adjustment, if any, in a Trade Contractor's Contract sum or Contract Time, or both. The Construction Manager shall ensure that the Project Inspector is provided with a copy of each ICD and shall coordinate the inspection of the applicable work under any ICD pursuant to such ICD.

1.4.17 Negotiations of Change Order Costs and Time Extensions. All changes to the DSA approved Construction Documents, whether set forth in a CCD, ICD or any other document approved by the District, shall be incorporated into Change Orders prepared by the Construction Manager in conjunction with the Architect for the District's approval. Each Change Order shall identify: (1) the description of the change in the work; (2) the amount of the adjustment to the Trade Contractor's Contract sum, if any; and (3) the extent of the adjustment in the Trade Contractor's Contract Time, if any. The Construction Manager shall prepare Change Orders, with supporting documentation and data, for the District's review in accordance with the Construction Documents. The Construction Manager shall assist the District and the Architect representative in negotiating any CCD/Change Order costs and time extensions. The Construction Manager shall evaluate and make written recommendations regarding Trade Contractors' proposals for possible CCD's and/or Change Orders.

1.4.18 Change Order Reports. The Construction Manager shall not issue instructions contrary to the Contract between the District and a Trade Contractor, or between the District and Architect. The Construction Manager shall ensure that all changes to the Contract between the District and a Trade Contractor are documented by an approved CCD, ICD, or other document approved and executed by the District. Any communication between the Construction Manager and the Trade Contractors shall not in any way be construed as binding on the District, or releasing the Trade Contractors from fulfillment of any of the terms of the Contract between the District and such Trade Contractors. For the Project, the Construction Manager shall prepare and distribute change order reports on a monthly basis throughout the Construction Phase. This report shall provide information pertaining to proposed and executed CCD's, ICD's and change orders and their effect on the Contract price and Project Baseline Schedule as of the date of the report.

1.4.19 Contractor Claims. The Construction Manager shall be given copies of all notices of claims by Contractors against the District for any alleged cause. The Construction Manager, jointly with Architect, shall perform evaluation of the contents of the claim within twenty-five (25) days, and make recommendations to the District. If requested by the District, the Construction Manager shall prepare estimates based on any alleged cause of claims submitted by the Contractor(s) and shall prepare alternate estimates based on varying scenarios of the claim cause. These estimates shall be transferred to the District and shall be used in claim rulings and negotiations. If requested by the District, the Construction Manager shall analyze the claims for extension of time and prepare an impact evaluation report which reflects the actual impact to the

Project Baseline Schedule. The report shall also provide a narrative including a recommendation for action to the District. Construction Manager shall negotiate claims with the Contractor(s) on behalf of the District. The Construction Manager shall make a written recommendation to the District concerning settlement or other appropriate action. Excepting those claims for which the Construction Manager is responsible, Construction Manager's obligations pursuant to this Paragraph shall cease upon completion of the Project as defined in Article 1.4 of this Agreement.

1.4.20 Project Status Reports. The Construction Manager shall prepare and distribute monthly a Project Status Report. The Construction Manager shall ensure that the Verified Reports required by Title 24 of the California Code of Regulations be completed quarterly by the contractors for the Project.

1.4.21 Equipment Instruction Manuals, Warranties and Releases. The Construction Manager shall obtain all written material such as operations and maintenance manuals, warranties, affidavits, releases, bonds, waivers and guarantees for all equipment installed in the Project. All such materials, including equipment instruction material, keys and documents shall be reviewed and delivered to the appropriate District personnel.

1.4.22 Completion of Contracts and Project. When the Construction Manager considers a Contractor's work or a designated portion thereof complete, the Construction Manager shall prepare for the Architect a list of incomplete or unsatisfactory items ("**Punch-list**") and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections.

The Construction Manager shall coordinate the correction and completion of the work. The Construction Manager shall assist the Architect in determining when the Project or a designated portion thereof is substantially complete and finally complete. The Construction Manager shall prepare a summary of the status of the work of each contractor, listing changes in the previously issued Punch-list and recommending the times within which contractors shall complete the uncompleted items on the Punch-list.

1.4.23 As-Built Documents. The Construction Manager shall perform coordination, supervisory and expediting functions in connection with the contractor's obligation to provide "as-built" documents and make recommendations for adequate withholding of retention in the event that a contractor fails to provide acceptable "as-built" documents.

1.4.24 Training Sessions. The Construction Manager shall coordinate and schedule training sessions, if necessary, for the District's personnel and shall require that the Contractor's obligation in providing this training is fulfilled.

1.4.25 Recommendations to District. The Construction Manager shall secure satisfactory performance from each Contractor. The Construction Manager shall recommend courses of action to the District when the requirements of a Contract are not being fulfilled, and the nonperforming party has not taken satisfactory corrective action.

1.4.26 Accounting Records. The Construction Manager shall establish and administer an appropriate Project accounting system in conjunction with the District and shall maintain cost accounting records on authorized work performed under unit costs, additional work

performed on the basis of actual costs of labor and materials, or other work requiring accounting records.

1.4.27 Permits. The Construction Manager shall assist the District in obtaining all necessary permits for the Project, including without limitation, building, grading, utility and occupancy permits. This task may encompass accompanying governmental officials (Fire Marshal, DSA, Health Department, etc.) during inspections, assisting in preparing and submitting proper documentation to the appropriate approving agencies, assisting in final testing and other necessary and reasonable activities.

1.4.28 Initial Start-up and Testing. With the Architect and the District's maintenance personnel, the Construction Manager shall observe the Contractors' proper installation of utilities, operational systems and equipment for readiness and assist in their initial start-up and testing for the Project. The Construction Manager shall coordinate and assist the District in the move-in for the Project.

1.4.29 Interim and Final Verified Reports. The Construction Manager shall coordinate with the Project Inspector, Architect, the Architect's Consultants, Special Inspector(s), Laboratory of Record and any other engineers on the Project to verify that all verified reports are timely submitted to the DSA and the District throughout the completion of the Project and prior to the Project Inspector's approval and sign off of any of the following sections on all the Project Inspection Cards (Form DSA 152) required for the construction of the Project: (1) Initial Site Work; (2) Foundation; (3) Vertical Framing; (4) Horizontal Framing; (5) Appurtenances; (6) Non-Building Site Structures; (7) Finish Site Work; (8) Other Work; or (9) Final.

1.4.30 Final Completion and Project Report. The Construction Manager, in conjunction with the Architect and the District's Project Inspector, shall at the conclusion of all corrective action of Punch-list items, make a final comprehensive review of the Project, make a report to the District which indicates whether the Construction Manager and the Architect find the work performed acceptable under the DSA approved Construction Documents and the relevant Project data, and make recommendations as to final payment and the approval of a Notice of Completion for the Project. At the conclusion of the Project, the Construction Manager shall prepare final accounting and close-out reports of all above indicated report systems. These reports shall summarize, for historical purposes, any items which are not self-explanatory.

1.4.31 Assessment of Liquidated Damages. Construction Manager shall advise the District on the Liquidated Damages that shall be assessed against any Trade Contractor for failure to comply with the Baseline Schedule or Schedule Updates, failure to meet Milestones or the Contract Time and failure to timely complete the correction of all Punch-list items. Construction Manager shall immediately notify the District when Liquidated Damages become applicable on account of a Trade Contractor's failure to perform so the District and Construction Manager can notify the Trade Contractor that the Liquidated Damages period has commenced.

1.5 TIME.

1.5.1 The Construction Manager shall perform the services set forth in this Agreement as expeditiously as is consistent with reasonable skill and care and the orderly progress of the Project.

1.5.2 In the event the construction time requirements set forth in Article 1.1.2 of this Agreement are exceeded, and the delay is caused by the Construction Manager, the Construction Manager's fee shall be reduced by an amount of FIVE HUNDRED DOLLARS (\$500.00) per calendar day as liquidated damages, but not as a penalty, starting from the scheduled construction completion date for the Project until construction is substantially complete.

1.5.3 Construction Manager shall be entitled to an extension of time for the time of completion and shall not be subject to a claim for liquidated damages for delays which may arise due to an Act of God as defined in Public Contract Code section 7105 if the Act of God affects the governmental agency from which approvals are necessary for completion of the Project, but Construction Manager shall have no claim for any other compensation for such delay. Should the schedule for the Project be extended due to an Act of God as discussed above, the Construction Manager's performance contract shall be extended and the Construction Manager shall be compensated for this extension under the provisions of Article 4.2.4 of this Agreement.

ARTICLE 2 THE DISTRICT'S RESPONSIBILITIES

2.1 The District shall provide full information regarding the requirements of the Project including the District's objectives, constraints and criteria.

2.2 Prior to the commencement of the Preconstruction Phase for the Project, the District shall provide a financial plan and budget to be utilized by Construction Manager as set forth in Article 1.1.3 of this Agreement.

2.3 The District shall designate a representative ("**District Representative**") to act on the District's behalf with respect to each Project. The District, or the District Representative, if authorized, shall render decisions promptly to avoid unreasonable delay in the progress of the Construction Manager's services.

2.4 The District shall furnish tests, inspections and reports as required by law or the contract documents.

2.5 The services, information and reports required by Articles 2.1 through 2.4, inclusive, shall be furnished at District's expense.

2.6 If the District observes or otherwise becomes aware of any fault or defect in the Project, or nonconformance with the contract documents, prompt notice thereof shall be given by the District to the Construction Manager.

2.7 The District reserves the right to perform work related to the Project with the District's own forces and/or to award contracts in connection with the Project. The Construction Manager shall notify the District within ten (10) days of actual knowledge of the District's intent to perform work related to the Project with the District's own forces and/or to award contracts in connection with the Project, if any such independent action shall in any way compromise the Construction Manager's ability to meet the Construction Manager's responsibilities under this Agreement.

2.8 The District shall retain an Architect whose services, duties and responsibilities are described in an agreement between the District and the Architect. The terms and conditions of the District-Architect agreement shall be furnished to the Construction Manager.

ARTICLE 3

CONSTRUCTION COST AND PROJECT BUDGET

3.1 The Construction Cost of the Project shall be the total of the final contract sums of all of separate contracts of contractors for the Project, and shall not exceed the budgeted amount for the Construction Cost as set forth in the Project Budget.

3.2 Except as otherwise provided herein, the Construction Cost shall not include the compensation of Construction Manager, the Architect and other consultants, general conditions, the cost of land, rights-of-way and other costs which are the responsibility of the District as provided in Article 2 hereof, inclusive.

3.3 The Project Budget has been established under Article 2.2 hereof by the allowance for construction. Construction Manager shall consult with the Architect and the District to suggest reasonable adjustments in the scope of the Project, and to suggest alternate bids in the Construction Documents to adjust the construction Project costs so that it does not exceed the Project Budget.

3.4 If the fixed limit of Construction Cost as set forth in the Project Budget is exceeded by the sum of the lowest figures from bona fide bids, the District shall (1) give written approval of an increase in such fixed limit, (2) authorize rebidding of the Project or portions of the Project within a reasonable time, (3) cooperate in revising the scope and the quality of the work as required to reduce the Construction Cost or (4) reject all bids and abandon the Project. In the case of items (2) and (3), Construction Manager, without additional compensation, shall cooperate with the District and Architect as necessary, including providing services as set forth in Article I, to bring the Construction Cost within the fixed limit of the Project Budget.

3.5 With the District's assistance, Construction Manager shall provide, on a monthly basis, a detailed cash flow tracking system for the Project. The system must be approved and accepted by the District. The Construction Manager shall update the cash flow spread sheet monthly or as required by the District.

Construction Manager shall provide for the District's review and acceptance, a monthly report for the Project. This report shall show the status for the Project that is under construction pertaining to this Agreement. With the District's assistance, the Construction

Manager shall provide all construction related agenda items. Examples: change orders, notices to proceed, notice of completion, authorization to bid, award of contracts, etc.

ARTICLE 4

BASIS OF COMPENSATION AND PAYMENT

The District shall compensate Construction Manager for the services required hereunder, as follows:

4.1 FEES AND COSTS.

4.1.1 BASIC SERVICES FEE

The stipulated Not-to-Exceed Fee that shall be paid to the Construction Manager for providing all the services set forth in Article 1 shall be \$2,059,300 (the “**Basic Services Fee**”); PROVIDED HOWEVER, in the event that the District elects to utilize a modular / prefabricated building delivery method then the Basic Services Fee shall be equitably adjusted down to account for the reduce effort by the Construction Manager.

4.1.2 GENERAL CONDITIONS COSTS

General Conditions as described in Article 5 shall be reimbursed at cost in accordance with Article 5 with the total not to exceed ONE HUNDRED TWENTY THREE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$123,250).

4.2 PAYMENT

4.2.1 BASIC COMPENSATION PAYMENT:

4.2.1.1 **Pre-Construction Invoicing.** Construction Manager shall invoice up to THREE HUNDRED FOUR THOUSAND DOLLARS (\$304,000) of the Basic Services Fee for the services set forth in Article 1 based on the actual level of completion *less* Project Retention, from the time the Construction Manager begins work on the Project to the commencement of the Construction Phase time the contractor is selected by the District.

4.2.1.2 **Construction Invoices.** Construction Manager shall invoice up to ONE MILLION FOUR HUNDRED NINETY THREE THOUSAND DOLLARS (\$1,493,000) of the Basic Services Fee based on the actual level of completion during the Construction Phase *less* Project Retention.

4.2.1.3 **Project Retention.** Construction Manager shall invoice SEVEN AND ONE HALF PERCENT (7.5%) of the Basic Services Fee thirty-five (35) days after the District files the last Notice of Completion for the Project.

4.2.2 GENERAL CONDITIONS PAYMENT

Construction Manager shall invoice General Conditions costs monthly during the duration of the construction work. All General Condition costs must be supported by an invoice, receipt, an employee time sheet, or other acceptable documentation.

4.2.3 PAYMENT OF INVOICES.

The District shall make payments to Construction Manager within thirty (30) days of receipt of the appropriate and approved invoice from Construction Manager.

4.2.4 ADDITIONAL COMPENSATION.

Construction Manager shall not be entitled to additional compensation unless there are unusual and unanticipated circumstances and only when approved in writing by the District, in advance of such services being provided. If the Construction Manager shall claim compensation for any damage sustained by reason of the acts of the District or its agents, Construction Manager shall, within ten (10) days after sustaining of such damage, submit to the District a written statement of the damage sustained. On or before the 15th day of the month succeeding that in which such damage shall have been sustained, the Construction Manager shall file with the District an itemized statement of the details and amount of such damage in accordance with this Article, and unless such statement is submitted, any claims by Construction Manager shall be forfeited and invalidated and Construction Manager shall not be entitled to consideration for payment on account of any such damage. In the event extra compensation is approved, extra compensation shall be computed at cost plus ten percent (10%) of billings to Construction Manager by Construction Manager's consultants and for other costs incurred by the Construction Manager and at the following rates for Construction Manager's employees:

AS SET FORTH ON ATTACHED EXHIBIT "D"

ARTICLE 5 **GENERAL CONDITIONS**

Construction Manager shall provide the General Conditions for the Project. General Conditions of the Project are defined as those generic support activities which must be in place to support all construction aspects of the Project. These include the following:

AS SET FORTH ON ATTACHED EXHIBIT "E"

In no event shall the General Condition costs exceed ONE HUNDRED TWENTY THREE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$123,250).

All General Condition items and services shall be billed at their actual cost, and the Construction Manager shall take all reasonable steps necessary to obtain the most competitive

prices available for these items. If Construction Manager desires to be reimbursed for any other General Conditions costs not specifically set forth in this Article, prior to the commencement of the Construction Phase, Construction Manager shall submit a list of these General Condition items to the District for the District's approval. The cost of any additional items shall not be reimbursable unless advance written authorization is provided by the District to Construction Manager to obtain the item.

ARTICLE 6

TERMINATION, ABANDONMENT OR SUSPENSION OF WORK

6.1 TERMINATION OF CONSTRUCTION MANAGER'S SERVICES FOR CAUSE.

The District may give seven (7) days written notice to the Construction Manager of the District's intent to terminate the Construction Manager's services under this Agreement for failure to satisfactorily perform or provide prompt, efficient or thorough service or the Construction Manager's failure to complete its services or otherwise comply with the terms of this Agreement. If after the expiration of such seven (7) days, the Construction Manager fails to cure the performance as set forth in the District's notice of intent to terminate the Construction Manager's services, District may issue a notice of termination. At that time, the Construction Manager's services shall be terminated as set forth in the District's notice. In the event of termination due to a breach of this Agreement by the Construction Manager, the compensation due the Construction Manager upon termination shall be reduced by the amount of damages and liquidated damages sustained by District due to such breach.

In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article 6.3 below, and Construction Manager shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by the Construction Manager.

6.2 ABANDONMENT OF PROJECT.

The District has the absolute discretion to suspend or abandon all or any portion of the work on Project and may do so upon fourteen (14) days written notice to the Construction Manager. Upon notice of suspension or abandonment, the Construction Manager shall immediately discontinue any further action on the Project. If the entire work to be performed on the Project is abandoned, the parties shall each be relieved of the remaining executory obligations of the Agreement, as it relates to the Project, but shall not be relieved of any obligations arising prior to said abandonment. In the event the District abandons or suspends the work on the Project, there shall be due and payable within thirty (30) days following such abandonment or suspension compensation for all approved services performed and all approved expenses incurred pursuant to this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the Construction Manager for approved extra services.

6.3 TERMINATION WITHOUT CAUSE (FOR CONVENIENCE).

The District shall also have the right in its absolute discretion to terminate this Agreement in the event the District is not satisfied with the working relationship with Construction Manager or without cause following fourteen (14) days prior written notice from the District to Construction Manager. In the event that District chooses to terminate this Agreement for convenience or without cause, Construction Manager shall be compensated for all approved services performed and all approved expenses incurred pursuant to this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the termination for convenience plus any sums due the Construction Manager for approved extra services.

6.4 CONTINUANCE OF WORK.

In the event of a dispute between the parties as to performance of the work or the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, Construction Manager agrees to continue the work diligently to completion. If the dispute is not resolved, Construction Manager agrees it shall neither rescind the Agreement nor stop the progress of the work, but Construction Manager's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the Project has been completed, and not before.

6.5 DELIVERY OF DOCUMENTS.

Upon any termination, abandonment or suspension, the Construction Manager shall deliver to the District all documents, files, reports, etc. (regardless of medium or format) related to the Project within ten (10) days of such termination, abandonment or suspension. Failure to comply with this requirement shall be deemed a material breach of this Agreement.

ARTICLE 7 INDEMNIFICATION

7.1 To the fullest extent permitted by law, the Construction Manager agrees to indemnify, defend and hold the District entirely harmless from all liability arising out of:

(a) Workers Compensation and Employers Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to the Construction Manager's employees or the Construction Manager's sub-consultant's employees arising out of Construction Manager's work under this Agreement. The Construction Manager, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and

(b) General Liability. Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above,

sustained by the District, or any person, firm or corporation employed by the Construction Manager or the District upon or in connection with this Agreement or the Project, except for liability resulting from the sole or active negligence, or willful misconduct of the District, its officers, employees, agents or independent consultants who are directly employed by the District. The Construction Manager, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and

(c) Professional Liability. Any loss, injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Construction Manager, or any person, firm or corporation employed by the Construction Manager, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the District, arising out of, or in any way connected with the Construction Management Services, including injury or damage either on or off the District property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the District.

7.2 The indemnity requirements described in this Article 7 is intended to apply during the period of the Construction Manager's performance under this Agreement and shall survive the expiration or termination of this Agreement.

ARTICLE 8 **SUCCESSORS AND ASSIGNS**

This Agreement is binding upon and inures to the benefit of the successors, executors, administrators, and assigns of each party to this Agreement, provided, however, that the Construction Manager shall not assign or transfer by operation of law or otherwise any or all rights, burdens, duties, or obligations without prior written consent of the District. Any attempted assignment without such consent shall be invalid.

ARTICLE 9 **APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of California. In the event that the District receives any state funding for the Project from the SAB, this Agreement shall also be governed by any applicable laws and/or regulations relating to such state funding from the SAB ("**Applicable Law**"). To the extent that there is any inconsistency between this Agreement and the Applicable Law, or this Agreement omits any requirement of the Applicable Law, the language of the Applicable Law, in effect on the date of the execution of this Agreement, shall prevail.

ARTICLE 10
CONSTRUCTION MANAGER NOT AN OFFICER
OR EMPLOYEE OF DISTRICT

While engaged in carrying out and complying with the terms and conditions of this Agreement, the Construction Manager is an independent contractor and not an officer or employee of the District.

ARTICLE 11
INSURANCE

11.1 The Construction Manager shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to the District which will protect Construction Manager and the District from claims which may arise out of or result from Construction Manager's actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(a) The Construction Manager shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California in an amount not less than One Million Dollars (\$1,000,000).

(b) Comprehensive general and auto liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage
4. Products/completed operations; and
5. Personal injury.

(c) Professional liability insurance, including contractual liability, with limits of \$1,000,000, per occurrence. Such insurance shall be maintained during the term of this Agreement and renewed for a period of at least two (2) years thereafter and/or at rates consistent with the time of execution of this Agreement adjusted for inflation.

11.2 Each policy of insurance required in (b) above shall name the District and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of Construction Manager hereunder, such policy is primary and any insurance carried by the District is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to the District prior to cancellation; and, shall waive all rights of subrogation. Construction Manager shall notify the District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Construction Manager shall deliver to the District certificates of insurance as evidence of compliance with the requirements herein. In the event Construction Manager fails to secure or maintain any policy of

insurance required hereby, the District may, at its sole discretion, secure such policy of insurance in the name of an for the account of Construction Manager, and in such event Construction Manager shall reimburse the District upon demand for the costs thereof.

ARTICLE 12
EXTENT OF AGREEMENT

12.1 This Agreement represents the entire and integrated agreement between the District and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written oral. This Agreement may be amended only by written instrument signed by both the District and the Construction Manager.

The parties, through their authorized representatives, have executed this Agreement as of the day and year first written above.

CONSTRUCTION MANAGER:

DISTRICT:

Gateway Science and Engineering, Inc.

Magnolia Educational & Research Foundation
dba Magnolia Public Schools, Operator of
Magnolia Science Academy –5

By: _____

By: _____

Name: _____

Name: Alfredo Rubalcava

Title: _____

Title: CEO & Superintendent

EXHIBIT “A”
REQUEST FOR PROPOSAL/QUALIFICATIONS

EXHIBIT “B”
GATEWAY PROPOSAL

EXHIBIT “C”

PROPOSED PROJECT SCHEDULE

EXHIBIT “D”

COST SCHEDULE FOR ADDITIONAL SERVICES

See Page 44 of Exhibit A – Gateway RFP/Q Proposal

EXHIBIT “E”

LIST OF GENERAL CONDITIONS AND COSTS



EXHIBIT B

DLR Group Schematics



Magnolia Science Academy 5

Schematic Design Package

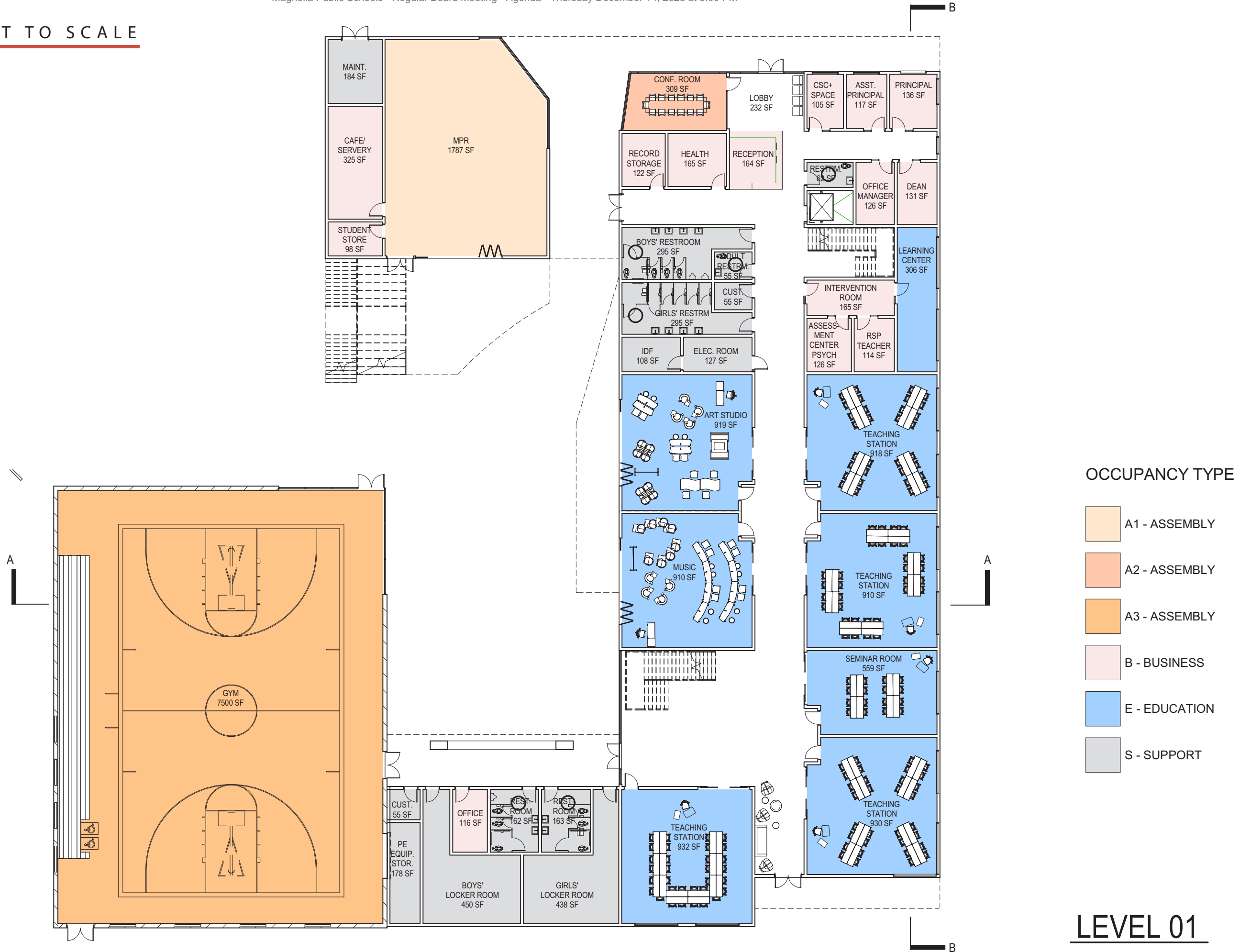
February 28, 2023



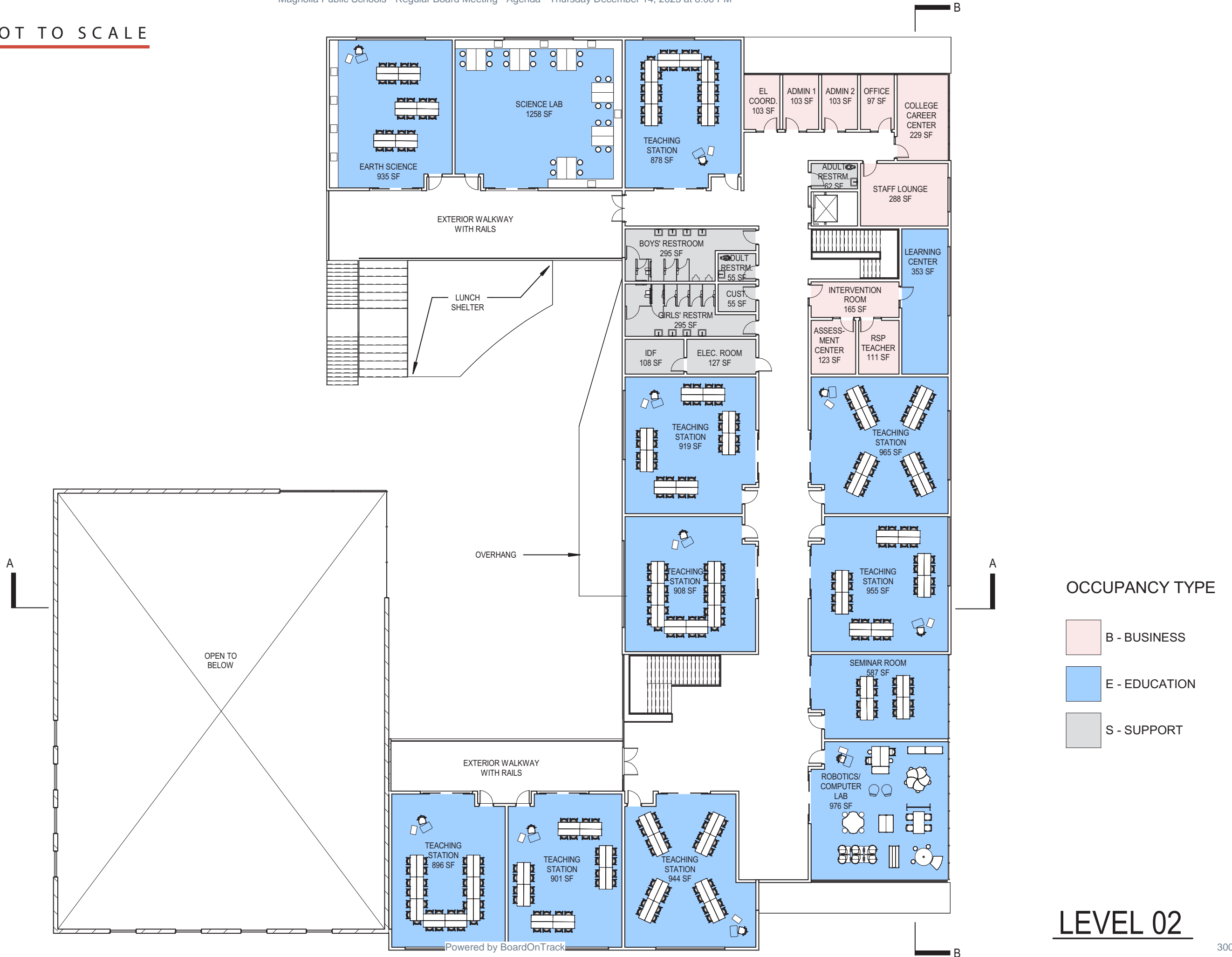
GRAPHIC SITE PLAN



LEVEL 01 PLAN | NOT TO SCALE



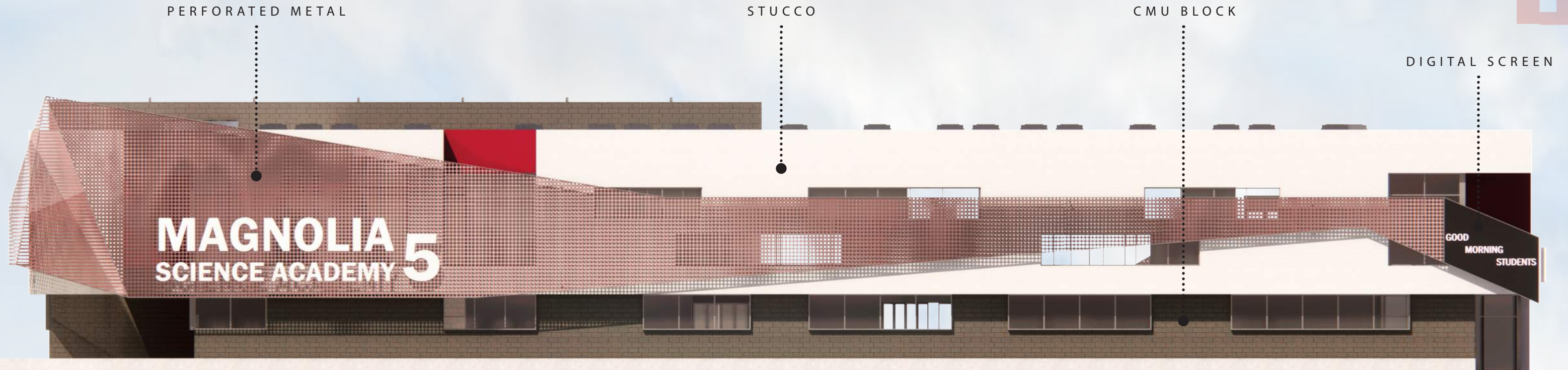
LEVEL 02 PLAN | NOT TO SCALE



ELEVATIONS



ELEVATIONS

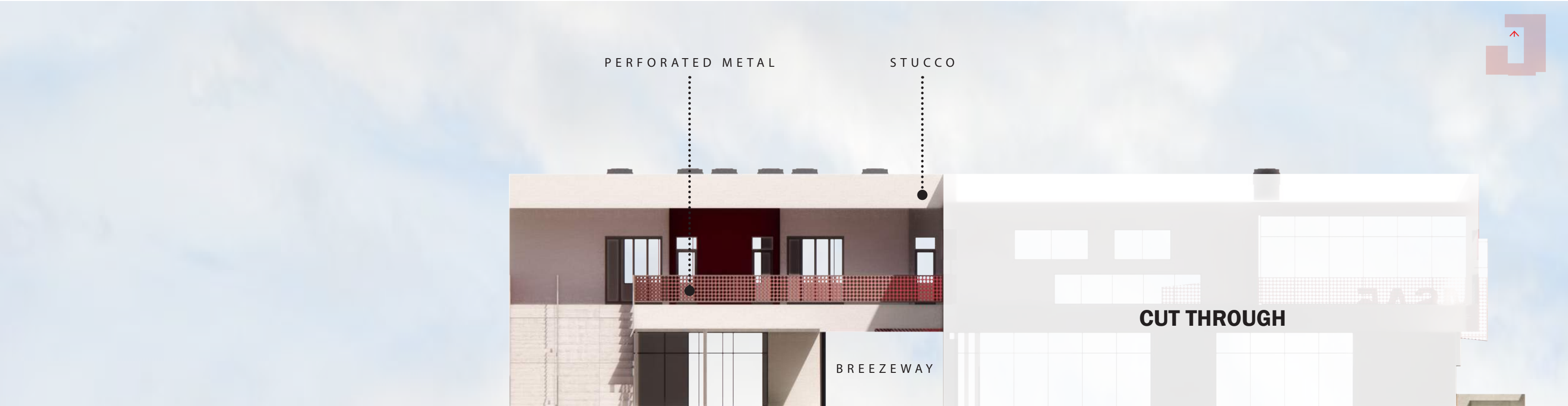


EAST ELEVATION | NOT TO SCALE

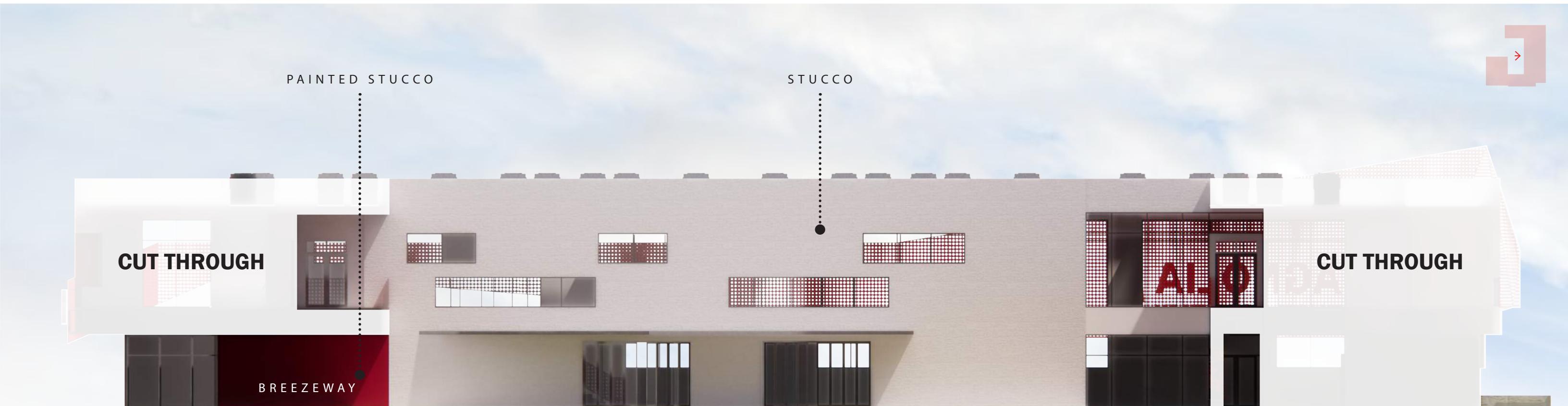


WEST ELEVATION | NOT TO SCALE

ELEVATIONS

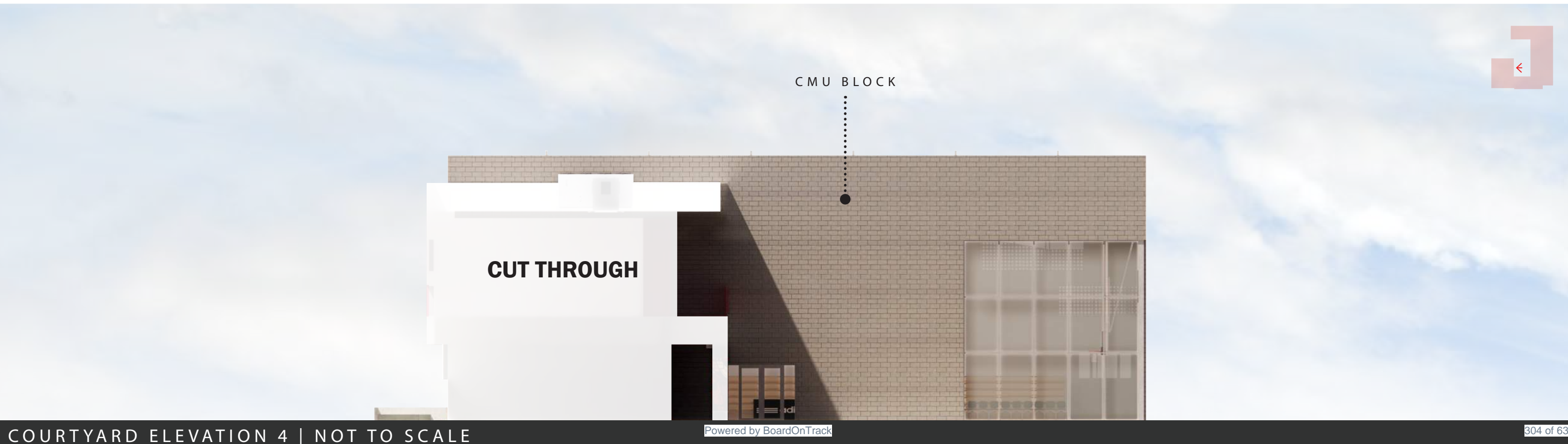
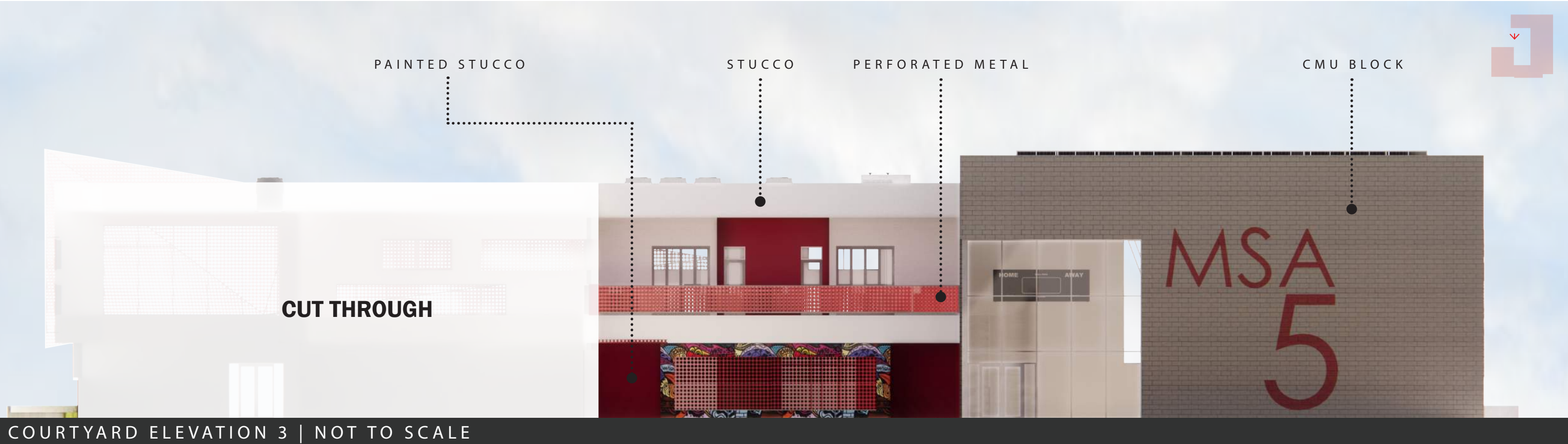


COURTYARD ELEVATION 1 | NOT TO SCALE

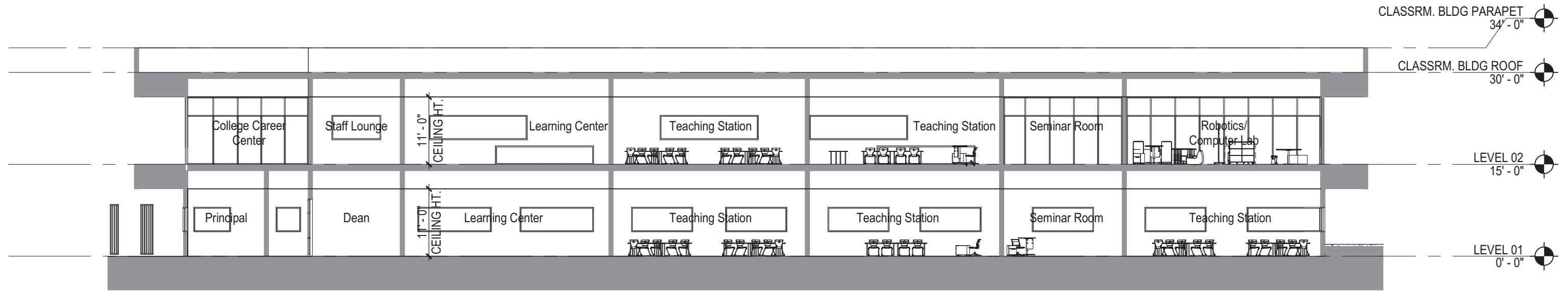


COURTYARD ELEVATION 2 | NOT TO SCALE

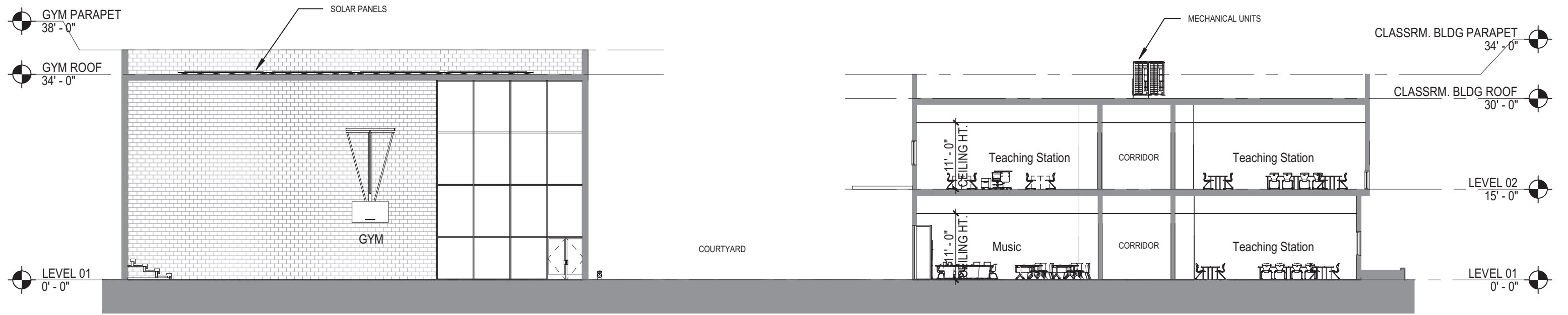
ELEVATIONS



SECTIONS



BUILDING SECTION B-B
SCALE: 1/16" = 1'-0"



BUILDING SECTION A-A
SCALE: 1/16" = 1'-0"



SOUTHEAST CORNER



NORTHEAST CORNER



MAGNOLIA
SCIENCE ACADEMY **5**

GOOD
MORNING
STUDENTS

EAST FACADE



SOUTHWEST ENTRANCE



MAIN DROPOFF



OUTDOOR SPORTS



COURTYARD AERIAL

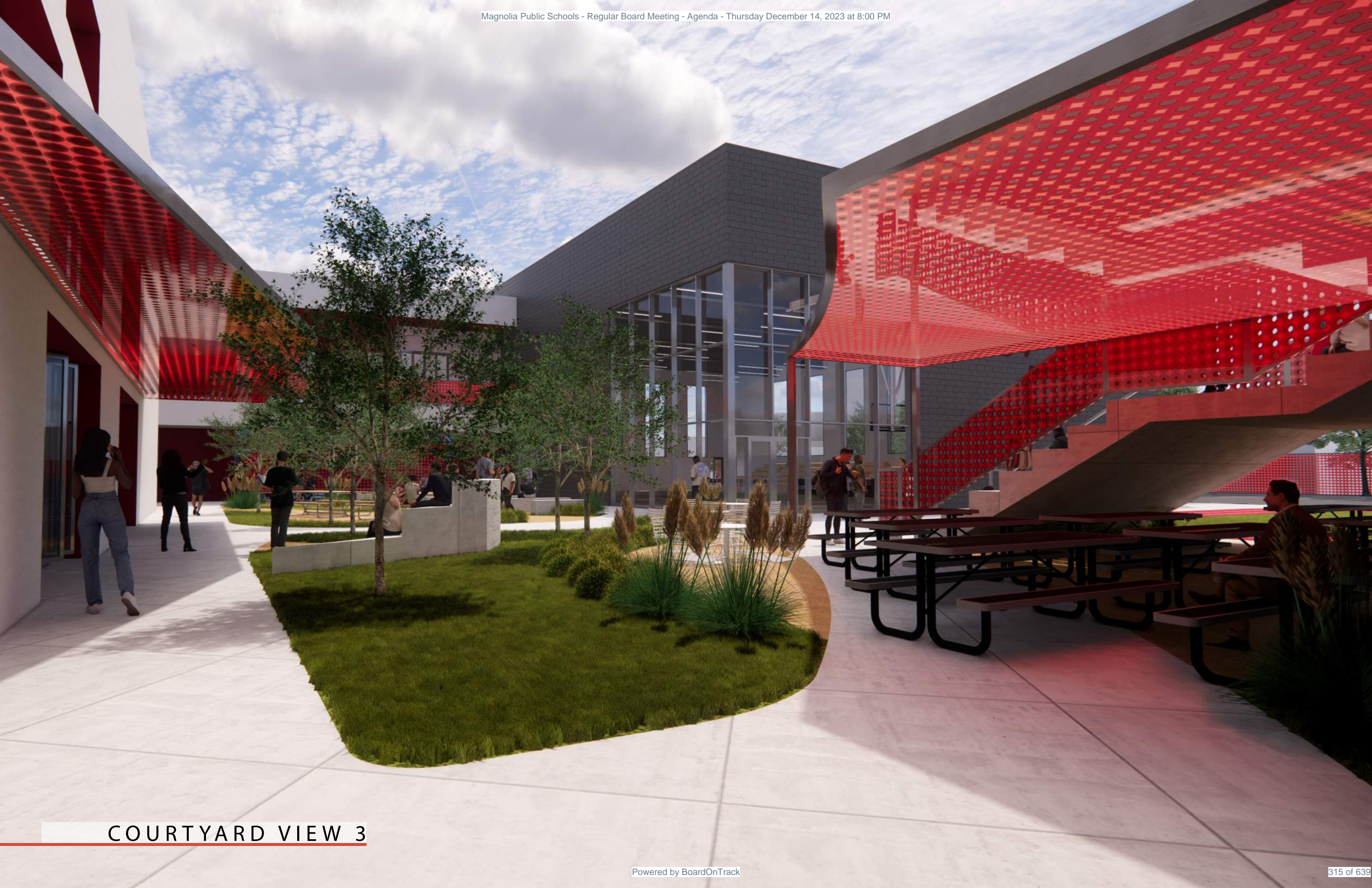




COURTYARD VIEW 1



COURTYARD VIEW 2



COURTYARD VIEW 3



COURTYARD VIEW 4



COURTYARD VIEW 5



COURTYARD VIEW 6



COURTYARD VIEW 7



EXHIBIT C

Construction Management RFP



REQUEST FOR QUALIFICATIONS/ PROPOSALS

MAGNOLIA SCIENCE ACADEMY 5
PRE-CONSTRUCTION AND CONSTRUCTION
MANAGEMENT SERVICES FOR CHARTER
SCHOOL STATE FUNDED MIDDLE & HIGH
SCHOOL NEW CONSTRUCTION PROJECT

**Posted
August 22, 2023**

Submit Responses To:
Mustafa Sahin
Facility Project Manager
Magnolia Public Schools

**RFP Due Date:
September 8, 2023**

No Later Than 5:00 P.M.

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION
250 EAST 1ST STREET, SUITE 1500
LOS ANGELES, CA 90012

Magnolia Educational & Research Foundation dba Magnolia Public Schools ("**Magnolia**") is requesting proposals and qualifications for construction management services for work associated with pre-construction and construction management services, bidding and construction of a new two story classroom building, gymnasium and associated site work for Magnolia Science Academy 5, an existing 6-12 charter school in Reseda, California (the "**Project**"). The Project address is 7111 Winnetka Avenue, Winnetka, Ca. Magnolia will pay for the Project with the proceeds from an award from the State Allocation Board and the Office of Public School Construction under the "Charter School Facility Program."

DLR Group is providing design and engineering services for the Project and is the Architect of Record ("**AOR**"). Because the Project will be paid for with the proceeds of a State award, all the typical requirements for a public educational project are applicable. DLR Group has submitted Project plans to the State of California Division of the State Architect ("**DSA**"). Magnolia and the AOR are awaiting comments on the plans and they are expected on or about the end of August 2023.

The purpose of this Request for Qualifications/Proposals ("**RFQ/P**") is to obtain information that will enable Magnolia to select a construction management firm ("**CM**") that can assist bringing the Project budget within the award received from the State of California. More specifically, Magnolia is seeking a CM that will provide feedback and suggestions to the current design and propose alternative construction and delivery methods (including adjustments or modifications to the current design and or modular/pre-fab construction) to bring the Project at or under budget. CM services may also include the procurement of long lead items and the management of the construction of new facilities. Each CM responding to this RFP should be prepared and equipped to provide comprehensive pre-construction and construction management services on behalf of Magnolia in an expeditious and timely manner to enable Magnolia to meet critical time deadlines and schedules. Magnolia desires to achieve occupancy of classrooms by August 2025.

Each CM responding to this RFP should propose services in the form of either (1) construction management only, (2) construction management with multi-prime delivery, or (3) construction management at risk delivery.

Magnolia issues this RFQ/P in compliance, with Section 4529.5 of Chapter 10, Division 5 of the Government Code which states that "[a]ny individual or firm proposing to provide construction project management services pursuant to this chapter shall provide evidence that the individual or firm and its personnel carrying out onsite responsibilities have expertise and experience in construction project design review and evaluation, construction mobilization and supervision, bid evaluation, project scheduling, cost-benefit analysis, claims review and negotiation, and general management and administration of a construction project." Accordingly, Magnolia is requesting proposals from qualified firms to provide comprehensive, professional pre-construction and construction management services in accordance with the information and criteria set forth herein. Extensive California public school experience and knowledge of the State process is sought from candidates submitting proposals in response to this RFQ/P, in addition to other criteria and qualifications as set forth herein.

Proposals shall be in accordance with the "Format for Proposal Submission" as set forth in Section II, below, and must be submitted to the attention of Mustafa Sahin via email by no later than 5:00 pm on September 8, 2023.

In order to allow Magnolia Public Schools to make an informed decision regarding the selection of a consultant among responsible and responsive candidates, the proposal must contain the following elements or evidence that the firm meets or exceeds the requirements stated herein.

I) SCOPE OF WORK

A) GENERAL & PRE-CONSTRUCTION PHASE

- 1) Work with Magnolia's staff, AOR, consultants, general contractors, sub-contractors and all other required vendors for the successful completion of a State of California funded project submitted to the Division of the State Architect ("**DSA**") within the City of Los Angeles jurisdiction;
- 2) Partner with Magnolia and DLR Group, and their respective consultants, to refine the Project scope in order to allow occupancy by the desired dates and within the desired budget;
- 3) Review all current plans and provide feedback and suggestions on bringing the Project at or under the budget identified in this RFP, including changes to the current design and evaluating alternative delivery and or construction methods, including modular/prefab construction;
- 4) Prepare detailed Project budgets and schedules at appropriate intervals;
- 5) Procure long lead items on behalf of Magnolia;
- 6) Assist with obtaining all State, City and Local permits in a timely and expeditious manner, including but not limited to CDE, SAB, OPSC, and LADBS; and
- 7) Work with Magnolia in the coordination and quality control of all project documentation. Prepare progress/status reports for cost, schedule, quality, etc. Reports are required throughout the duration of the Project to be submitted on monthly basis (or as needed) for review by the Magnolia.

B) BID/AWARD CONSTRUCTION MANAGEMENT PHASE

- 1) Assist Magnolia in its efforts to generate local bidder participation in the construction program (whether prime or general contractors);
- 2) Develop and issue project specifications and general conditions in cooperation with AOR and Owner's Authorized Representative;
- 3) Coordinate and conduct project pre-bid conference(s);
- 4) Coordinate with Magnolia and its consultant(s) to document and formally respond to bidder inquiries. Work with the AOR to issue addendum documents for bid packages, when necessary. Advise Magnolia of cost, schedule and construction impacts resulting from the inclusion of addendum documents for bid packages;
- 5) Assist Magnolia and Magnolia's AOR in the issuance of the Notice of Award and Notice to Proceed for each construction contract.

C) CONSTRUCTION MANAGEMENT PHASE

- 1) CM and assigned personnel shall be fully experienced in the coordination of construction projects utilizing identified construction delivery methodologies;

- 2) In conjunction with Magnolia and Magnolia's AOR, coordinate and conduct project pre-construction conferences;
- 3) CM and assigned personnel shall work with Magnolia and its AORs to insure existence and maintenance of complete files of all project documentation which shall include but not be limited to the following: design documents, estimates, bid documents, construction contracts, payment invoices, requests for information ("**RFIs**"), contractor's submittals and shop drawings, change orders, claims, schedules, and correspondence;
- 4) Serve as Magnolia's representative along with other consultants, including Magnolia's AOR and inspectors, for the administration of the construction contract(s) as provided under the general conditions for the Project. When appropriate, make recommendations to Magnolia for exercising Magnolia's prerogatives under the construction contract(s) for the Project;
- 5) Implement and coordinate Magnolia's construction standards. CM and its assigned personnel shall adopt standard procedures for document control and formats as identified for the documents including, but not limited to, bid documents, contract documents, payment invoices, schedules, program status reports, RFIs, change orders, claims, etc. CM, working with Magnolia and its AOR, must assist with the development and maintenance of a cost loaded project schedule detailing all project activities and implement logging and tracking of all project related information, including, but not limited to, contracts, payments, correspondence, and cost worksheet data;
- 6) Attend all regular job-site progress meetings, distribute meeting minutes, unless otherwise noted or agreed to by Magnolia or its other consultants and representative(s);
- 7) Along with the AOR and owner's authorized representative, coordinate activities with inspectors, consultants, testing labs, and other technical inspection and agencies as needed. File and distribute as appropriate all inspection reports;
- 8) Receive and review the Contractor's detailed cost-loaded baseline construction schedule for conformance to the contract requirements. Receive and review the Contractor's detailed "Schedule of Values" for front end loading and compliance with contract requirements. Distribute the approved schedule to Magnolia, Magnolia's AOR, and other involved parties;
- 9) Utilize the Contractor's approved baseline schedule and schedule of values to establish, update, maintain and distribute the project schedule;
- 10) Receive and review contractors' monthly schedule update and progress payment request. Review and confirm monthly contractor payment requests with Magnolia's AOR and inspectors, as needed. Review the progress of construction and observe work in place and stored materials, and evaluate the percentage complete of each activity shown on the contractor's construction schedule. Identify with the contractor any current or potential delay(s) to the completion schedule, and require appropriate contractor corrective action, including submittal of recovery schedule(s), where appropriate or advisable. Review certified payroll and verify compliance with applicable (e.g., administrative) guidelines, as requested or directed by Magnolia, and the financing institution;

- 11) Work with Magnolia's AOR in the evaluation of contractor change order proposals ("**Change Orders**") for time and price, and make recommendations for Magnolia action. Assist Magnolia and the AOR in the negotiation of Change Order cost and time extensions, and requirements for documenting Change Orders, and document packaging pertaining to Change Orders. Provide project cost estimating for Change Orders;
- 12) Prepare, file, and distribute project status reports as requested by Magnolia. Prepare and distribute logs reflecting status of Change Orders, claims, contractor submittals, shop drawings and RFIs;
- 13) Perform a claim entitlement analysis of all contractor claims, including but not limited to, an analysis of the impact on cost(s) and project schedule, and prepare recommendations to Magnolia and the AOR regarding appropriate action and response to contractor claims. If requested by Magnolia, negotiate claims from the contractor on the behalf of Magnolia, including recommendations concerning settlement, in conjunction with and subject to recommendations of Magnolia legal consultants;
- 14) Coordinate the receipt and storage of Magnolia-furnished, contractor installed materials and equipment;
- 15) Assist and coordinate with the AOR and inspectors, as needed, to prepare a "punch list" of items pending substantial and final completion of a project(s). Verify to Magnolia and Magnolia's AOR the contractor(s) completion and corrective action for each punch-list items, and recommend actions in event of contractor's failure to take corrective action or other necessary actions relative to said punch list;
- 16) Schedule, coordinate and assist Magnolia in the occupancy of the completed Project or portions thereof.

D) CONTRACT CLOSE-OUT

- 1) In association with Magnolia's AOR and authorized representatives, receive and review operations and maintenance manuals, and warranties and guarantees as required under the contract provisions.
- 2) In association with Magnolia's AOR and Authorized Representative, receive and review project record drawings and as-builts, and assist the AOR and Contractor in the filing of these documents with Magnolia. (Note: Format of record drawings to be determined for each project, usually hard copy plus AutoCAD and PDF).
- 3) Coordinate and schedule training sessions for Magnolia personnel, and verify that the Contractor's obligations are fulfilled.
- 4) Make a final review of the Project(s) in conjunction with Magnolia's AOR and Authorized Representative at the conclusion of all corrective action. Provide a report to Magnolia indicating whether the work is acceptable under the contract documents (including any addenda or change orders), and recommend final payment and the recordation of a notice of completion in conjunction with Magnolia's AOR and other Magnolia representatives or staff.

- 5) Assist Magnolia and Magnolia's AOR in the preparation and submittal of the final project accounting and closeout report(s) including (but not limited to) all City of Los Angeles, California Department of Education ("**CDE**") and State Allocation Board ("**SAB**")/Office of Public School Construction ("**OPSC**") forms as may be required or needed.

E) POST CONSTRUCTION FOLLOW-UP

- 1) Provide Magnolia and Magnolia's AOR with one (1) year post construction follow-up for Contractor warranty and guarantee items.

II) PROJECT DESCRIPTION

The scope of the Project is the construction of a new campus for MSA-5 at 7111 Winnetka Ave. A map and the ALTA and topographic survey may be accessed via this link – [ALTA and Top Survey](#). Magnolia will use the proceeds of an award from the State of California under its Charter School Facilities Program ("**CSFP**") to construct a new two story building, gymnasium, outdoor learning areas, and all associated site work, offsite improvements and utility service installation as required. Details of the award may be accessed via this link – [Magnolia CSFP Award](#). DLR Group is the AOR and has completed DSA submission. The DSA plans may be accessed via this link – [Magnolia DSA Plans](#).

While the award is for \$50.8 M, approximately \$10.4 M will be used for acquisition, and approximately \$3.5 M will be used for soft costs, leaving \$36.9 M for hard costs (inclusive of all construction costs, including general conditions and CM fees and costs).

Magnolia desires to occupy the Project in time for the 2025-26 school year.

Based on the current estimate received from HLCM, DLR Group's cost estimator, the overall hard costs for the Project are causing the overall Project budget to exceed the award. Therefore, a key part of the services to be provided by the CM will be reviewing the Project design, and making suggestions for cost savings, including adjustments and modifications to the DSA submitted design, and considering, evaluating and recommending alternative methods of construction and delivery, including but not limited to modular and prefab construction. The HLCM estimate can be accessed via the following link – [HLCM Estimate](#).

III) FORMAT FOR PROPOSAL SUBMISSION

A) GENERAL INSTRUCTIONS

All proposals are to be submitted in compliance with the format set forth below and in the order as outlined to facilitate evaluation by Magnolia of the candidate's ability to meet or exceed the specified requirements under the heading "Scope of Work."

The proposals shall be presented in a bound 8-1/2 inch by 11-inch (vertical) format. Submit three (3) hard copies and one (1) electronic copy in PDF format via email of each proposal. All submittals shall

be tabbed for easy referral to the numbered answer. All submittals shall become the property of Magnolia and will not be returned.

Clarifications or questions regarding submittals must be submitted in writing to Mustafa Sahin, via email to msahin@magnoliapublicschools.org. Please include the name of your firm and telephone number when making inquiries. All proposals are due no later than Sep 1, 2023, 5:00 p.m.

SPECIAL NOTE: Individuals and firms responding to the RFP are cautioned to not contact school Board Members, Magnolia leadership, staff or existing consultants without the express permission of Mustafa Sahin or Patrick Ontiveros. Failure to observe these criteria could potentially result in disqualification.

B) **FORMAT REQUIREMENTS:**

The sequence to be followed is as follows:

1. Cover Page
 - a. Name of Firm
 - b. Project Title – Proposal for Construction Management Services, MSA 5
 - c. Date Submitted

2. General Information
 - a. Name, address, telephone, and e-mail address of firm, name and email for contact persons.
 - b. License number, type of license, State of license or registration;
 - i. Legal form of firm (i.e. corporation, partnership, etc.).
Please state the year your firm or organization was established;
 - ii. Number and names of principals in the firm;
 - iii. Number of employees;
 - c. A short resume of your firm's principals, including registrations/licenses (Please limit to one page per person);
 - d. Short resume of key personnel to be assigned to the Project, included position. Please limit to one page per person, with each resume containing the following information:
 - i. Project-specific responsibilities and description of work to be performed;
 - ii. Estimated percentage of the individual's time that will be devoted to the project;
 - iii. Specific qualifications;
 - iv. Years with the firm;
 - v. Number of projects of similar nature performed by subject of resume;
 - vi. Position held and responsibilities on work of similar nature; and,
 - vii. Education, licenses held, qualification, etc.

3. Provide information to show that your proposed team has suitable resources and time available to ensure satisfactory completion of the Project.

4. Experience in new public school construction projects, highlighting any CSFP funded projects. Please provide a minimum of five (5) completed individual projects.

5. Provide a list of at least three (3) references, including names, addresses, telephone and e-mail addresses of all contact persons with respect to projects which your firm or its senior personnel has worked on within the last ten (10) years, and any other references you wish to provide who may

provide information to Magnolia regarding your firm's qualifications. List the project's owner and contractors for each reference. Please be advised that references will be contacted.

6. Describe recent projects, ideally, public works or K-12 school projects, performed within the last five (5) years for which your firm or its senior personnel provided construction management services. State the estimated project cost (include design, construction and administration) versus actual cost for these projects. Provide all information regarding change orders or other construction cost adjustments relative to each project listed. Describe in full the services provided by your firm.
7. Please indicate experience your firm has with respect to the following:
 - a. **Value Engineering (in particular bringing challenging projects within budget even after the principal design has been completed, including implementing design changes and modifications, and switching to alternative construction and delivery methods)**
 - b. Schedule Management
 - c. Pre-Construction
 - d. Construction Management, including construction management only, construction management with multi-prime delivery, and construction management at risk delivery
 - e. Budget Management
 - f. Construction phasing plan
 - g. Information Technology
 - h. Experience with the following: the City of Los Angeles Department of Building and Safety (LADBS); Los Angeles City Planning; Los Angeles Department of Transportation (LADOT); Los Angeles Department of Water and Power (LA DWP); City of Los Angeles Public Works Department, Bureau of Engineering (BOE); Los Angeles Fire Department; and other applicable city departments and agencies.
 - i. Constructability Reviews
 - j. Estimating Services
8. Briefly describe how your team would plan to work with Magnolia and their other consultants, representatives and/or agents as consultant in the following areas:
 - a. Team work. Describe what tactics you will use to strengthen working relationships between the architect, engineers, contractors, consultants and Magnolia staff.
 - b. Assisting architect and/or engineering firms in public contract compliance (especially with respect to remaining within budget, adhering to schedules, and with respect to project deliverables).
 - c. Construction phasing to coincide with facility needs, as needed.
 - d. Handling changes needed during any of the above phases.
 - e. Claims response, participation in advising mitigation of adverse (or potentially adverse) impacts, and dispute resolution (identify type, e.g., arbitration, mediation, etc.)
 - f. Managing and coordinating the public works bidding process.
 - g. Interfacing with multiple state level and governmental agencies departments.
9. Briefly describe how your firm develops and monitors accurate project design and construction schedules, financial budgets, and cost estimates. Please include methods and philosophy for cost control and change order management for both design and construction phases, as well as construction claims dispute resolution.

10. Insurance Coverage. Each submittal must include a copy of the respondent's Certificate of Insurance. This may be marked confidential and included with the proposal. The firm or organization shall be required to carry the following insurance with Magnolia named as Additional Insured:

- a. Comprehensive General Liability and Property Liability Insurance, with a minimum limit two million dollars (\$2,000,000);
- b. Comprehensive Automobile Liability Insurance, including owned, non-owned, and hired vehicles with minimum limit of one million dollars (\$1,000,000);
- c. Workers' Compensation and Employer Liability, statutory limit;
- d. Professional Liability Insurance with minimum one million dollars (\$1,000,000) per claim per annual aggregate. Deductible not to exceed \$25,000 each claim; and
- e. Such other insurance as Magnolia may reasonably request.

Note: All insurance must be issued by an insurance provider by an admitted carrier (licensed to do business in the State of California), carrying a rating of not less than A-VII in the most current A. M. Best's Insurance Guide – Property Casualty or otherwise acceptable to Owner.

11. Provide a complete list of construction related litigation within the past five (5) years involving your firm. Indicate whether your firm or any predecessor firm has filed for protection under the United States bankruptcy code within the last seven (7) years. If so, provide the name of the court where filed, the case title, and the disposition of the case.

ALL RESPONSES MUST BE RECEIVED BY 5:00 PM, SEPTEMBER 8, 2023

Proposals must be concise, straightforward, and must address each requirement and question.

Magnolia reserves the right to negotiate modifications with any firm as may be required to serve the best interests of Magnolia and to negotiate the final contracts with the most qualified candidates.

All proposals will become the property of Magnolia. Information in Proposals will become public property and subject to disclosure laws. Magnolia reserves the right to make use of any information or ideas in the proposals. All proposals will be maintained as confidential working papers until officially placed on the School Board meeting agenda.

Magnolia reserves the right to reject any and all proposals and to waive any informality in any proposal received. No obligation, either expressed or implied, exists on the part of Magnolia to make an award or to pay any costs incurred in the preparations or submission of a proposal. All costs associated with the preparation or submission of proposals for this RFP is solely the responsibility of the candidates.

IV) BUDGETARY ESTIMATE FOR FEES:

- A) Provide the hourly rate for each proposed job classification, and any others that may become necessary due to additional services.

- B) Provide a fully loaded fee schedule for construction management services for the project as detailed in Section II, Project Description, specifying the proposed CM services (CM only, CM-MP or CM@Risk or a fee for each alternative). Please provide an estimate and breakdown of reimbursable expenses.

V) EVALUATION OF PROPOSALS AND RECOMMENDATION:

- A) Process: All RFP responses will be read and evaluated by a committee of Magnolia home office staff and MSA-5 staff. Overall responsiveness and representations made within the RFP, as well as CM's firm's ability to connect with the MPS team are important factors in the overall evaluation process. MPS will select a firm that has the highest suitability for the work with MPS and the overall desirable approach.
- B) Award: Magnolia reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests. Staff will make a recommendation to the Board of Directors to award a contract to the selected Vendor. The Board of Magnolia Public Schools will vote to award the contract at its ad hoc committee or regularly scheduled meeting.
- C) Questions and Submission: Please feel free to direct questions to Mustafa Sahin, Project Manager, by email, as shown below, or Patrick Ontiveros, Director of Facilities and Real Estate at pontiveros@magnoliapublicschools.org.

All proposals are due no later than 5:00 pm September 8, 2023 **via email** as indicated below. Please deliver three (3) hard copies in care of the MERF home office address by September 11th, 2023 no later than 5:00 pm as follows:

Mustafa Sahin
Facilities Department
c/o Magnolia Education & Research Foundation
250 E 1st Street, Suite 1500
Los Angeles, CA 90012
msahin@magnoliapublicschools.org



ADDENDUM #1 TO
REQUEST FOR QUALIFICATIONS/ PROPOSALS

MAGNOLIA SCIENCE ACADEMY 5
PRE-CONSTRUCTION AND CONSTRUCTION
MANAGEMENT SERVICES FOR CHARTER
SCHOOL STATE FUNDED MIDDLE & HIGH
SCHOOL NEW CONSTRUCTION PROJECT

**Addendum Posting
September 14, 2023**

Submit Responses To:
Mustafa Sahin
Facility Project Manager
Magnolia Public Schools

**Revised RFP Due Date:
September 20, 2023**

No Later Than 12:00 P.M.

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION
250 EAST 1ST STREET, SUITE 1500
LOS ANGELES, CA 90012

I. Supplemental Information

This addendum supplements that certain Request for Qualifications/ Proposals (“RFP”) for Construction Management services for the new Magnolia Science Academy 5 project located at 7111 Winnetka Avenue, Winnetka, Ca. distributed on or about August 22, 2023. Except as modified herein, the RFP remains unchanged.

The due date is hereby extended to 12:00 PM on September 20, 2023.

All responses should include the following information. Firms that already submitted a proposal will be asked to supplement their submission by the new due date. The RFP provided that

Magnolia is seeking a CM that will provide feedback and suggestions to the current design and propose alternative construction and delivery methods (including adjustments or modifications to the current design and or modular/pre-fab construction) to bring the Project at or under budget. :

Please provide examples of when you took an existing design that was out of budget and provided feedback and recommendations that reduced the overall hard costs and/or when you provided feedback and or recommendations that successfully converted the project to a prefab or modular construction.

II. Questions and Submission

All questions regarding the RFP, as supplemented by this addendum, should be directed to the following person, preferably by e-mail, as shown below.

Mustafa Sahin
Facilities Department
c/o Magnolia Education & Research Foundation
250 E 1st Street, Suite 1500
Los Angeles, CA 90012
msahin@magnoliapublicschools.org

Note change in due date to deadline for submission of proposals. All proposals (and supplements to existing proposals) are due ***no later than 12:00 p.m. on Wednesday, September 20, 2023*** and may be delivered either by email or in hard copy form to the person indicated above.

III. Award

MPS reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests. Further, MPS reserves the right to modify or issue amendments to this RFP and to cancel or reissue this RFP at any time.

End of Addendum #1 to Request for Proposal



EXHIBIT D-1

GSE RFP Response

MAGNOLIA

PUBLIC SCHOOLS

Submitted to:

Mustafa Sahin

Facility Project Manager

Facilities Department

c/o Magnolia Education & Research Foundation

250 E 1st Street, Suite 1500

Los Angeles, CA 90012

msahin@magnoliapublicschools.org

**Proposal Submittal for Request for
Qualifications/ Proposals**

Magnolia Science Academy 5

Pre-Construction And Construction

Management Services For Charter

School State Funded Middle & High

School New Construction Project

Date Submitted:

September 20th, 2023, 12pm

Submitted by:

Gateway Science and Engineering, Inc.

George Castillo, P.E.

300 North Lake Avenue, 12th Floor

Pasadena, CA 91101

Phone: (626) 696-1600 | Fax: (626) 696-1630 •

info@gateway-sci-eng.com





September 19, 2023

Mustafa Sahin
Facility Project Manager
Magnolia Public Schools
250 E 1st Street, Suite 1500
Los Angeles, CA 90012

Reference: Magnolia Science Academy 5 Pre-Construction And Construction Management Services For Charter School State Funded Middle & High School New Construction Project

I am pleased to submit this proposal on behalf of Gateway Science and Engineering, Inc., (GSE), for the referenced project. We are excited about the opportunity to work with Magnolia and believe that our expertise and commitment to excellence make us the ideal partner for this endeavor.

At GSE, we have a strong track record of delivering successful construction projects, particularly in the areas of educational facilities, public infrastructure, and transportation. With more than 25 years of experience, we have honed our skills and developed a deep understanding of the unique challenges and requirements.

Our team is composed of highly skilled professionals, including experts in construction management, engineering, design, and quality assurance. We take a collaborative and client-centric approach to every project, working closely with our clients to ensure that their vision is realized while adhering to budget and timeline constraints.

We propose approaching the project as a CM Multiple Prime, but we are open to pivoting our approach for the betterment of the project after gaining a comprehensive understanding of its specific needs and challenges post-award. Our team excels in value engineering and cost estimating, and we have a track record of finding innovative solutions to meet budgetary needs while maintaining project quality.

We also have established close relationships with vendors who specialize in providing DSA (Division of the State Architect) approved modular buildings. If, after thorough evaluation, it is determined that this approach aligns with the project's goals and budget, we have the network and expertise to seamlessly integrate modular solutions into the project.

We understand the significance of the project and are fully prepared to meet and exceed your expectations. Our proposal includes a detailed plan, cost estimate, and timeline that reflect our commitment to delivering a successful outcome.

Thank you for considering our proposal. We look forward to the opportunity to discuss this project further and demonstrate how GSE can contribute to its success. Please do not hesitate to reach out to me at agastelum@gateway-sci-eng.com to schedule a meeting or if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Art M. Gastelum'.

Art M. Gastelum, MPA
President & Chief Executive Officer
agastelum@gateway-sci-eng.com

A handwritten signature in blue ink, appearing to read 'George A. Castillo'.

George Castillo, PE, MBA
Director of Construction Management
gcastillo@gateway-sci-eng.com



Section 1

Table of Contents

Section 2 - General Information	4
Section 3 - Resources and Availability.....	13
Section 4 - New School Construction Experience.....	20
Section 5 - References	25
Section 6 - Recent Projects.....	26
Section 7 - Technical Experience.....	31
Section 8 - Working with Magnolia and Other Consultants/Agents.....	39
Section 9 - Design and Project Controls Management	41
Section 10 - Certificate of Insurance	42
Section 11 - Litigation and Bankruptcy	43
Section 12 - Budgetary Estimate for Fees.....	44
Section 13 - Response to Addendum #1.....	47

Section 2

General Information

A. Gateway Science & Engineering, Inc.

300 North Lake Avenue, 12th Floor
Pasadena, CA 91101
Email: info@gateway-sci-eng.com
Phone: (626) 696-1600
Fax: (626) 696-1630

Contact Info:

George Castillo, PE

Email: gcastillo@gateway-sci-eng.com
Direct: (626) 696-1600
Mobile: (562) 682-3620

B. License Information

Business License: 0000075071-0001-0
City/State: Los Angeles, CA
PE License: 47127
Type: Civil Engineering
State: California
Public Works Contractor Registration:
PWLR1000374876

Legal Form: Coporation, est. 1993

Number of Employees: 22

Names of Principals of Firm:

- Art Gastelum, *President and CEO*
- George Castillo, *Director of Construction Management*



YEARS OF EXPERIENCE

35+ Years, 30 at Firm

EDUCATION

- MPA, University of Southern California, Los Angeles, CA
- B.S., Political Science, Minor in Finance, California State University, Los Angeles

AFFILIATIONS

- Los Angeles Latino Chamber of Commerce, Advisory Committee Member
- USC, Board of Governors Emeritus Alumni Association, Member
- USC, Latino Alumni Association, Corporate Advisory Council, Member
- East West Bank, Strategic Advisory Council, Member
- Los Angeles Mission College Foundation, Member
- Los Angeles Coalition for the Economy and Jobs, Member
- California State University Los Angeles Foundation, Member

QUALIFICATIONS

- Creation of strategic partnerships between organizations and local government offices
- Client relations to ensure regulatory compliance and oversee all essential services
- Oversight and management of multiple concurrent construction and bond programs
- Invaluable insight into the inner-workings of government agencies

ART M. GASTELUM

PRESIDENT AND CHIEF EXECUTIVE OFFICER

Art M. Gastelum is President and Chief Executive Officer of Gateway Science and Engineering (GSE). Located in Pasadena, California, GSE specializes in project management, construction management, inspection and engineering of public works projects. As President of GSE, Mr. Gastelum is responsible for establishing corporate goals and developing execution strategies. His day to day responsibilities are dedicated to fostering client relations and the delivery of client expectations. Mr. Gastelum's extensive experience in construction of public works projects, he has led him to develop strong strategic alliances with major construction management and engineering firms as well as key working relations with Federal, State and Local Regulatory Agencies and Departments. These alliances have resulted in the participation and completion of projects valuing over \$55 billion dollars.

SELECT EXPERIENCE

Los Angeles Community College District - Mission College (\$463M), *Project Executive*, Sylmar, CA GSE was responsible for the Construction and Project Management of this \$480M project. GSE was responsible for the planning, coordination, design, bid, award, and oversaw construction of a New Classroom Building, Parking Structure; Wellness & Health Center; New Student Food Services Facility; New Culinary Arts Facility; New Media Arts Facility; Student Support Center Building; New Police Station/ Safety Information Center and New Child Development Center, Modernization of Campus Center, and Learning Assistance Center/Library Building.

Los Angeles Unified School District - VR Span K - 8 (\$54M), *Project Executive*, Porter Ranch, CA As the Project Executive, GSE was responsible for the Construction and Project Management of this \$54M project. Project consisted of 2 Small learning communities including 41 classrooms, 2 science labs, as well as offices for academy administration. Specific school facilities included performing art classrooms, library, multipurpose room, gym, food service room, lunch shelter, central admin offices, playfields and surface parking.

Los Angeles Community College District - West Los Angeles College (\$75M), *Strategic Advisor*, Los Angeles, CA As the Strategic Development Advisor to the campus, Mr. Gastelum developed essential relationships between the campus and various contractors to streamline and expedite approvals by regulatory agencies and college stakeholders. Mr. Gastelum successfully outlined and developed issue resolution and claims prevention processes to ensure the delivery of client needs and program objectives.

City of Los Angeles, *Deputy Mayor, Economic Development*, Los Angeles, CA During his 18-year tenure in the Bradley Administration, Mr. Gastelum had liaison responsibilities for numerous City Departments including serving as the Mayor's representative to the Department of Water and Power, with oversight responsibility for a 2.4 billion dollar budget and 11,000 employees. During the 1984 Olympics, Mr. Gastelum had the distinction of being appointed as Mexico's attaché to the Olympics, while at the same time serving as the 1984 Olympic President Peter Ueberroth's envoy to Mexico.



YEARS OF EXPERIENCE

35+ Years, 17 at Firm

EDUCATION

- M.S., Business Administration, emphasis in Management, University of Northern Colorado
- B.S., Business Administration, emphasis in Management, University of Northern Colorado
- Associate Applied Arts and Sciences, emphasis in Mechanical Design Drafting, Jackson Community College

AFFILIATION

- Cost Engineering American Association of Cost Engineering
- Construction Management Association of America

QUALIFICATIONS

- Extensive expertise in project management within the engineering and construction industry. He has successfully managed projects in various sectors, including school modernization, commercial, heavy industrial, public works, nuclear weapons production facilities, theme park attractions, rides, and hazardous waste site remediation.
- A deep understanding of design development, ensuring that projects meet both aesthetic and functional requirements.
- Well-versed in financial aspects of project management, including forecasts, budgets, profit and loss management, and cost pricing. This financial acumen is crucial for maintaining project profitability.
- His experience with public works projects, including work with entities like LACCD & LAUSD (Los Angeles Unified School District), demonstrates his ability to navigate the complexities of public sector projects.

GEORGE JOHNSON

EXECUTIVE OVERSIGHT

George Johnson is a seasoned Manager with over 35 years' experience including international assignments in the engineering and construction industry with expertise in managing design and construction of school modernization, commercial, heavy industrial, public works, nuclear weapons production facilities, theme park attractions and rides and remediation of hazardous waste sites. Demonstrated ability's to recruit, hire, train and manage design and construction and maintenance staff professionals. In-depth understanding of design development, forecasts/budgets, profit and loss management, cost pricing, project planning, scheduling and new business development. Responsibilities included the planning, budgeting, organizing, directing, coordinating, reviewing and performance reporting of Senior Program/Project Managers and their teams in the delivery of construction and maintenance objectives.

SELECT EXPERIENCE

San Bernadino Community College District - Crafton Hills and Valley Community College (\$500M), *Program Director*, San Bernadino, CA, Program Director consultant for the implementation and delivery of Measure M Bond improvement programs and projects for the San Bernadino Community College District. Overseeing the campus projects Specialty Services Contractors, General Contractors and Construction Management staffing resources for San Bernadino Community College District. Responsibilities include the management facilities performance criteria programming, design, procurement, construction and close-out of new and existing campus classroom facilities, administrative facilities and infrastructure improvements projects. *Awarded a Project Achievement from the CMAA.*

Los Angeles Community College District - Mission College (\$463M), *Prime Consultant*, Sylmar, CA, George was the Prime consultant for the implementation and delivery of several Bond Measure improvement programs and projects for the largest community college district in the United States. Responsibilities include the management of land acquisition, facilities performance criteria programming, design, procurement, construction and close-out of new and existing campus classroom facilities, administrative facilities and infrastructure improvement projects. Provided the direction and oversight of the campus bond sustainability for LEED Certifications resulting in three LEED Platinum and one Silver classroom facilities.

Managed the campus projects Business Information Modeling (BIM) in compliance with Districts systems and building records capturing for facilities management and operation.

Phoenix Sky Harbor International Airport Development Program (ADP), *Team Program Manager*, Phoenix, AZ (6/2008 - 6/2010). Manager of Program Controls and Administration, Estimating, Scheduling, Contracts Administration/ Document Controls, Information Technology, Cost Controls & Analysis and Owner Controlled Insurance Program. Provided lead support for financial & budget program management for the controls management implementation, direct the planning, analysis & implementation of contractor performance measurement.

Los Angeles Unified School District Bond Programs, *Deputy Director, Design Services, School Modernization & Construction*, Los Angeles, CA (2/2001 - 5/2008) Directed the Design Services unit design management staff for architectural and engineering facilities contracts. *Deputy Director, Operations Center*, Monitored the progress of programs and projects from concept through close-out. *Deputy Director, Program Operations*, Directed and reviewed the administration of the existing facilities construction program policies, procedures, and activities.



YEARS OF EXPERIENCE

25+ Years, 15 at Firm

EDUCATION

- MBA, Business Strategy, University of Southern California, Los Angeles, CA
- B.S., Civil & Structural Engineering, California State University Northridge, Northridge, CA

LICENSES / CERTIFICATIONS

- Professional Civil Engineer No. 47127, California BPELSG
- OSHA 30-Hrs.
- LA Metro Rail Safety Training

QUALIFICATIONS

- Extensive experience in providing comprehensive construction management services for schools and public facility projects.
- Adept at accurately forecasting project costs, tracking expenses, and implementing strategies to keep the project within budget.
- Skilled in conducting & reviewing value engineering analyses and presenting cost-effective alternatives to the current design.
- A strong background in managing the construction of new facilities, including overseeing subcontractors, quality control, and adherence to safety regulations.
- Ability to provide comprehensive pre-construction services for successful project planning and execution. This includes site assessment, permitting, risk assessment, and the development of a clear project execution plan.
- A proven track record of completing projects on time & within budget.
- In-depth knowledge of California state regulations, building codes, and DSA coordination.

GEORGE CASTILLO, P.E.

PROJECT MANAGER & PRINCIPAL IN CHARGE, 100% AVAILABLE

George Castillo is a Licensed California Civil Engineer with over 25 years of robust professional expertise in project management, project design, construction oversight, and facilitating permitting/entitlements for diverse projects. His proficiency extends to overseeing all on-site field construction operations and tenant improvements across a spectrum of facilities in Southern California. George possesses an in-depth understanding of various project delivery methodologies, encompassing D-B-B, CMGC, CMAR, and Design-Build approaches. George has also been responsible for field administration, estimating, scheduling, procurement, and value engineering. He knows the importance of timely responses to contractor's RFI's, submittal reviews and other pressing field issues.

As the Project Manager and Principal In Charge, George will play a crucial role in managing the school contract. He will provide valuable insights by evaluating the existing design, offering suggestions, and proposing innovative construction and delivery methods.

SELECT EXPERIENCE

USC Modernization Program (\$100K - \$2M) Sr. Project Manager, Los Angeles, CA (2019 - 2022) George was in charge of deferred maintenance projects ranging in costs of \$100K to \$2M. Tasked with identifying and analyzing department needs and creating a project scope and budget for design and construction, as well as permitting with the City of LA and AQMD. Utilizing e-Builder to provide project information to owners and staff regarding all project information, from budgets, payments, invoicing, and CD's. Since most of the work performed on campus is DFM, has extensive knowledge of building systems components, including mechanical, electrical, plumbing and underground utilities. Utilize AutoCAD, Outlook, Excel, Word, Bluebeam and MS Project.

Montebello Unified School District - Various Sites Project Manager, Los Angeles, CA (2014) George was the principal-in-charge of this emergency project to eliminate hazardous wastes from 46 classroom, a 17,000 SF library and 15,000 SF administration offices for three school sites for the MUSD. The project was fast tracked in less than two-months and Mr. Castillo managed a 24/7 operation that included ATI, Castlerock and Argus, three top environmental firms, to manage the abatement and certify through AQMD the premises clean of contamination, including asbestos, lead and mold. Procedure-5 compliance was achieved by coordinating with Titan Environmental Inc. and ALTA

Environmental Inc., the environmental owner's representatives, through SCAQMD. TI projects also included installation of FLS, and energy efficient lighting replacement.

Sixth Street Viaduct Replacement Project, Contracts and Change Order Consultant Sr. Engineer / Construction Manager, Los Angeles, CA (2019) George was tasked with analyzing project scope and City of LA specifications (incl. CALTRANS) related to CMGC, contracts and change orders on the \$200M Sixth Street Viaduct Project for Skanska-Stacy-Witbeck JV. The scope included reviews of risk registers, estimates, TIA, and justification for proposed change orders. He frequently met with various trades and engineers during construction to discuss means and methods to safely install quality work per AFC contract documents.

LA Metro Purple Line 1, Sr. Engineer / Construction Manager, Los Angeles, CA (2017 - 2018) George He assisted in all aspects of the deep excavations for the La Cienega Station. He coordinated the utility/substructure maps for pot holing activities, and verifying AUR field conditions based on as-built substructure plans for all wet and dry utilities.

LA Metro Regional Connector, Third-Party Coordinator and Permitting Expeditor, Los Angeles, CA (2015 - 2016) George was responsible for the coordination of relocation and inspection of utilities and traffic control with LADOT and other agencies (LABOE, LADWP).



MSA- 5 - RFP-Q for Construction Management Services



YEARS OF EXPERIENCE

50+ Years, 1 Year at Firm

EDUCATION

- AA, Communication, Journalism, and Related Programs, Palomar College, San Marcos, CA

LICENSES / CERTIFICATIONS

- Lifetime Certified Professional Estimator (LCPE) No. 1.4-000259-0500, American Society of Professional Estimators
- DBIA Certified Professional, Design Build Institute of America
- LEED AP U.S. Green Building Council
- CERT, Certified Member, Consulting Estimators Round Table
- California State Contractor – B-1 General, C-61/D-44 Specialty
- Contractor (Renewed Inactive)

QUALIFICATIONS

- Over \$25M in Value Engineering, Value Management cost savings
- Held Chief Estimator positions in various prominent construction companies, including Balfour Beatty Construction, Gilbane Construction, Straub Construction, and Swinerton Builders.
- Extensive experience in providing accurate cost estimates for diverse sectors such as Education, High Rise, Hotels, Aviation, Healthcare, Military, & Government.
- Expertise in conducting forensic investigations to analyze construction defects and issues.
- Seasoned in providing expert witness testimony in construction defect litigation cases.
- Bid Package Phase Cost Estimating, Advertising and Management
- Served as Director of Pre-Construction, overseeing strategic planning & project initiation for large general contracting companies.

LARRY HENDRICK, DBIA, LCPE, LEED AP

CHIEF ESTIMATOR, 100% DURING PRECON, 10% DURING CONSTRUCTION

Larry Hendrick, a stalwart in the California Construction industry with a remarkable career spanning 55 years, is a distinguished figure within the American Society of Professional Estimators. Larry has over 22 years of exceptional expertise in construction estimation. Mr. Hendrick's unparalleled proficiency lies in precise cost estimation for construction projects, adept bid proposal formulation, extensive experience in training and public speaking engagements, forensic investigation prowess, and the critical ability to provide cost-to-repair estimates for construction defect litigation claims. Moreover, he offers invaluable preconstruction consulting services across a wide spectrum of construction projects. As the Preconstruction Manager for Magnolia Science Academy 5 - Pre-Construction & CM Services, Larry will perform cost estimating, value engineering and bid phase management.

SELECT EXPERIENCE

Mira Costa College, Oceanside Campus, Student Services Building D-B (\$33M)

Chief Estimator, Oceanside, CA (2020 - 2021) Larry provided options and pricing for Slope Repair to include caissons and soil stabilization to help project stay within original stated budget. He provided options and pricing for stand-alone larger Central Plant for campus in lieu of remodeling and expanding existing Central Plant for cost comparison. Larry also provided options and pricing for site to include auto access and drop-off and provided options and pricing for alternate interior finishes for comparison.

Los Angeles Unified School District (LAUSD) Roosevelt High School, Campus Modernization D-B (\$160M)

Chief Estimator, Los Angeles, CA (2017) Larry provided options and pricing for exterior skin to minimize cost and stay within budget. He provided options and pricing for standardized chemistry lab case work to minimize cost and stay on budget. Larry also provided options and pricing for storefront glazing in lieu of curtain wall glazing assemblies to minimize cost and stay on budget. He provided options and pricing for LED lighting in lieu of florescent lighting for energy savings and higher life cycle value. He provide options and pricing for stage equipment at the Theater to minimize cost and stay within budget and provided options and pricing for exterior hardscape enhancements to require less landscape maintenance.

Los Angeles Unified School District (LAUSD) Lindbergh Elementary School Campus Modernization Lease-Lease Back (\$40M) Chief Estimator, Los Angeles, CA (2019 - 2020) Larry provided option and pricing for Otis Elevator in lieu of proposed as preferred best value. He provided option and pricing for steel prefabricated covered walkway connecting buildings in lieu of large cantilever overhang at buildings to minimize cost and stay on budget. He proposed shortened construction schedule to save cost and stay on budget. Proposed pre-purchase of long lead items to hedge inflation. He proposed utilizing existing duct banks for electrical cabling between buildings to minimize cost and stay on budget.

Los Angeles Unified School District Wegforth Elementary School Campus Modernization, Lease-Lease Back (\$22M)

Chief Estimator, Los Angeles, CA (2019 - 2020) Larry proposed utilizing existing duct banks for electrical cabling between buildings to minimize cost and stay on budget. He proposed DG surfacing at some hardscape areas in lieu of concrete to minimize cost and stay on budget. He proposed chain link fencing at some portions of perimeter in lieu of ornamental fencing to minimize cost and stay on budget. In addition, Larry proposed prefabricated shade structures at lunch area in lieu of site build to minimize cost & stay on budget and proposed reusing and painting existing suspended ceiling grid and just replace ceiling tile to minimize cost and stay on budget.



YEARS OF EXPERIENCE

26 Years, 8 Years with Firm

EDUCATION

- M.S. Electrical Engineering, Odessa Polytechnic University, Odessa Ukraine
- B.S. in Electrical Engineering, Lvov Polytechnic University, Lvov, Ukraine

LICENSES / CERTIFICATIONS

- Certified Construction Manager, CCM (Exp. 01/2025)
- Construction Quality Management For Contractors USACE # 784 (Issued 2018)
- OAR Training Certification (Issued 2006)
- FEMA Project Specialist Certifications (Issued 2011)
- OSHA 30-Hrs.

QUALIFICATIONS

- Served as Preconstruction Manager for LAUSD
- Over 10 years of direct professional experience in the management and administration of school bond programs to include managing and coordinating design, bidding award process and construction
- Experience interfacing with the Office of Environmental Health and Safety (OEHS), the Division of the State Architects (DSA), Los Angeles Fire Department and The Division of Occupational Safety and Health.
- Experience with CM, CM@Risk, Design-Bid-Build, Design-Build contracts.
- Experience in design and construction with total projects cost projects exceeding \$100 million

ROZA GUREVICH, CCM, CQM

DEPUTY CONSTRUCTION MANAGER, 100% DURING PRECONSTRUCTION, QUALITY CONTROL MANAGER 10% - 20% DURING CONSTRUCTION

Roza Gurevich a highly accomplished and seasoned professional in the field of construction, she brings over 26 years of unparalleled expertise to the role of Construction Manager for school projects. With an impressive track record of managing complex and multi-billion-dollar construction programs, Roza is a dedicated leader known for her unwavering commitment to delivering high-quality projects within budget and on time. In her role as Deputy Construction Manager for the Magnolia Science Academy 5 - Pre-Construction & CM Services, Roza embodies a wealth of experience, dedication, and proven expertise. Her impressive track record in managing projects of varying scale and complexity, combined with her ability to deliver results that exceed expectations, makes her an invaluable asset to our team.

SELECT EXPERIENCE

Los Angeles Unified School District (LAUSD) - Modernization Program (\$8B) Program Manager, Los Angeles, CA (1/2003 – 3/2011) Roza's extensive experience includes her instrumental role in the LAUSD Modernization Program, a monumental \$8 billion initiative. She was entrusted with the critical responsibility of overseeing and executing a variety of projects under the BB Bond, Measure K, Job Order Contracting (JOC), and State Matching Effort (SME) categories. She managed multiple contractors on existing facilities projects (average \$20M) simultaneously. Delivered 80% projects from inception to close-out within cost, schedule & quality requirements.

Los Angeles Unified School District (LAUSD) - Wide Master Plan Project Manager, Los Angeles, CA (1/2011 – 1/2012) Project Manager overseeing the LAUSD district-wide master planning initiative, tasked with conducting an in-depth analysis of eight diverse schools and identifying necessary facility improvements.

SoFi Stadium (\$5.5B) Sr. Quality Assurance Manager, Inglewood, CA (8/2016 – 8/20) Roza served as the Senior Quality Assurance Manager for the Inglewood stadium project, a 300-acre development costing \$5 billion. The project includes a 70,000-seat stadium, a 6,000-seat performance venue, over 1.5 million square feet of retail and office space, 2,500 homes, a 300-room hotel, and 25 acres of parks. Her responsibilities encompassed reviewing and revising THJV QA/QC procedures, auditing QA/QC documentation and daily

reports, ensuring contract compliance through the review of shop drawings, work plans, materials submittals, and procedures, and overseeing ongoing construction for contract changes. She also approved subcontractor QA/QC manuals, reviewed subcontractor QA/QC documentation and reports, coordinated with trade QA/QC personnel for material sampling and testing, conducted daily inspections, participated in QA/QC meetings, managed inspection assignments and reports, attended various project meetings, and organized preparatory phase meetings. In addition Roza and the QC Team pitched the idea to implement Project Inertia to help keep more than 200 trades, subcontractors, design companies & project teams' work requests streamlined.

Disney - Shanghai Disney Park, \$4.3B, Senior Electrical Engineer, Shanghai Shi, China, (2/2012 - 12/2015) Roza's responsibilities included organizing and developing project design criteria, engineering work plans for various facilities, and dry utility coordination. Roza also oversaw underground conduits, electrical submittal reviews, and RFI responses. During construction, she performed site visits, documented progress, and provided contractor direction to resolve electrical issues. Additionally, Roza assisted in developing project scopes, budgets, and schedules, ensuring technical quality, budget compliance, and adherence to department standards while coordinating multi-discipline engineering teams on complex projects.



YEARS OF EXPERIENCE

20+ Years, 14 at Firm

EDUCATION

- A.S., Accounting, El Camino College, Los Angeles, CA

LICENSES/ CERTIFICATIONS

- Certified OAR (Owner's Authorized Representative)
- Certified Primavera User

QUALIFICATIONS

- Kim specializes in project scheduling, including the development of master program and project-specific schedules. He is proficient in using scheduling software such as Primavera P6, P3, Sure-trak, Contractor, and Microsoft Project.
- He is experienced in schedule controls, which involves monitoring and adjusting project schedules to ensure that deadlines are met and projects stay on track.
- Experience to resource-load schedules, which means assigning and tracking the allocation of resources (e.g., manpower, equipment) to specific tasks in the project schedule.
- He has the expertise to review contractors' baseline schedules and monthly schedule updates to ensure they align with project specifications and timelines.
- Proficient in performing earned value analysis, a project management technique for assessing a project's performance in terms of cost and schedule.
- Experience in successfully managing & developing schedules for a wide range of projects, including those involving private organizations, local, state, and federal government entities.

KIM ROMERO, OAR

SR. SCHEDULER, 50% DURING PRECON, 25% DURING CONSTRUCTION

Kim Romero has over 20 years of experience in construction management, project and program scheduling, and project cost and schedule controls. As a Sr. Scheduler, Kim has prepared resource- and cost-loaded master program and project-specific schedules for College and K-12 new educational construction buildings and facilities, hospital renovations, new sewer, water and wastewater treatment plants, port & harbor civil projects, recreational facilities, TBM tunneling and military housing facilities. Kim is also experienced in reviewing of contractors' baseline and monthly schedule updates, evaluation of contractors' requests for time extension, status reporting, funding allocation monitoring, forecasting, and earn value analysis, and preparation of owner parallel schedules. Kim is proeficient in Primavera in the use and review of state of the art scheduling software packages including Primavera P6 version 17.7, P3, Sure-trak, Contractor and Microsoft Project.

SELECT EXPERIENCE

Los Angeles Mission College (\$199M)

Sr. Scheduler, Sylmar, CA (2008 - 2012, 2014 - 2017) Kim managed the construction schedule for a 30,000 SF and \$42M Health and PE Fitness Center, a 25,000 SF and \$47M Family Consumer Studies Building, a 38,000 SF and \$77M East Campus Science Building, a 22,000 SF and \$18M Media Arts Building, and campus wide modernization and renovation projects totaling \$15M for Los Angeles Mission College. The projects include design-bid-build and design-build contracts for new construction and modernization/renovation projects from NTP thru Commissioning and Closeout. He is responsible for creating, updating and monitoring the Los Angeles Mission College master schedule, assisting the construction managers in placing their project schedules on the District dashboard for their monthly reports, reviewing the contractors' baseline schedules for conformance with the schedule specification, monitoring contractors' daily progress, reviewing and monitoring contractors' monthly schedule updates, tracking project costs, preparing owner's Time Impact Analysis.

Los Angeles Unified School District (\$33M) Sr. Scheduler

Sr. Scheduler, Porter Ranch, CA (2012 - 2013) Kim provided scheduling services to the LAUSD Valley Region Span K8 #2 Porter for construction of seven different buildings totaling 55,000 square feet with a value of \$33M. He was responsible for reviewing the contractor's baseline and monthly schedule updates, preparing owner's parallel schedule,

monitoring the contractor's progress and comparing it to the latest approved schedule, reviewing and reporting on the contractors Time Impact Analysis fragnet schedules, and preparing written reports.

Los Angeles Unified School District (BB Bond Program) Sr. Scheduler

Sr. Scheduler, Los Angeles, CA (2004 - 2006) Kim was responsible for consulting with the LAUSD consultant 3DI on cost control and scheduling issues. He provided review and analysis for performance against established baselines vs. the schedule update and prepared monthly progress updates to LAUSD under BB Bond Program.

Los Angeles Unified School District (BB \$200M) Owner Authorized Representative

Owner Authorized Representative, Los Angeles, CA (2004) Kim managed the preparation of bid documents, conducting Job-Start meetings, monitoring contractor's schedule of values, and developing summary construction schedules and cash flow diagrams. He monitored cost and schedule status; and conducted weekly progress meetings and job site visits. He was certified as an OAR through the LAUSD training program.

Hacienda La Puente Unified School District (\$125M) Sr. Scheduler /Document Control Manager

Sr. Scheduler /Document Control Manager, City of Industry, CA (2003 - 2004) Kim provided cost and schedule analysis to Project Managers, and reviewed cost and schedule performance baselines against schedule updates. Kim also provided cost and schedule reporting to the construction managers, and oversaw a staff of 4 document controls engineers.



YEARS OF EXPERIENCE

11 Years, 4 Years with Firm

EDUCATION

- B.S., Construction Management, North Carolina Agricultural and Technical State University Greensboro, NC.
- Associate, Building Construction Technology, Fayetteville Technical Community College Fayetteville, NC.

LICENSES/ CERTIFICATIONS

- On Site Certified Safety Supervisor (STSC)
- OSHA 30-Hour Construction
- Metro Rail Safety and Wayside Safety Training

QUALIFICATIONS

- Mr. Torres excels in overseeing construction projects from start to finish. He effectively leads construction teams, manages project progress, and ensures that work is completed according to plans and specifications.
- With his leadership skills, Mr. Torres manages a team of workers, assigning tasks, setting work schedules, and ensuring that everyone is working efficiently to meet project goals.
- He coordinates the delivery of materials and equipment with vendors and suppliers, ensuring that the necessary resources are available when needed to avoid delays.
- optimizes the allocation of resources, including labor and equipment, to maximize productivity and efficiency on the job site.
- Maintains daily logs for job site operations, documenting progress, issues, and achievements.

EDUARDO TORRES

SUPERINTENDENT, 100% DURING CONSTRUCTION, 50% DURING CLOSEOUT

Mr. Eduardo Torres has 11 years of experience serving as a Project Superintendent and Safety Representative in various projects throughout the U.S. His construction experience includes airport facilities and air-side, stadium, hospital, commercial, and complex vertical construction projects. Among the projects are the over \$5 billion SoFi Stadium and the \$2.1 billion Manchester Pacific Gateway in San Diego (America's premier waterfront development).

As a Project Superintendent, Mr. Torres is responsible for managing a team of workers, including work schedules, project progress and resource allocation; creating cost estimates for labor, supplies, materials and other project costs. He collaborates with clients and project managers to determine budget and timeline, coordinates materials and equipment delivery with vendors and suppliers, creates schedules for workers and subcontractors.

SELECT EXPERIENCE

Los Angeles World Airports, LAX Delta Sky Way, Terminal 2 and 3 (\$1.86B)

Superintendent, Los Angeles, CA (11/2021 – 8/2023) Delta's \$1.86 billion plan to modernize, upgrade and connect Terminals 2, 3, and the Tom Bradley International Terminal (Terminal B). As an Area Superintendent, Eduardo worked on Phase 3B Terminal 3 West Head-house and the Tom Bradley International Terminal (TBIT) Connector performing the following duties: Supervised underground relocation and demolition of wet utilities on relocation of 10" and 6" FW line the. He oversaw civil, structural, and underground field operations including supervising and managing personnel and subcontractors. Coordinated with trade partners to complete design team and LAWA punch list. Coordinated with LAWA for final inspections of rooms/areas. Coordinate with the project management, field team and trade partners on material needs, RFIs.

SoFi Stadium Project (\$5.5B),

Superintendent, Inglewood, CA (2/2019 – 12/2020) The SoFi Stadium is a 3.1 million-square-foot facility, which is the first football stadium erected in Los Angeles in nearly a century. Supervised and managed the build-out of 17 parking lots, perimeters retaining walls, street build-outs, sidewalks and landscaping. Supervised and coordinate of the all-dry utilities such as permanent power, cable, internet, gas, and site. Logistics coordination and before installing to make sure it met the specifications. Developed and maintained the three-week look ahead schedule for the Dry-utilities.

Coordinated of all the non-stadium work to make sure all task were being completed in a timely manner. Managed and coordinated the B-Permit for the for the SoFi Stadium. subcontractors, design companies & project teams' work requests streamlined.

Civil, Structural Inspector, Responsible for developing and enforcing the Project's QC Program and procedures for all stadium structural and civil elements. Eduardo was also responsible for leading a team of QC Inspectors, Material Technicians and Surveyors to ensure the as build condition met the design intent and details for construction and environmental compliance.

Manchester Gateway Project (\$2.1B),

Project Superintendent, San Diego, CA (6/2018 – 2/2019) The Manchester Pacific Gateway project will be one of the country's premier waterfront developments. The Navy-owned property is located in the southwest corner of downtown San Diego overlooking San Diego Bay. Eduardo supervised and managed the drilling of 16 wells and recorded all of the data where the wells were located. He supervised and managed the preparation of the shoring and filling of the flutes to received waterproofing. He supervised and managed the installation of the metal framing for two rated tunnels, electrical separation in the tunnel and loading dock in the Old Navy Building. Responsible to track the trade partners DCR's, reports and follow up with each contractor.



YEARS OF EXPERIENCE

26 Years, 3 Years with Firm

EDUCATION

- Master of Public Administration, Emergency Services, Columbia Southern University, Orange Beach, Alabama
- B.S., Fire Administration, Columbia Southern University, Orange Beach, Alabama
- A.S., Fire Science, Columbia Southern University, Orange Beach, Alabama

LICENSES/ CERTIFICATIONS

- Associate DBIA, Design Build Institute of America
- Associate Safety Professional (ASP), Board of Certified Safety Professionals
- Construction Health and Safety Technician (CHST), Board of Certified Safety Professionals
- HAZWOPER 40-Hrs. Training
- Fire Prevention Officer, Santa Ana College, Santa Ana, California
- Health Science, Paramedic Training and Certification, adleback College.
- Safety in Design, Executive Education, Harvard Business School
- California State Fire Training, Office of the State Fire Marshal:
 - Chief Fire Officer 3A, Human Resource Management
 - Fire Investigation 1A
 - Firefighter II and Firefighter I
 - Emergency Medical Technician (EMT-1A & Paramedic)

QUALIFICATIONS

- Ed Aschoff's exceptional expertise and proven leadership make him an invaluable asset to any construction project. With his visionary approach to safety, his transformative impact on capital building programs is guaranteed.

WILLIAM ASCHOFF, DBIA, ASP, CHST

SITE SAFETY DIRECTOR, 20%+ FROM PRECONSTRUCTION TO CLOSEOUT

William "Ed" Aschoff is a seasoned professional with over 20 years of unparalleled expertise as a highly accomplished Program Manager, specializing in Safety and Risk Management for public and private agencies, school facilities, aviation, healthcare facilities, sports and technology clients throughout southern California. He has a strong academic foundation in safety and health including engineering and environmental science, fire science and fire administration. He is certified by the Board of Certified Safety Professionals (BCSP) as a Safety Professional and is currently pursuing a Master's in Public Administration at Columbia Southern University. Ed's unwavering dedication to his projects' well-being is evident through his exceptional leadership and innovative strategies, leading to remarkable achievements of over 4 million work hours without any recordable injuries or loss workdays, including 1 million work hours at the Intuit Dome Clippers Arena Project. These milestones were accomplished during his tenure with prominent, award-winning construction firms such as AECOM, Jacobs, Vanir, and Morley Builders. Ed's invaluable contributions as a Safety Manager played a pivotal role in cultivating a culture of safety excellence within these renowned organizations, ensuring the highest standards of safety for their workforce.

SELECT EXPERIENCE

Los Angeles Community College (LACCD), *Safety Manager*, Los Angeles, CA (7/2023 - Present)

Ed is the Safety Manager for General Contractor for the deconstruction of Theater Arts (53ft) to make way for a new \$65M Performing Arts and Media Center at Los Angeles Valley College.

Los Angeles World Airports (LAWA), *Delta Sky Way Program & American Airlines Terminal 4 & 5*

Safety Manager, Los Angeles, CA (5/2022 - Present) Assures compliance with company code safe practices, O.S.H.A., state, federal, LAWA, company and project-specific reports. Conducts inspection of scaffold tower and enforcement of the Hensel Phelps and LAWA safety regulations. Instructs employees and supervisors of safety rules and regulations.

Morley Builders, Safety Director, Santa Monica, CA (2019 - 2021) Identified \$1.2M in annual capital efficiency and equity. Served as COVID-19 task force leader, authoring and implementing Cal/OSHA-compliant exposure control plan. Interacted daily with executives and board members while leading 15 safety professionals. Oversaw 23,000 hours of corporate safety training in 2020. Implemented first aid and trauma training program (80 supervisors and safety professionals)

CANNONDESIGN, \$4.3B, *Associate Vice President, Corporate Safety, Risk, and Quality Officer*, Irvine, CA (2018 - 2019)

Ed Oversaw multinational design and construction firm. Led pre-construction services team, achieving \$78 million in design-build value short lists. Migrated paper-based trade partner prequalification process to digital workflow. Presented Enterprise Risk Management (ERM) strategy to executive leadership. Restructured safety and risk programs after acquisition of GC design-build firm.

Vanir Group of Companies, Inc., *Associate Vice President, Corporate Safety, Risk, and Quality Officer*, Sacramento, CA (2015 - 2017)

Ed worked at a national, real estate development, and construction management firm with \$100 million in revenue. Handled daily interactions with respective chief officers for finance, marketing, administration, and legal. Restructured commercial insurance to achieve four times the Return on Value (ROV) in corporate equity. Consolidated quality and safety departments to achieve \$200,000 per year in perpetual savings.

AECOM, Director of Health & Safety, Los Angeles, CA (2003 - 2007) Ed provided health and safety leadership to large-scale capital building programs across the U.S. Served as member of Global AECOM Performance Excellence (APEX) Committee and ISO 9001.

Section 3

Resources and Availability

A. Team Experience and Resources

The GSE team is proposing to provide the Magnolia Public Schools with comprehensive Preconstruction and Construction services under the **Construction Manager (CM) Multiple-Prime approach**. The team will be led by GSE, a 30-year leading provider of comprehensive CM services in Los Angeles County and supported by Morgner Technology (Morgner) a local, small, women and LGBTQ-entity to support in the successful delivery of the project—making our team **100% certified small business led**.

GSE will lead the team and contract directly with the District, while Morgner will serve as GSE's subconsultant to support with Preconstruction Services, Value Management/Engineering and as-needed on-site Safety Management during construction. The respective high-level roles of each firm are summarized below while **Exhibit 1** illustrates the team composition and key staff/resources proposed for this project.

GSE (Construction Manager and POC)

- Lead CM, PIC – Main POC
- Pre-Construction Oversight
- Construction Phase Management
- Budget Management (Accounting/Finance)
- Schedule Management
- Procurement/Bidding
- DSA Close Out/DSA Approval
- IT, Move Management
- Warranty Guarantor

Morgner (Construction Management Support)

- Deputy Construction Management
- Constructibility Reviews
- On-Site Safety Manager
- Pre Construction Management
- Value Engineering
- Cost Estimating
- Bid Package/Bid Phase Management

i. Proposed Team and Experience:



Gateway Science and Engineering, Inc.

(GSE) will serve as the lead Construction Manager, responsible for direct oversight of the Primes. GSE is a certified Hispanic small/minority business enterprise (**SBE/MBE**) that specializes in providing full-service solutions in construction and engineering for a diverse range of clients, including public works, K-12/Higher Ed., transportation, and municipalities across California.

GSE's experience with K-12, College and University New Construction and Modernization Projects enhances the coordination efforts with School Districts, Architects, Office of Public School Construction, Division of State Architect, California Department of Education, DTSC, California State Allocation Board, Office of the State Fire Marshall, California Energy Commission and local agencies in support of the our client's construction programs and ultimately achieving their goals and needs.

With an impressive track record spanning **over 25 years**, GSE brings extensive expertise in managing renovations and **new construction projects** for more than **15 distinct school districts and capital improvement programs** throughout California. Our success is evident in our ability to excel under various project delivery methods, including Construction Management (CM) only, CM at Risk, CM Multi-prime, and other traditional approaches.

Importantly, our experience with California school construction, is invaluable because of our knowledge and track record successfully delivering new construction and modernization project, parking structures, stadiums, sports fields, infrastructure in a safe and effective manner around fully functional educational. Our staff of Engineers, Project/ Construction Managers, Inspectors, IT and Support Staff have multifaceted experience summarized below:

- Pre-Construction, Design Management, Construction Project Management and Project Close Out Activities of over 50 New Construction Projects and 5000+ modernization projects

- Performed DSA Inspection for over 100 school projects
- LEED and Sustainable Design Experience
- Extensive experience with DSA, UBC and Title 24 Regulations
- Vast experience with different delivery methods including Design Bid Build, Design Build, Multi-Prime.

Specifically for K-12 charter programs, GSE has provided construction management services for **Granada Hills Charter Schools, \$50 million dollar program; High Tech High Charter School, \$10.6 million dollar construction value; Alliance for College Ready Schools, \$31 million dollar program; and LAUSD's Prop 39 Charter School Integration Program, a \$1.5 billion dollar program.** In addition, GSE has participated in bond-funded projects in prominent districts including Los Angeles Unified School District, Pomona Unified School District, San Bernardino City Unified School District, Chino Valley Unified School District, Santa Monica-Malibu Unified School District, Rio Hondo Community College District, and Los Angeles Community College District- with a cumulative value exceeding \$55 billion dollars. **Specific projects are demonstrated in Section 4.**



Morgner Technology (Morgner), a certified **SBE/DBE/MBE/LGBTQ enterprise**, will collaborate with GSE to

deliver essential construction management support services. These services encompass Value Management/Engineering, Cost Estimating, Bid Phase Management, and as-needed on-site Safety Management. Morgner brings a wealth of experience and knowledge in public works contracts, complemented by a track record of over 30 successful years of working relationships within Los Angeles and beyond.

Founded in 1992 by the late Carlos E. Morgner, Morgner has consistently served a diverse clientele spanning both the public and private sectors. Throughout their impressive 30-year journey, they have provided invaluable professional and technical services aimed at facilitating the planning, design, and construction of major multi-modal transportation and facilities-related projects.

Morgner's experience in the K-12 and Higher Education sectors include providing support in the construction and renovation of school facilities for prominent **Los Angeles USD (LAUSD) and Los Angeles CCD.** **At LAUSD**, Morgner is proving Asbestos and Lead Management for construction and demolition projects throughout the school district and for LACDD, Morgner is overseeing the contractor's preconstruction phase work where they are demo'ing an existing structure to make way for a new **\$65M Performing Arts and Media Center at Los Angeles Valley College.** Additionally, Morgner's key staff have served in prominent roles (to be described below) managing and constructing new buildings and upgrading entire campuses of bond-funded projects throughout the state of California including over hundreds of campuses across 20 school districts. These include LA Charter Schools, LAUSD, Glendale USD, Huntington Beach USD, to name a few.

ii. Assigned Key Staff



George Castillo, P.E.
Principal-in-Charge and Construction Manager, Day-to-Day Operations, POC

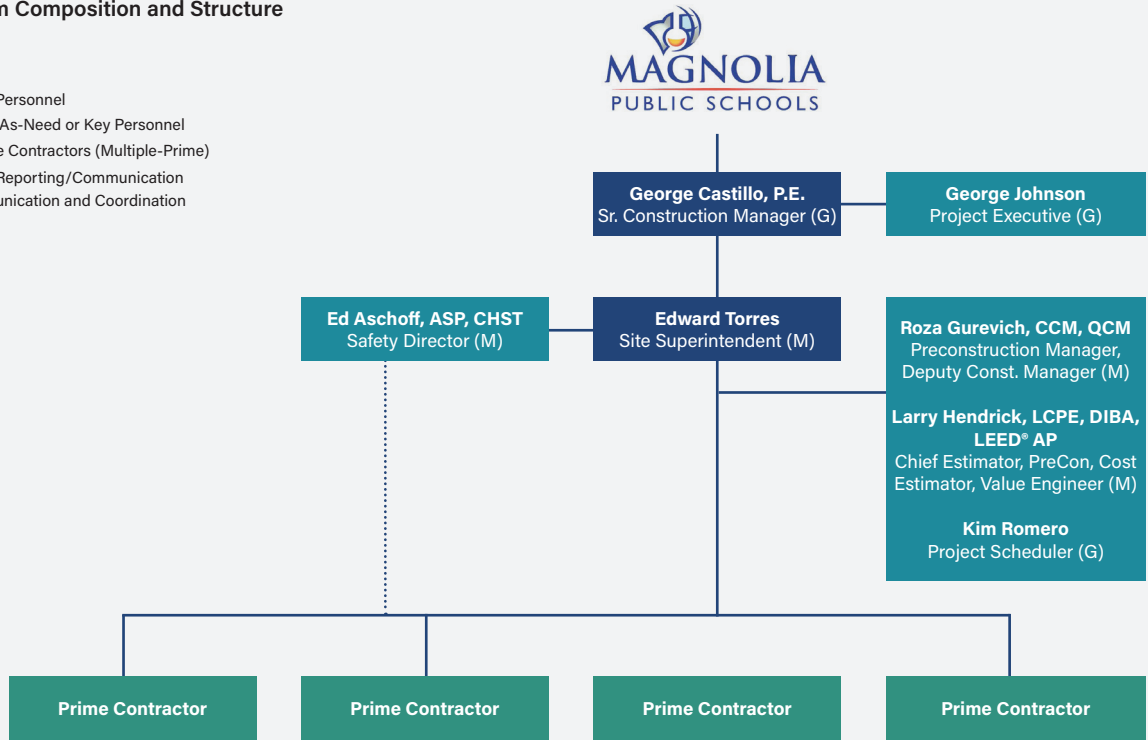
Our team will be led by GSE's **Principal-in-Charge and Senior Construction Manager, George Castillo, P.E., a 30 year seasoned professional with extensive professional experience providing project management, project design, construction management and permitting/entitlements of projects.** He has managed all aspects of on-site field construction activities and tenant improvements for various facilities across Southern California. George has comprehensive knowledge of various project delivery methods, including D-B-B, CMMP, CMGC, CMAR and Design-Build.

Mr. Castillo has also been responsible for field administration, estimating, scheduling, procurement, and value engineering. He knows the importance to timely responses to contractor's RFI's, submittal reviews and other pressing field issues. He is adept at interpreting and overseeing contracts and specifications, green building code, accessibility, contractor's baseline CPM schedules, monitored job progress and reviewed contractor's schedule updates and payments. His overall comprehensive work experience in schools, residences, housing developments, commercial buildings, mid-rise

Exhibit 1. Team Composition and Structure

(G) GSE
(M) Morgner

- Full Time Key Personnel
- Part Time and As-Need or Key Personnel
- Awarded Prime Contractors (Multiple-Prime)
- Direct Line of Reporting/Communication
- Line of Communication and Coordination



residential towers, mixed-use complexes, tenant Improvements, master plans, medical offices and interior design and construction close out expertise has helped clients complete projects on time, within budget and safely.

More recently, as the **Senior Project Manager for USC’s Capital Development Program, George was in charge of deferred maintenance projects ranging in costs of \$100,000 to \$2M.** Projects include seismic upgrades to existing buildings, and MEP projects, related to Air Handling Unit replacements, Heating and Hot Water Replacements, Electrical Services Replacements for entire buildings and Generator replacement and upgrades. Tasked with identifying and analyzing department needs and creating a project scope and budget for design and construction, as well as permitting with the City of LA and AQMD. Utilizing e-Builder to provide project information to owners and staff regarding all project information, from budgets, payments, invoicing, and CD’s.

George is a Professional Civil Engineer with a master’s degree in Strategy and Finance from the University of Southern California. He is a member of the American Society of Civil Engineers and the Construction Management Association of America.



George Johnson
Project Advisor

George Castillo will be assisted as-needed by Mr. George Johnson, who is one of our most valued and trusted Technical Advisors. George’s professional experience includes Los Angeles Unified School District’s Deputy Director of Facilities Projects, Facilities Services Division. Responsible for planning, organizing, directing, coordinating and reviewing the project management activities of the Local District Facilities Directors and Local District Project Managers on behalf of Existing Facilities regarding Proposition BB Bond, Measure K, Measure R, Quality Zone Academy Bond and Wonders of Reading based modernization construction projects. As Gateway’s Project Director for Los Angeles Mission College, Mr. Johnson was responsible for the day-to-day management and oversight of the construction management team consisting of 23 staff members including implementation of program criteria for Bond Funded construction projects, responsible for reporting status updates to the various stake holders, monitored and managed compliance of Bond Measure requirements.

Mr. Johnson will be providing project oversight and technical support directly to the project key staff overseeing this important construction program.



Roza Guverich, CCM, QCM,
Pre-Construction Manager,
Quality Manager, Quality Control,
Constructibility Review Manager and
Bid Package Support

Roza Guverich, CCM, QCM, Preconstruction Manager and Quality Control Manager, is a key asset to our project team. Her role will be pivotal in ensuring the successful planning, execution, and oversight of the Magnolia School Project. Working closely with George, our Project Manager, Roza will collaborate seamlessly to facilitate all aspects of project coordination including managing project schedules and budgets, tracking key milestones, and fostering transparent communication among team members and stakeholders. In addition to her role alongside the Construction Manager, Roza will provide invaluable support to Larry Hendricks, our Preconstruction Manager, by conducting comprehensive constructibility reviews and supporting in bid package assessments.

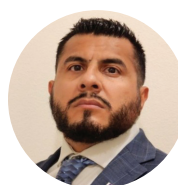
With over **25 years of experience**, Roza brings a wealth of expertise to our team, particularly in the fields of **electrical engineering, quality control management, and bid phase management**. As a certified construction manager (CCM) with a degree in electrical engineering, Roza has a well-rounded professional background that includes past roles as an Electrical Design Engineer, Project Manager and Construction Manager.

During her earlier career years, Roza made significant contributions as an Electrical Design Engineer, to projects such as the historical rehabilitation and restoration of **LAUSD's Science/Education Resources Center** and the **University of California, Los Angeles's New Ostin Music Center**. Her commitment to excellence led to her promotion to Project/Construction Manager on LAUSD's BB Bond Measure K and State Matching Effort (SME) projects. In this capacity, she managed the design and preconstruction/bidding phases, reviewing and qualifying sub-consultants and prime contractors during the award phase.

Roza holds certification as a Quality Control Manager, and her expertise was instrumental in developing the Quality Control Program for the **\$5 billion SoFi NFL Stadium** while working within the Program

Management Office. Her responsibilities included conducting rigorous quality checks for **over 200 subcontractors' work** and **scheduling thousands of inspections throughout the project's lifecycle**, fostering collaboration between city officials and onsite inspection staff.

Drawing from her extensive design and engineering experience, Roza will provide valuable support in constructability reviews and assist Larry and George with cost reviews and bid packaging during the preconstruction phase. Her multifaceted skills and dedication make Roza an invaluable asset to the Magnolia School Project.



Ed Torres
Site Superintendent

With over 11 years of experience in the construction industry, Ed Torres is a seasoned professional who excels in project management, safety, and quality control. Holding a B.S. in Construction Management from North Carolina, he brings a wealth of knowledge to his role. As a Superintendent, Ed plays a pivotal role in project leadership, cost estimation, client collaboration, and prime subcontractor management. He is known for his keen attention to detail, commitment to safety, and dedication to maintaining high-quality standards on every project. Ed's problem-solving skills and proactive approach ensure that projects are delivered efficiently and to the satisfaction of clients.

Ed's extensive experience spans a range of projects, including the \$1.86 billion LAX Delta Sky Way Terminal modernization and the \$2.1 billion Manchester Pacific Gateway development. He has a track record of successful coordination, safety enforcement, and quality control, making him an invaluable asset to our construction endeavors. With Ed Torres at the helm, you can trust that your project will be managed with expertise and a commitment to excellence.

Ed is a 2008 Purple Heart Medal Recipient, an On Site Certified Safety Supervisor (STSC), and OSHA 30 Certified.



**Larry Hendricks, DBIA, LCPE,
LEED® AP**

*Chief Estimator/ Value Engineer
Preconstruction Cost Estimator, Value
Engineering, Bid Phase Management*

Our proposed Chief Estimator is **Larry Hendricks** who will lead all cost estimating, value management/ engineering, and bid phase management. With over **55 years of experience** in the field, Larry has an impressive track record as a Chief Estimator, having successfully worked through more than **\$19 Billion dollars of estimates** on more than **45 renovation and new construction school projects spanning across 17 different school districts across California.**

He has cultivated good working relationships with key designers at **DLR**, particularly during his early involvement of **Mira Costa College's \$33 million Student Services Building**. In this role, Larry played a pivotal role in value engineering and identifying approximately **\$2-2.5 million in cost-saving opportunities through material and construction approach optimizations.**

Throughout his career, Larry has been a driving force behind substantial cost reductions and efficiency improvements. His contributions in value engineering and value management have **generated savings exceeding \$25 million in construction and fee costs.** Notably, his team achieved the most significant cost savings of **\$10 million by proposing an operational change at Luke Airforce Base in Arizona.** This change ultimately saved the Airforce more than \$10 million in manhours and resource expenditures to date. Larry's wealth of experience and dedication to optimizing project outcomes make him an invaluable asset to the Magnolia School Project.

Larry will also manage the preconstruction activities such as cost estimates, value engineering and work with the construction and design teams during the preconstruction and bidding phases to identify savings through value management/engineer process, establish budgets, and prepare bid packages for public bidding. Larry has meticulously reviewed the **initial cost estimates provided by HLCM** and has confirmed that a **CMMP delivery method would be the most cost-effective and efficient approach** for managing the construction of the new building at Magnolia. This decision not only mitigates certain risks for the district

but also results in **cost savings in CM fees.**

Larry is a respected member of the **American Society of Professional Estimators (ASPE)**, where he **has actively contributed for 25 years and holds the prestigious Lifetime Certified Professional Estimator (LCPE)** designation for 22 years. Larry's exceptional skills have earned him awards as a top-tier cost estimator, and he also shares his expertise as an Adjunct Professor, teaching construction estimating. He is widely recognized as one of the industry's foremost Cost Estimators, ensuring the highest level of precision and quality in our estimation processes.



**William Ed Aschoff, DBIA,
ASP, CHST,**

*Safety Director, As-Needed Site
Safety Director*

While not a full-time position, **Ed Aschoff, DBIA, ASP, CHST**, Safety Manager, plays a crucial role within our team. Ed's primary responsibility will be to provide support to the CM team by developing and overseeing a comprehensive safety plan with the goal of proactively addressing safety issues and prevent accidents before they occur. He will also ensure that all the key workers and Primes on the project are properly trained in safety protocols, regularly conduct site inspections and audits to identify and mitigate safety hazards, and essentially foster a strong safety culture among all project stakeholders. Ed's role as the team's Safety Director is essential in ensuring that the state, federal and OSHA safety regulations and standards of the prime contractors align and comply with the project's safety policies as stipulated by the district and outlined in the General Conditions.

Ed is seasoned professional with over 20 years of unparalleled expertise specializing in **Safety and Risk Management for public and private agencies, K-12/Higher Ed** and healthcare facilities, sports and technology clients throughout southern California. He has a strong academic foundation in safety and health including engineering and environmental science, fire science and fire administration. He is certified by the **Board of Certified Safety Professionals (BCSP)** and is currently pursuing a master's in public administration at Columbia Southern University.

Ed's unwavering dedication to his projects' well-being is evident through his exceptional leadership

and innovative strategies, leading to remarkable achievements of **over 4 million work hours without any recordable injuries or loss workdays**, including 1 million work hours at the Intuit Dome Clippers Arena Project. Ed's impressive track record also includes spearheading an innovative OCIP I & II programs for **LACCD \$6.7 billion Bond Program**, where he served as the Program's Safety Director, resulting in a remarkable **cost savings of \$85 million throughout his tenure**. This included implementing a Workers' Comp Alternative Dispute Resolution program that secured **\$6 million in premium reductions**, and a Safety in Design Program for their OCIP II (Prop J) that yielded **\$27 million in premium savings**, inclusive of OCIP I performance. Through his tenure at LACCD, he also led a team of 10 safety professional that achieved an **impressive 97% contractor injury-free rate** and collaborated with local occupational health clinics to develop an efficient Return-to-Work and quality of care program for OCIP that ensured optimal outcomes and minimized expenses.

B. Availability and Resources

i. Availability

Our proposed key team members are dedicated to supporting every phase of the project. **Table 1** provides a clear breakdown of the expected commitment levels and availability of our Key Team Members.

Considering the specific requirements of the current project, we recognize that the preconstruction phase will demand significant attention from Larry Hendrick and our support staff. During this phase, their primary focus will include tasks such as cost estimates, value engineering assessments, and preparations for the project's bid and award phase. Concurrently, the construction management team will concentrate on essential aspects like mobilization, schedule development, project setup, and the potential early release of bid packages, including move management and demolition works, pending approval.

Full time vs. As-need or Part Time Personnel Resources and Support

As we transition into the construction and DSA close-out phases, we anticipate having the Project Manager, Deputy PM and a project superintendent fully engaged, with additional support from our expert cost estimators, schedulers, and site safety management as needed. This flexible approach ensures that the project receives the right expertise at the right time, promoting efficiency and success at every stage.

Additional Resources

- **Technology Utilization:** Cutting-edge project management software and technology tools will be employed to enhance communication, collaboration, and data management. These tools will facilitate real-time reporting, document sharing, and milestone tracking, ensuring seamless coordination among everyone.
- **Resource Management and Optimization:** GSE will employ a systematic approach to resource management, continuously evaluating project requirements and adjusting resource allocation accordingly. This includes monitoring project progress, identifying potential bottlenecks, and proactively addressing resource needs. Regular communication and coordination among team members will be essential to ensure that resources are optimized. This will involve weekly progress meetings, updates on resource availability, and transparent reporting on resource allocation. Risk management strategies will also be in place to address unforeseen challenges that may impact resource allocation. Contingency plans will be developed to mitigate delays and ensure that the project stays on course.

ii. Project Schedule, Risk Mitigation and Contingency Plan Resources

Project Schedule

Our proposed project scheduler is **Kim Romero**, who brings over 20 years of experience to the table. Kim's expertise will be instrumental in producing a detailed project construction schedule that aligns seamlessly with Magnolia's timeline.

Given the approximately 24-month window for demolition, construction, and occupancy, time is of the essence. Kim's approach will involve establishing critical milestones by working backward from the target date of Summer 2025. This methodical planning allows us to allocate ample time for each phase of the project, accounting for potential contingencies, inspections, and approvals. By structuring the schedule, we can maintain project momentum, optimize resource allocation, and meet or exceed all deadlines.

A fundamental aspect of our scheduling process is the critical path analysis. We employ advanced project management software to outline the sequence of tasks and their interdependencies. We'll develop comprehensive risk mitigation strategies and contingency plans to address potential delays or disruptions.

Throughout the project, we conduct regular monitoring and reporting of schedule progress. Weekly progress meetings with our team, the Primes, and stakeholders ensure that everyone is aligned with the project's timeline.

Risk Mitigation

Our team recognizes that construction projects inherently involve various risks and uncertainties. Identifying and addressing these challenges is integral to ensuring the project stays on track and meets or exceeds the client's expectations. These include:

- **Weather Delays:** We closely monitor weather forecasts and plan construction activities around favorable conditions whenever possible.
- **Supply Chain Disruptions:** We maintain open communication with suppliers, diversify sourcing when feasible, and stockpile critical materials on-site.
- **General Contractor Performance:** We mitigate performance risk by carefully vetting subcontractors, conducting regular performance assessments, and having clear contractual agreements in place.

Contingency Plans

- **Emergency Response Plan:** In case of unforeseen emergencies, such as natural disasters (heavy rainfall, hurricanes, etc.) or accidents, we have a well-defined emergency response plan in place. This plan includes immediate steps for ensuring the safety of workers and site security. After addressing safety concerns, we swiftly assess the impact on the project timeline and develop a recovery plan.

- **Schedule Buffer:** To account for unexpected delays, we build schedule buffers into the project timeline. These buffers provide additional time for critical activities, offering a level of protection against unforeseen circumstances.
- **Alternative Suppliers:** In the event of a supply chain disruption, we good relationships with alternative suppliers for critical materials. This allows us to source materials without significant delays, ensuring that construction can continue without interruption.
- **Task Reallocation:** Should a subcontractor face unexpected challenges, we have the capability to reallocate tasks to other qualified subcontractors to prevent project delays. Our extensive network of industry contacts allows us to swiftly identify replacements when necessary.
- **Client Communication:** We maintain open and transparent communication with the client throughout the project. If unforeseen circumstances arise that may impact the project's timeline or budget, we engage with the client immediately to discuss potential adjustments and obtain their input.

In summary, our risk mitigation and contingency plans are comprehensive and proactive, reflecting our commitment to delivering a successful Magnolia School Project. By identifying potential risks, implementing strategies to mitigate them, and having contingency plans in place for unforeseen circumstances, we ensure that the project remains on track, even in the face of challenges. Our approach prioritizes adaptability, collaboration, and client communication to achieve the project's objectives and exceed expectations.

Table 1. Key Team Member's Role and Availability Chart (Full Time, Part-Time or As Needed)

Key Team Members, Role	Duties	Pre-Con	Const.	Close Out	DSA Close Out	Warranty
George Castillo, P.E. <i>Construction Manager and PIC</i>	Day to Day Project Manager	100%	100%	100%	100%	100%
George Johnson, <i>Project Advisor</i>	Executive Oversight	20%	10%-20% (As Needed)	10% (As Needed)		
Larry Hendrick, DBIA, LCPE, LEED® <i>AP Chief Estimator</i>	Cost Estimating, Value Engineering, Bid Phase Management	100%	10% (As Needed)			
Roza Gurevich, CCM, QCM, <i>Preconstruction Manager Deputy Construction Manager</i>	Day to Day Deputy CM, Constructibility Reviews, Bid Phase Management	100%	25%	25%	20%	
Ed Torres, <i>Project Superintendent</i>	Day-to-Day onsite Superintendent		100%	50%		
Ed Aschoff, DBIA, ASP, CHST, <i>Site Safety Director</i>	On-Site Safety Management	10% (As Needed)	25% (As Needed)	20% (As Needed)		
Kim Romero, <i>Scheduler</i>	Schedule Development and Management	50%	25% (As Needed)			

Section 4

New School Construction Experience



LAUSD Roy Romer Middle School

Los Angeles, CA

Project Description: This unique state-of-the-art middle school is located on a 10-acre, L-shape site. The school accommodates 1,647 students in 150,000 square feet space. The creative design of the school places its main three story classroom and multi-purpose building along the perimeter of the property. The classroom and administration wing includes a 98,000 square feet over three floors; a 25,000 square foot two story multi-purpose building, and a 6,400 square foot multi-media center. The school also includes a library, gymnasium and food services facility. A drop off area relieves traffic along Laurel Canyon Blvd which is accesses the school.

Services Provided: Gateway Science & Engineering, Inc. acted as the Owner's Authorized Representative

Firm Experience: Gateway Science & Engineering, Inc.

Project Team/ Client: Los Angeles Unified School District (LAUSD)

Construction Cost: \$127.5M

Services: Owner's Authorized Representative



LAUSD High Tech High Charter School

Los Angeles, CA

Project Description: A 27,000 square foot technology based high school involving new and modernization construction projects. Berliner and Associates Architecture, a Southern California based firm, was selected for its design experience in educational facilities with environmental sensitivity. Los Angeles' High Tech High was designed to establish a connection between the school's high-tech aspect and sustainable design. Meeting standards set forth by the California Energy Commission and the Collaborative for High Performance Schools, the adaptive reuse and new construction project is designed with a strong day lighting program that the school takes full advantage of the site's natural north-facing orientation. With the exception of restroom facilities, virtually 100 percent of the building's interior receives natural light through windows, skylights, and roof monitors. Energy efficient design components also include high-performance glazing, which minimizes summer solar heat gain and minimizes winter heat loss. Cool roof materials and heat-reflective paint were specified for exterior wall surfaces. **By reducing energy consumption, HTH-LA uses 10 percent less energy than California's Title 24 requires, exceeding one of the nation's most stringent energy codes.**

The project consisted of two underutilized buildings—an auto and print shop and a metal shop. The two buildings were gutted, seismically strengthened, and merged into a self-contained structure through the addition of a large glass and steel common area that connects the original buildings. Designed for 325 students, the new school offers eight flexible classrooms, a prototype lab, commons/library and great room, teacher and administrator offices, and two conference rooms. New Construction consists of a library and offices to connect the two buildings.

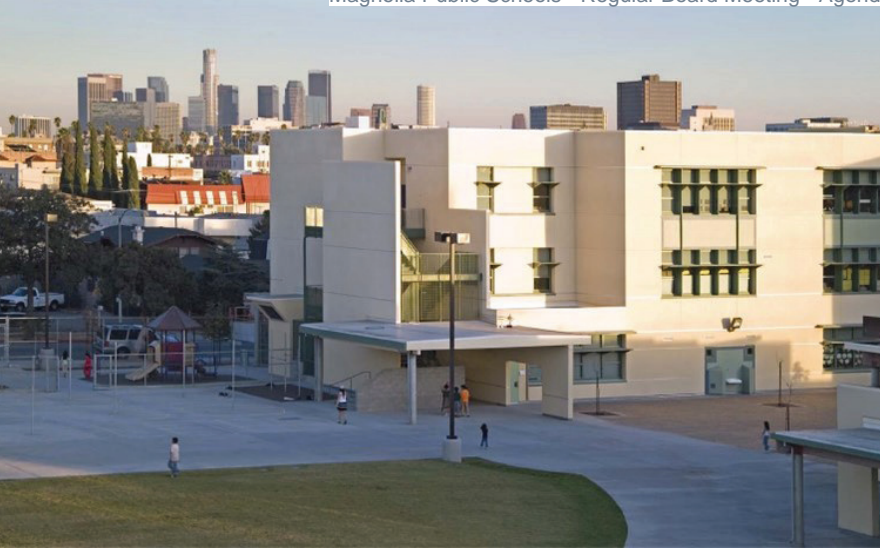
Services Provided: Gateway Science & Engineering, Inc. acted as the Owner's Authorized Representative.

Firm Experience: Gateway Science & Engineering, Inc.

Project Team/ Client: Los Angeles Unified School District (LAUSD)

Construction Cost: \$10.6M

Services: Owner's Authorized Representative



LAUSD Cahuenga Elementary School

Los Angeles, CA

Project Description: The elementary school included a 3-story classroom building with underground parking and a multi-purpose building located in the Wilshire Center/Koreatown District of central Los Angeles. The highly compact and efficient floor plan for the classroom building allowed maximization of the outdoor playground space. Integration of fundamental principles of sustainable design helped achieve an energy efficient and healthy building favorable as a demonstration site for the Collaborative for High Performance Schools (CHPS) – the School exceeds Title 24 by 30%.

High Performance Features: Storm water controls; clerestories on classroom windows; photo sensors and motion sensors integrated with all classroom electric lighting systems; recycled content acoustical ceiling tiles and wall panels; packaged rooftop gas-electric units on the 2nd and 3rd floors, including economizer cycles and premium high efficiency motors; split unit heat pump on the 1st floor with condenser on roof and fan coils at classrooms. Acoustical performance in classroom and IAQ were two critical issues of attention. Day lighting will also play a major role in illumination of classrooms and other functions. Site design measures included storm water retention and filtration on site, low water use landscaping and irrigation systems, use of trees/vegetation for shade and reduce heat island effects. Cool roofs and light colored surfaces were also included.

Services Provided: Gateway Science & Engineering, Inc. acted as the Owner's Authorized Representative

Firm Experience: Gateway Science & Engineering, Inc.

Project Team/ Client: Los Angeles Unified School District (LAUSD)

Construction Cost: \$22.7M

Services: Owner's Authorized Representative



LAUSD Porter Ranch Community School

Los Angeles, CA

Project Description: The project consisted of two small learning communities for 1,047 seats that include 41 classrooms, science labs, and academy administration. School facilities shared by the small learning communities will include performing arts classrooms, a library, multi-purpose room, gymnasium, food service and lunch shelter, central administration, shaded playfields, covered walkways and surface parking. The lot size is approximately 10.8 acres with 110,121 SF built area

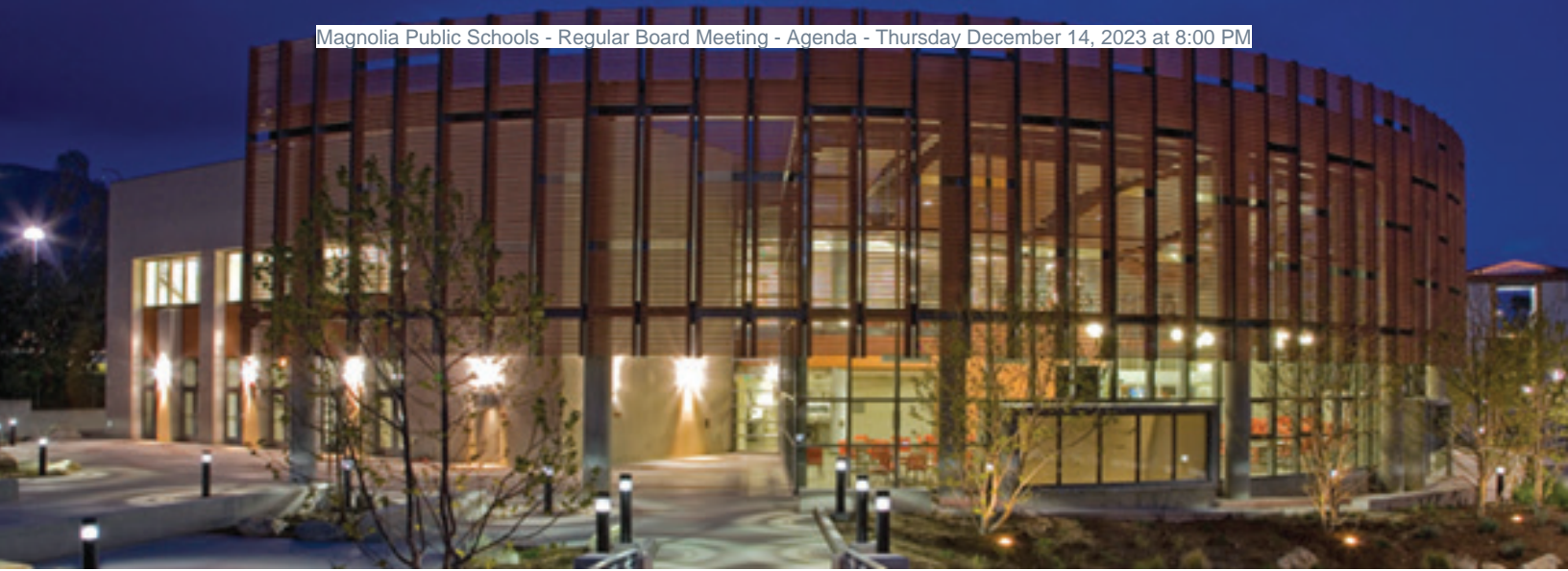
Services Provided: Gateway Science & Engineering, Inc. acted as the Construction Manager At Risk.

Firm Experience: Gateway Science & Engineering, Inc.

Project Team/ Client: Los Angeles Unified School District (LAUSD)

Construction Cost: \$56M

Services: CMAR



Los Angeles Mission College Culinary Arts Institute and Student Store

Los Angeles, CA

Project Description: The Culinary Arts Institute & Eagles' Landing Student Store consists of classrooms and laboratories serving the culinary arts department; campus dining facilities; and the student store. The three-story building is comprised of a partial basement level and two additional levels that include:

- Lecture classrooms with distance learning capabilities
- A prepping and cooking demonstration classroom featuring state-of-the-art kitchen equipment
- Specialty food service laboratories (butcher lab, pantry lab, baking lab, pastry lab and a multi-station kitchen lab)
- Servery
- Student, Faculty, and Executive dining rooms

The Eagles' Landing Student Store consists of approx. 9,000 square-foot of merchandising on two levels connected by an open stairwell and a convenience elevator. There is also approx. 3,000 sq. ft. of storage space and distribution space. Management offices are located on the ground floor and in the merchandise receiving area. **The project was awarded a LEED Platinum designation.**

Services Provided: Gateway Science & Engineering, Inc. was the Construction Project Manager and provided full PM/CM services with preconstruction, construction and post construction phases including project procedures, bid preparation, construction schedule review, project controls, contract administration, change order processing and negotiation, punch list coordination and inspection, acceptance and close-out documentation. Other services provided included preliminary site analyses, cash flow forecasting, value engineering, estimating, scheduling, BIM coordination and safety oversight.

Firm Experience: Gateway Science & Engineering, Inc.

Project Team/ Client: Los Angeles Community College District (LACCD)

Construction Cost: \$40M

Services: Project Management / Construction Management Services

Section 5

References

Los Angeles Mission College New Campus Construction

Address: 3000 Mission College Blvd, Santa Clara, CA 95054

Reference Name: Larry Eisenberg, Former Facilities Executive, Los Angeles Community College District

Reference Email: leisenberg@ovuspartners360.com

Reference Phone: (805) 813-1760

Reference for: GSE

Services Provided: Construction Management

Contractor Name: Various GCs

Los Angeles Unified School District – Construction Management Services for Various LAUSD Campuses

Address: Various LAUSD Campuses

Reference Name: Mark Hovatter, Chief Facilities Executive (Retired)

Reference Email: markhovatter@icloud.com

Reference Phone: (213) 216-5394

Reference for: GSE

Services Provided: Construction Management

Contractor Name: Various GCs

Great Wall of Los Angeles Interpretive Green Bridge – Construction Management and Owner’s Authorized Representative

Address: Los Angeles County

Reference Name: Judith Baca, Chief Executive Officer, Social and Public Art Resource Center (SPARC)

Reference Email: judy@sparcinla.org

Reference Phone: (310) 822-9560

Reference for: GSE

Services Provided: Construction Management and Owner’s Authorized Representative

Contractor Name: Turner Construction

Southwest Terminals 1/0 New Construction, Los Angeles World Airport

Address: 1 World Way Los Angeles, California 90045

Reference Name: Mike Grossman, Senior Construction Manager

Reference Email: m.grossman@avairpros.com

Reference Phone: (310) 330-0988

Reference for: Morgner Technology

Services Provided: Quality Control Program, Constructability Review, Design Review

Contractor Name: Hensel Phelps

MiraCosta CCD Student Services Building

Project Address: 1831 Mission Avenue Oceanside, CA 92058

Reference Company: DLR Architecture

Reference Name: Chris Lawrence, Architect in Charge

Reference Email: clawrence@DLRgroup.com

Phone: (951) 682.0470

Reference for: Larry Hendricks, Senior Personnel, Cost Estimator, Preconstruction Manager

Services Provided: Chief Estimator providing Cost Estimating, Value Engineering through preconstruction (phase 1)

Contractor Name: Swinerton Builders

Roosevelt Theodore High School, Los Angeles Unified School District

Project Address: 2530 E. 4th Street Los Angeles, CA 90033

Reference Name: Sam Lim, Designer/AOR

Reference Email: sliim@lpadesignstudio.com

Reference Phone: (949) 261.1001

Reference for: Larry Hendricks, Senior Personnel, Cost Estimator, Preconstruction Manager

Services Provided: Chief Estimator providing Cost Estimating, Value Engineering through preconstruction and bidding phases

Contractor Name: Swinerton Builders

Section 6

Recent Projects



San Gabriel Valley Regional Housing Trust "Tiny Homes" Pilot Program *Baldwin Park, CA*

Project Description: The San Gabriel Valley Regional Housing Trust (SGVRHT) has developed a Non-Congregate Emergency Shelter Pilot Program (Pilot Program) to provide interim housing sites in participating member cities. The Pilot Program includes the development of various sites with 5-15 "Tiny Home" shelters per site. Currently, SGVRHT has identified sites in the Cities of Montebello and Baldwin Park for construction. Baldwin Park site "Esperanza Villa" had its grand opening on 11/20/21.

Services Provided: Gateway provided utility engineering, coordination, and permit expediting as well as constructability review for Architect, SRK's site layouts. Gateway also provided Construction Management and oversight for the installation of the "Tiny Homes." Additionally, Gateway Project Manager George Castillo provided Public Outreach services to the City of Baldwin Park by presenting the "Esperanza Villa" site plan at a Baldwin Park City Council meeting and providing detailed answers to questions from community members and stakeholders.

Firm Experience: Gateway Science & Engineering, Inc.

Project Team/ Client: San Gabriel Valley Regional Housing Trust

Project Complete: Ongoing (Site pictured completed in 2021)

Construction Cost: \$200k per site (15 sites budgeted)

Services: Construction Management

Reference: Brielle Acevedo
Regional Housing Trust Administrator
San Gabriel Valley Regional Housing Trust
(818) 404-2762
bacevedo@sgvrht.org



Sycamore Canyon Upper Trail Slope Repair

Diamond Bar, CA

Project Description: As the result of heavy rains in January 2017, slope erosion occurred in Sycamore Canyon Park along an actively used trail just west of the trail head located on Diamond Bar Boulevard. Significant erosion also occurred adjacent to an LA County storm drain easement and under the existing concrete stairs which are used by both trail users and LA County Flood Control District for maintenance purposes

Gateway Science & Engineering provided Construction Management and Public Works Inspection Services for the slope failure at the Sycamore Canyon Trail. The project includes the rehabilitation construction of the existing trail system composed of removal of existing landscape and slope material and recompacted native soil with reinforcement of geogrid material, TechniSoil decomposed granite, and Nexpave decomposed granite with aluminum header, survey/staking, clearing/grubbing, timber risers, hand rails, concrete footings, concrete paving, concrete stairs with handrails, retaining walls, Keystone retaining walls, signage, landscaping, temporary erosion control, and drainage.

Services Provided: In addition to overseeing the scope of work, GSE staff coordinated all geotechnical and materials testing services on behalf of the agency, conducted all labor compliance interviews, and provided detailed daily reports to the City of Diamond Bar.

Firm Experience: Gateway Science & Engineering, Inc.

Project Team/ Client: City of Diamond Bar

Project Complete: 2019

Construction Cost: \$2.7 Million

Services: Construction Management/ Inspection

Reference: Christian Malpica
Associate Engineer
City of Diamond Bar
909-839-7042
cmalpica@diamondbarca.gov



Great Wall of Los Angeles, Pedestrian Bridge/Artistic Improvements *Los Angeles, CA*

Project Description: The Great Wall of Los Angeles is a half-mile long mural that runs along Tujunga Wash. The Great Wall was designed by muralist Judy Baca and depicts the history of ethnic peoples of California from prehistoric times to the 1950. The mural is currently maintained and administered by the Social and Public Art Resource Center (SPARC).

SPARC has collaborated with wHY Architecture and Gateway Science & Engineering to complete the designs and begin construction a "Green" Pedestrian Bridge which will be solar lit and composed in part from the debris of the Los Angeles River. A site plan, elevations for the bridge, materials, budget, schedule of construction have been completed for the bridge, The new Great Wall Interpretive "Green" Bridge will replace the former bridge which crossed the Tujunga Wash Flood control Channel.

In addition, there have been various artistic improvements to the Great Wall site that were recently overseen by Gateway including the installation of 34 directional lights along the wash wall to illuminate the mural and various "Interpretive Stations" that have been installed along the park to provide additional information and context about the mural.

Gateway has provided all permitting and third party coordination between the owner (SPARC) and the various AHJs which include Los Angeles County Flood Control District, City of Los Angeles Department of Recreation and Parks, and the US Army Corps of Engineers. Gateway additionally assisted in the creation of grant application materials on behalf of SPARC which resulted in the award of nearly \$5 Million in funding from the California Natural Resources Agency.

Finally, Gateway managed the bidding process for the pedestrian bridge construction. Our team was responsible for issuing a Request for Proposals for the construction of the bridge and evaluating and recommending a general contractor to SPARC. Turner Construction was awarded the contract on October 2022.

Firm Experience: Gateway Science & Engineering, Inc.

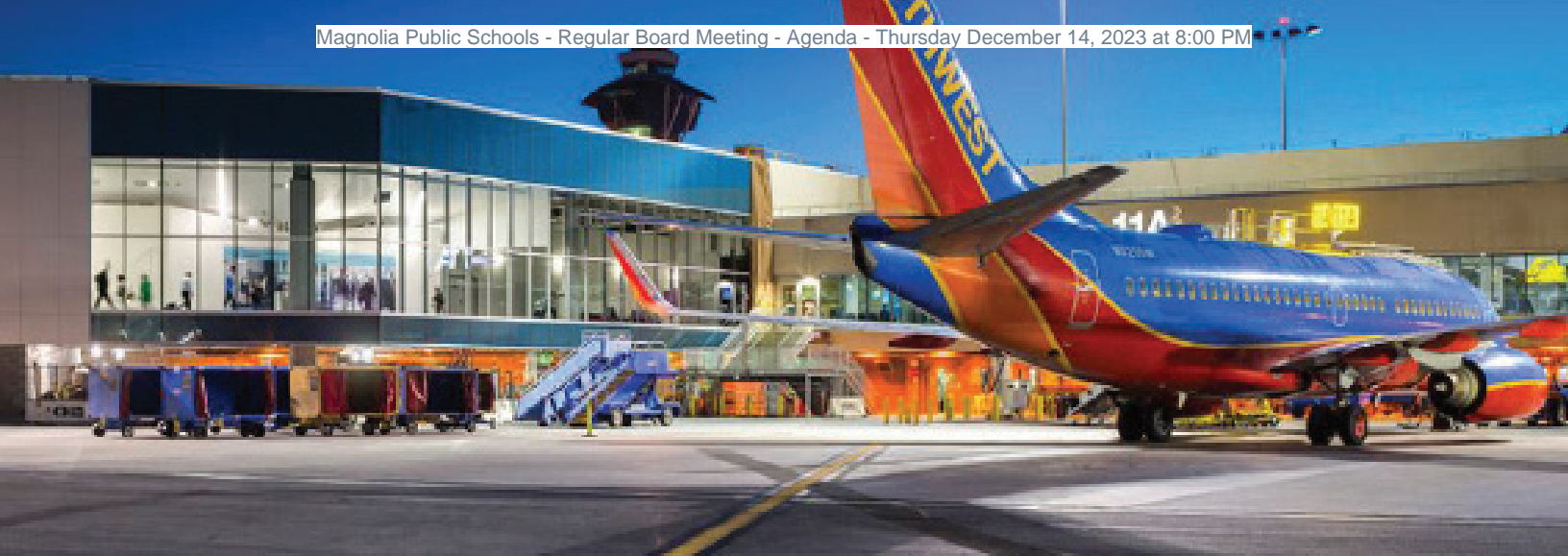
Project Team/ Client: Social and Public Art Resource Center (SPARC)

Project Complete: Ongoing (Bridge), 2023 (Artistic Improvements)

Construction Cost: \$6 Million

Services: Project Management, Construction Management

Reference: Judith Baca, Chief Executive Officer
Social and Public Art Resource Center (SPARC)
judy@sparcinla.org
(310) 822-9560



LAX Southwest Terminal 1.5 Modernization

Los Angeles, CA

Project Description: The Terminal 1.5 Program is a new 225,000 sqft, four-story terminal facility located between Terminals 1 and 2 at LAX. It will support various airlines over the next 20+ years including Southwest Airlines. The facility was designed to ease traffic congestion and connection between two terminals with bus routes to the new Midfield Satellite Concourse. The facility includes new passenger processing support services including new ticketing areas and passenger/baggage screening capabilities.

Services Provided: Morgner provided **Quality Management** and oversaw the terminal construction and apron reconstruction. Morgner was responsible for reviewing construction design/plans and specifications to make sure they conform to LAWA 2017 DCH, FAA Guidelines, and Standards developed as a result of Terminal 1 scope of work. Morgner attended pre-construction meetings, conducted periodic construction site visits; reviewed shop drawings, product data and submittals, and reviewed the contractor's proposed substitutions.

Additionally, Morgner engineers placed geotechnical instruments to monitor the ground/settlement while excavating over the top of the LA Bureau of Engineer Central Outfall Sewer (COS).

Firm Experience: Morgner

Project Team/ Client: Southwest Airlines (Owner), AvAirPros (Program Management Consultant)

Project Complete: 2021 | **Construction Cost:** \$493M

Services: Quality Management Oversight, Quality Assurance Reviews and Geotechnical Instrumentation

Reference: Airport and Aviation Professionals, Inc. (AvAirPros)
Mike Grossman, Senior Construction Manager
m.grossman@avairpros.com
(310) 330.0988



LAX Southwest Terminal 1 Modernization

Los Angeles, CA

Project Description: The scope of the Project includes a **full renovation and seismic retrofitting of the LAX T1 while maintaining ongoing Southwest operations with minimal disruption to travelers and flights.** Concourse Improvements includes increasing the sqft. in the northern portion of the concourse by approx. 25 feet on each side to provide for larger holdrooms, restrooms, and open and inviting retail/food spaces, and improved Security Screening Check Point. The expansion allows more space for future passengers, additional gates, and significant improvement of the passenger experience from the curb to the gates.

Services Provided: Morgner provided **Quality Management** of the entire project and provided quality assurance oversight of the testing and commissioning of the fueling, electrical underground, and underground utility systems. Morgner's **Quality Manager was responsible for the review and redline of the plans and specifications** for the apron concrete replacement, underground utilities,

Firm Experience: Morgner

Project Team/ Client: Southwest Airlines (Owner), AvAirPros (Program Management Consultant)

Project Complete: 2021 | **Construction Cost:** \$493M

Services: Quality Management Oversight, Quality Assurance Reviews and Geotechnical Instrumentation

Reference: Airport and Aviation Professionals, Inc. (AvAirPros)
Mike Grossman, Senior Construction Manager
m.grossman@avairpros.com
(310) 330.0988

Section 7

Technical Experience

a. Value Engineering (VE)

Our proposed team has a robust track record of implementing value engineering solutions, especially in situations where challenging projects face budget constraints post-principal design. Our team has successfully implemented design changes, modifications, and alternative construction and delivery methods to align projects with budgetary requirements while maintaining quality and performance standards.

Larry Hendrick, our Chief Estimator and proposed Preconstruction Phase Manager, brings a wealth of experience and expertise in the realm of VE. With over 55 years in the industry and a track record of successfully implementing VE strategies in the last 25 years of his career, Larry is instrumental in helping projects achieve cost efficiencies and performance optimization. His contributions in value engineering and value management have **generated savings exceeding \$25 million in construction and fee costs.**

Two recent examples include:

- **Mira Costa College - Student Services Building** (*Design Build - DLR Architecture*): Larry helped identify cost-saving opportunities of approximately \$2-2.5 million. He achieved this by proposing an innovative approach to slope repair using caissons and soil stabilization techniques to ensure a stable foundation. Additionally, Larry provided valuable options for site enhancements, including alternative vehicle access and drop-off areas, as well as alternative interior finishes and fixtures. He also explored the feasibility of constructing a new, stand-alone Central Plant as an alternative to the conventional approach of remodeling and expanding the existing plant.
- **Roosevelt High School - Complete Campus Modernization** (*Design Build - LPA Architects*): Larry provided a substantial cost savings of approximately \$3-4 million through both value engineering and life-cycle cost considerations. Some of these included proposing alternatives for the building's exterior skin, and switching from curtain wall systems to storefront glazing, which proved to be a more cost-effective in both time and material. Furthermore, Larry's suggestions for extensive exterior hardscape alternatives not only enhanced the overall design but also contributed to lower maintenance costs.

We'll explore **alternative construction options for Magnolia, such as pre-fabrication** or modular construction, where applicable. For instance, we consider prefabricated modular building solutions for elements like the Gym.

Collaboration with potential Multi-Prime Subcontractors is a key part of our approach. We work closely with them to assess construction coordination and time-saving techniques that can enhance project efficiency and reduce costs.

Our team's expertise in VE not only helps projects align with budget constraints but also fosters innovative thinking and efficient solutions that enhance project value and performance. We're able to identify cost-effective alternatives while maintaining the project's quality and efficiency highlights his proficiency in VE contributions are instrumental in our commitment to delivering exceptional outcomes for our clients.

Potential VE Challenges:

A potential challenge the project faces lies in the substantial Value Engineering efforts required to achieve a budget reduction of approximately \$10 million. This endeavor will necessitate significant design modifications and innovative construction approaches. During this Value Engineering phase, intensive workshops with DLR and Magnolia will be essential to ensure that our proposed alternatives align with the project's goals, including design intent and owner occupancy.

It's important to acknowledge that such comprehensive changes can trigger a ripple effect, impacting DSA approvals, construction timelines, and occupancy plans. Despite these challenges, our team is fully prepared to collaboratively address them and work closely with all stakeholders to attain the desired project outcome.

b. Schedule Management

Our team has extensive experience in schedule management, emphasizing critical path analysis and meticulous milestone tracking. Our proposed **Sr. Scheduler, Kim Romero**, brings **24 years** of construction scheduling and project controls experience to the team. He has produced construction schedules for more than **15 projects** across **5 school districts**. He's familiar producing these schedules for all types of

delivery methods including CM, CMMP, CMR, Design Build, Lease-Leasebacks and General Contracting. We have a proven record of ensuring projects adhere to established timelines, meet deadlines, and adapt to changes efficiently to keep projects on track.

Kim is highly proficient in industry-standard scheduling software like Primavera P6 and Microsoft Project and is skilled in critical path analysis, resource management, and baseline scheduling, ensuring that project timelines are realistic and compliant with contract requirements.

Additionally, our team's experience include:

- **Progress tracking and reporting:** Allowing us to monitor deviations and keep stakeholders informed
- **Schedule compression techniques and change management:** Enabling us to respond to unexpected delays or modifications effectively
- **Construction phasing/sequencing and methodologies:** Developing schedules that reflect the logical order of activities
- **Risk Management:** Integrating risk management and contingency planning into schedules to address potential challenges

Potential Scheduling Challenges:

Scheduling will be a critical aspect that demands close collaboration. Given the time required for alternative designs through Value Engineering (VE), obtaining approvals, and submitting for final DSA approval, meeting the 20-24 month preconstruction/construction schedule could pose challenges.

However, our extensive experience in managing complex projects, especially in the education sector, positions us to tackle such unique challenges effectively. Our approach prioritizes transparent communication and seamless collaboration with the entire project team, ensuring that we remain aligned with project objectives.

Drawing on our construction expertise, we will proactively make recommendations to facilitate progress while awaiting DSA approval for the new design. This may involve strategies such as releasing early bid packages for demolition and earthwork, mobilizing the project team efficiently, and preparing draft bid packages, all with the hope that DSA approves the design changes resulting from the VE team's efforts. Our aim is to maintain project momentum even in the face of scheduling complexities.

c. Pre-Construction Phase Management

Our team's experience underscores the significance of pre-construction activities in setting the stage for a successful construction project. **Roza Guerich, CCM, QCM**, brings a wealth of expertise as our Preconstruction Manager, overseeing all preconstruction activities and managing the bid phases, from preparing bid packages to qualifying and awarding prime contracts. Roza's prior role as the Preconstruction Manager at LAUSD and LACCD uniquely positions her to deliver these services effectively.

The preconstruction phase will also include **Value Engineering, Cost Estimating and Scheduling**, which are addressed under its own subheading. This subsection will cover the following experiences relevant to the Magnolia site:

Site Investigations:

Our past projects have involved site investigations, ensuring alignment between actual site conditions and design documents. This scrutiny extends to identifying existing utilities, hazardous materials, and structures, all critical elements managed in our contracts. The degree of field testing and building condition evaluations aligns with the potential for related change orders.

Preconstruction Estimates:

Our Pre-construction Estimating Team brings decades of experience in estimating and bidding for a wide range of educational facility construction projects across California. Our extensive cost estimating database is a product of **55 years of experience**, encompassing both current and historical data from past and recent projects, as well as insights from local subcontractors and vendors.

One of our key strengths lies in our ability to continually update and refresh our cost data by incorporating information from recent bid results and feedback from the local construction market. What sets us apart is the hands-on experience of our **Chief Estimator, Larry Hendrick**, who not only estimates projects but has also actively bid on projects, gaining firsthand knowledge of actual cost data.

Larry Hendrick's real-time bidding and cost management experience enable him to excel in value engineering and cost analysis. He thoroughly assesses project plans, specifications, components, and features, offering efficient and cost-effective alternatives to help maintain the project within budget.

Our Estimating Team specializes in estimating for Construction Management, Construction Management at Risk, Construction Management Multi-Prime, and

Design Build projects. These projects often involve incremental development of plans and specifications over time.

As part of our comprehensive service, we'll conduct a detailed estimate of the proposed design and cross-references it with the estimate provided by HLCM, Inc. to ensure accuracy in the project's cost estimation. We will maintain a Trending Log to track any fluctuations in the project's construction cost, identifying components suitable for value engineering or exploring various variables and options to optimize project value.

For MEP (Mechanical, Electrical, and Plumbing) systems, our team will collaborate with experienced MEP estimating consultants to not only provide real-time pricing for the project but also suggest alternatives for materials, products, and design value management to align the design with budgetary constraints. Additionally, we will offer life cycle analysis and cost assessments to aid in capital planning for deferred maintenance costs.

To streamline the construction process and mitigate potential cost escalation due to inflation, our team will identify long lead items, equipment, or materials that can be pre-purchased and stored in bonded warehousing until needed on-site.

We'll explore alternative construction options, such as pre-fabrication or modular construction, where applicable. For instance, we consider prefabricated modular building solutions for elements like the Gym.

Collaboration with potential Multi-Prime Subcontractors is a key part of our approach. We work closely with them to assess construction coordination and time-saving techniques that can enhance project efficiency and reduce costs.

Our Estimating Team compiles a qualified bidders list and extends bid invitations for multi-Prime delivery format projects, ensuring the inclusion of all qualified local contractors relevant to the project. We also prepare detailed scopes of work to ensure all necessary aspects are covered in Sub-contractor and General Contractor pricing.

During the construction phase, we continue to play a vital role by reviewing and verifying potential change orders to ensure their accuracy and alignment with the project's best interests.

Bidding/Proposal Packages:

We have the confidence to streamline the number of prime bid packages from **27/26** to approximately **18-20** by bundling similar services and conducting thorough reviews of each package against the contract documents and general conditions. Our experts have a proven system/process that will ensure there are no gaps or overlaps. We are fully aware of the scrutiny faced by public buildings regarding schedule compliance, and we understand the critical need to minimize re-bidding, particularly during periods of construction cost escalation. Our team's extensive experience in public agency and state-funded project bidding has provided us with a profound understanding of the importance of awarding work after the initial bidding phase.

Prequalification of Contractors:

We have mastered the demanding process of pre-screening and prequalifying contractors and major subcontractors, following the constraints of the public contract code. We understand the tasks required and the associated scheduling, all crucial steps that must be completed before the bid phase. Our approach ensures that Magnolia works with competent, qualified, and experienced contractors and vendors while proactively supporting disadvantaged and minority contractors to meet participation goals.

Bid and Award:

Active marketing has been a pivotal tool in significantly increasing the number and competitiveness of construction bids in our previous projects. We'll use the district's procurement platform and any online bidding sites like *Dodge* or *BidConnect* to help advertise the project and attract qualified bidders. We'll also reach out to our subcontracting community including major players in the Los Angeles area, to yield the best results. We will work alongside Magnolia Public Schools and the DLR Group, to facilitate pre-bid conferences, offering a forum to convey all project parameters to bidders comprehensively.

Bid Opening and Evaluation: Roza and Larry will evaluate all bids for completeness, responsiveness, and price, including alternative prices and unit prices. Scrutiny extends to assessing bidders' bonding and insurance capabilities, as well as the qualifications of the apparent low bidder. We provide formal written recommendations for contract award, supporting Magnolia Public Schools in the decision-making process.

Construction Management

As the project proceeds to the construction phase, our focus shifts to being on-site, administering and managing the construction contracts, looking ahead to identify and resolve problems early, and pinpointing opportunities for saving money or improving the project. Project Manager George Castillo will manage the flow of communications and work to see that all parties are kept informed. The Project Manager will provide the owner with clear, well-researched recommendations for action.

Submittal Procedures

With the participation and approval of Magnolia Public Schools and the A/E, the assigned Project Manager will establish and implement procedures for submittals, change orders, payment requests, and other procedures and maintain logs, files and other necessary documentation consistent with established policies and procedures. The GSE team will be the party through which change orders, payment requests, submittals, and information is processed.

Jobsite Meetings

Project Manager George Castillo will conduct weekly jobsite progress meetings and will record, transcribe, and distribute minutes with action items and due dates to all attendees, Magnolia Public Schools, the A/E, and all other appropriate parties.

Coordination of Inspections and Testing

Project Manager George Castillo will coordinate the special inspection and testing provided by third parties designated by Magnolia Public Schools. All inspection reports will be in a format approved by the owner and will be received and logged by the Gateway team on a daily basis.

Construction Observation and Nonconforming Work

The Gateway team will observe the progress of the work and advise Magnolia Public Schools of any deviations, defects or deficiencies observed in the work. Our observation duties shall include reasonable diligence to discover work that is not in compliance with the contract documents. Our team will, in conjunction with the A/E, make recommendations for corrective action on observed non-conforming work. The Gateway team will make recommendations in instances where we observe work that, in our opinion, is defective or not in conformance with contract documents.

Exercise of Contract Prerogatives

When appropriate, Project Manager George Castillo and/or other designated GSE team personnel shall advise and make recommendations to Magnolia Public

Schools for exercising your contract prerogatives, such as giving the Contractor notice to accelerate the progress when the schedule goals are in jeopardy due to Contractor failings, withholding payment for cause, and other prerogatives when required in an effort to achieve contract compliance.

Construction Progress Review & Monthly Updates

Assigned staff review the progress of construction with the Contractors, observe work in place and properly stored materials on a monthly basis and evaluate the percentage complete of each construction activity as indicated in the construction schedule. This will serve as data for input to the monthly update report which will be prepared and distributed to all appropriate parties. This report will reflect the Contractor's contractual progress, will be the basis for the monthly progress payment to the Contractors and will indicate to Magnolia Public Schools when notices to the Contractors are appropriate for acceleration of the work and Magnolia's prerogatives. The designated PM will prepare and distribute monthly construction progress updates in a format approved by Magnolia Public Schools.

Monthly Contractor Payment and Reports

Project Manager George Castillo will review and make recommendations pertaining to monthly payment to each Contractor. This activity will be an integral part of the monthly progress report updates. However, if it should later be found that a Contractor has failed to comply with the provisions of its contract in any way or detail, such failures and subsequent compliance will be the sole responsibility of the Contractor.

In addition, we will evaluate and distribute the monthly construction payment reports which will be an integral function of the monthly schedule report. This report will reflect the total construction contract price, Contractor's payment to date, current payment requested, retainage and actual amounts owed for the current period. The final portion of this report will be a certificate of payment which will be executed by our team, the architect and the Contractor and transmitted to Magnolia Public Schools for use in payment to the Contractor.

Change Orders

The GSE team will establish and implement a change order processing system consistent with Magnolia Public Schools policies and procedures. Our team will evaluate the Contractor's proposed change order cost and will make a formal recommendation regarding acceptance of the proposed change order. In the event of major scope changes during the construction phase, we shall prepare an estimate for this change in

scope in a cost model format. All client driven requests for proposals will first be set forth in a letter by the A/E outlining in detail the change and accompanied by technical drawings and specifications, if necessary. The request for proposal will be transmitted to the Contractor by the Gateway team member and a detailed breakdown of cost and time extension requested will be returned to us from the Contractor for evaluation. We will then negotiate change order costs and time extensions on behalf of Magnolia Public Schools when appropriate. The Gateway team member will advise Magnolia Public Schools of acceptability of price and time extension prior to the execution of any change order.

Commissioning Activities and Training

The GSE team shall manage any Commissioning consultant, including coordination and scheduling of all final testing of equipment and ensure the Contractor's obligation in providing the proper testing is fulfilled. We will coordinate and schedule training sessions for maintenance and operations personnel and ensure that the Contractors' obligation in training is fulfilled.

Substantial Completion

In conjunction with the A/E, Project Manager George Castillo will make a determination of the remaining work necessary for substantial completion and notify the Contractor of any deficiencies. When incomplete work or defective work has been remedied, we shall advise Magnolia Public Schools and put the Contractor on notice. In addition, our team will work with jurisdictional authorities to obtain required documentation permitting occupancy.

Occupancy and Move-In Coordination

Upon request, the GSE team will prepare an occupancy plan which will include a schedule indicating critical interfaces for relocation of furniture, equipment, new furniture and equipment, and relocation of personnel as needed. This schedule will be distributed to the moving Contractors, the affected departments and other appropriate parties. If desired, we will prepare requests for proposals, solicit quotes, prepare contracts, obtain execution of contracts, conduct pre-moving conferences and administer the contract for moving activities in conjunction with move-in for the projects. Additionally, if requested, our team will provide onsite personnel to oversee the relocation of all furniture, equipment, and other articles by the movers while actual move-in is in progress.

Closeout Activities

The GSE team will be the recipient of all written material such as operations and maintenance manuals, warranties and guarantees for all equipment installed in

the project. We will perform coordination and expediting functions in connection with the Contractor's obligation to provide as-built documents.

Final Completion

At the conclusion of correcting of all punch list items, Project Manager George Castillo and the architect will make a final comprehensive review of the project(s), make a report to Magnolia Public Schools which will indicate whether both find the work performed acceptable under the contract documents and relevant project data and make recommendations as to final payment to the Contractor.

Warranty Work

Warranty work is that work done by the construction Contractor, suppliers or manufacturers who furnished or installed equipment, or provided material required by a specific contract, and which has been accepted or taken possession of by the owner. The period of guarantee will be specified in the contract documents, generally a year in length, except for those warranties that manufacturers give for their equipment and supplies which are normally greater than a year. The GSE team will initiate a system that identifies warranty items that are expressed or implied from Contractor, manufacturer or supplier for work performed and furnished under contract. This system shall also include the length of the warranty periods, names and addresses of contact personnel, any operational and maintenance requirements necessary to preclude the invalidation of a specific warranty, and operational and maintenance manuals furnished by the Contractor, manufacturer or supplier. This information will be distributed and coordinated with Magnolia Public Schools and their operational and maintenance personnel during the closeout phase of the project. Our team will also assist Magnolia Public Schools in establishing procedures to ensure proper operational and maintenance requirements are performed to preclude invalidation of warranties.

Claims Management

Claims avoidance has the highest priority within the GSE team, and we are proud of our record of performance. Honest parties can have reasonable, justifiable disagreements over construction issues and still resolve these matters by maintaining a professional demeanor. We believes that disputes should be resolved at the earliest possible time and they should be resolved fairly. When disputes arise, our approach is to research the facts thoroughly, bring all parties involved to the table, discuss the matter and reach a fair and equitable resolution.

e. Budget Management

Budget management is a part of our project management approach, and our extensive experience in this area has consistently yielded successful outcomes for our clients. We understand that effective budget management is essential to keeping projects on track, delivering quality results, and ensuring client satisfaction.

Over the years, our firm has managed budgets for a diverse range of construction, engineering, and design projects, with a particular focus on educational facilities, public buildings, and commercial spaces. Our track record of success in budget management are attributed to several key principles and practices:

- Thorough Cost Estimation
- Value Engineering
- Continuous Monitoring
- Transparent Reporting
- Risk Mitigation
- Client Collaboration

By combining meticulous cost estimation, VE, continuous monitoring, transparent reporting, risk mitigation, and client collaboration, we ensure that budgets are well-managed, resources are efficiently utilized, and projects are completed successfully.

f. Construction Phasing

Our firm has a wealth of experience in construction phasing, particularly in the context of multi-prime contracts, where efficiency and precise planning are paramount. We understand that proper construction phasing can significantly impact a project's timeline, cost, and overall success. Our approach to construction phasing is characterized by strategic planning, early package release, and meticulous coordination.

- **Strategic Planning:** We work closely with our clients to define project goals, timelines, and critical milestones. By understanding the unique requirements and constraints of the project, we develop a customized construction phasing plan that optimizes scheduling and resource allocation.
- **Early Bid Package Release:** This practice accelerates the construction process by allowing critical components of the project to begin before the entire design is finalized. This can include early work packages such as demolition, earthwork, or foundation construction. Early package release not only saves time but can also provide flexibility in case design changes are needed.
- **Precise Coordination:** Effective construction phasing requires precise coordination among all

project stakeholders, including subcontractors, suppliers, and regulatory authorities. Our team excels in facilitating this coordination, ensuring that each phase of the project aligns with the overall timeline and objectives. We maintain open lines of communication, conduct regular meetings, and proactively address any issues that may arise during construction.

- **Risk Mitigation:** We recognize that construction phasing can introduce complexities and potential risks. Our experience allows us to identify and mitigate these risks effectively. We develop contingency plans and alternative strategies to address unexpected challenges, ensuring that the project remains on track.
- **Cost Control:** Our construction phasing strategies also take cost control into account. By carefully planning the sequence of work and resource allocation, we can optimize budget utilization. This includes analyzing which portions of the project can be started early to take advantage of cost-saving opportunities.
- **Compliance and Quality Assurance:** Throughout the construction phasing process, we uphold the highest standards of compliance and quality assurance. We ensure that all work performed adheres to regulatory requirements, industry standards, and the project's specifications.
- **Client Involvement:** Collaboration with our clients is a fundamental aspect of our construction phasing approach. We keep our clients informed at every stage, seeking their input and approval as needed.

g. Information Technology

The GSE team has an in-house Information Technology team that is specialized in responding to and addressing the needs of on-site Construction Managers and Project Personnel. Our IT team is experienced in quickly deploying any and all necessary hardware and software required for the project. This work typically will include:

- Creation of centralized storage for all project documents and files
- Deployment of all necessary hardware including laptops, tablets, and networking equipment
- Installation and support of all project software including Primavera, Procore and any required BIM and Document Control software

As-needed support to project staff

In addition, upon request of Magnolia Public Schools, our IT team can work with Magnolia staff to coordinate any moves, adds and changes to minimize the impact of active construction on the staff of Magnolia Public Schools.

h. Experience with Agencies

Members of the GSE team have extensive experience in Third-Party Coordination, which includes various state, county, and local agencies. We have performed extensive work within the City of Los Angeles and have relationships with many of the departments within the city including the Department of Building and Safety, Department of Transportation, Department of Water and Power, Bureau of Engineering as well as both the Fire and Police Department. Project Manager George Castillo is a former employee of the City of Los Angeles and maintains excellent relationships with many department executives. Our team aims to leverage our existing relationships with the City of Los Angeles to efficiently achieve any tasks required by the MSA 5 project.

We will immediately tackle third-party utility installations requirements and coordinating inspections from the moment we are brought onboard. To mitigate and avoid any delays, we will immediately assess the utilities and permits on the project. We will set critical milestones to address and resolve all potential utility/permit issues by maintaining a specific Utility and Permits Issues Log and aggressively pursuing the resolution of each item. The GSE team will also incorporate such critical milestones into the project's Master Schedule to ensure critical-path utility/permit issues are at the forefront of each month's schedule update. A permit matrix will be developed, in conjunction with the city, identifying all permits, permit requirements, and process for tracking and reporting permit modifications. Similarly, all utility owners will be identified to be included in preconstruction and construction coordination meetings.

i. Constructability Review

Our firm brings a wealth of experience in constructability review to every project we undertake. This critical process ensures that the design and construction plans are not only feasible but also optimized for efficiency, cost-effectiveness, and quality. What sets us apart is our dedicated team of experts, including Roza Guerich, CCM, CQM, who adds a unique dimension to our constructability review process.

Roza Guerich, with her background as a Quality Engineer, plays a pivotal role in our constructability review efforts. Her expertise in quality management enhances our ability to scrutinize project plans and specifications from a quality assurance perspective. This means that not only do we evaluate designs for constructability, but we also ensure that the end result will meet the highest standards of quality and durability.

Through our constructability review process, we identify potential challenges early in the project lifecycle, offering practical solutions that minimize disruptions and delays. This proactive approach not only helps keep projects on track but also ensures that they are delivered within budget and to the highest quality standards.

Our team's experience in constructability review extends to working closely with designers and architects, fostering collaboration that leads to more efficient and effective designs. We believe that the synergy between design and construction is paramount to a project's success, and our constructability review process facilitates this synergy.

Our firm's constructability review expertise, combined with Roza Guerich's background as a Quality Engineer, provides a comprehensive and multifaceted approach to project optimization. We are committed to delivering constructability reviews that not only identify potential issues but also elevate the overall quality of the final product, ensuring that our clients' projects are a resounding success.

j. Estimating Services

Our Chief Estimator, Larry Hendricks, is the cornerstone of our estimating services, bringing an unparalleled wealth of experience to the table. With over 55 years of dedicated service in the field, Larry is a true industry veteran. His remarkable career includes overseeing more than **\$19 billion in cost estimates for over 45 renovation and new construction school projects, encompassing 17 different school districts across California.**

Larry's commitment to excellence has been recognized with the prestigious Lifetime Certified Professional Estimator designation, an honor granted by the American Society of Professional Estimators. Achieving this status requires surpassing 25 years as a Certified Professional Estimator, underlining Larry's enduring expertise and dedication to his craft.

Larry and our estimating team are a well-rounded group of professionals with extensive experience covering all facets of the construction industry. This includes expertise in Mechanical, Electrical, and Plumbing (MEP) systems, as well as major prime categories such as concrete, grading, landscape, and more.

To be a proficient estimator in today's dynamic construction landscape, one must possess a deep understanding of industry trends and evolving

technologies. Our team keeps a keen eye on emerging trends, market conditions, and innovative construction methodologies to ensure that our estimates are not only accurate but also aligned with the latest industry developments.

In addition to their knowledge of traditional construction practices, our estimators are well-versed in sustainable and environmentally conscious construction methods, reflecting the growing emphasis on eco-friendly building solutions. This includes a comprehensive understanding of green building materials, energy-efficient systems, and environmentally responsible construction practices.

Furthermore, our team stays up-to-date with regulatory changes and compliance requirements, especially in California where construction regulations can vary significantly from other regions. This knowledge ensures that our estimates are not only financially sound but also legally compliant, reducing potential risks for our clients.

In the rapidly evolving world of construction technology, our estimators are well-informed about the latest software and tools that streamline the estimating process, enhance accuracy, and improve project management. This knowledge empowers us to provide estimates that are not only precise but also efficient in terms of time and resources.

Section 8

Working with Magnolia and Other Consultants/Agents

Working Together for Success

Our approach to working with Magnolia and other consultants is founded on the principles of teamwork, clear communication, and efficient project management. By implementing the following strategies, we aim to strengthen our working relationships and ensure the smooth progression of the project:

Team Work

To strengthen working relationships among the project team, we will implement the following tactics:

- **Regular Meetings:** We will schedule regular project meetings involving all stakeholders, including architects, engineers, contractors, and Magnolia staff, to facilitate communication and collaboration.
- **Clear Communication Channels:** Establishing clear communication channels, such as a centralized project management system, will ensure that information flows smoothly between team members.
- **Collaborative Tools:** Utilize collaborative software and tools for document sharing, project tracking, and real-time updates to enhance transparency and coordination.
- **Conflict Resolution Protocol:** Develop a conflict resolution protocol to address any disagreements promptly, ensuring that they do not disrupt project progress.

Assisting in Public Contract Compliance

We will assist architect and engineering firms in public contract compliance by:

- **Budget Monitoring:** Regularly monitoring the project budget to ensure adherence to the allocated funds and proposing cost-saving measures when necessary.
- **Schedule Adherence:** Tracking project timelines and milestones to guarantee that schedules are met, and proposing adjustments if delays occur.
- **Quality Control:** Implementing quality control measures to ensure that project deliverables meet the required standards and specifications.
- **Reporting and Documentation:** Providing comprehensive documentation of compliance with public contracts, including financial reports, schedule updates, and compliance certificates.

Suggesting Value Engineering and Alternative Design

We understand that VE is a critical process to identify cost-saving opportunities while maintaining or improving the project's quality and functionality. To ensure the success of this collaborative effort with the AOR and Magnolia, we will:

- **Initiate Early VE Workshops:** We will conduct early VE workshops in collaboration with the AOR and other relevant stakeholders. These workshops will serve as platforms for brainstorming innovative ideas to enhance project value.
- **Evaluate Design Suggested Changes:** Our experts will carefully assess design suggested changes from the AOR. We will analyze these proposals in terms of their impact on cost, schedule, and overall project goals.
- **Cost Changes Analysis:** Whenever design suggested changes are proposed, we will provide comprehensive cost analysis. This analysis will include estimates of the potential cost savings or increases resulting from these modifications.
- **Value-Driven Decision-Making:** During VE workshops and discussions with the AOR, we will adopt a value-driven approach. This approach prioritizes value over cost reduction alone, ensuring that changes align with Magnolia's objectives.

Collaboration with the AOR

Our partnership with the AOR is pivotal to achieving the desired project outcomes. To facilitate this collaboration, we will:

- **Open Communication Channels:** We will maintain open and transparent communication channels with the AOR, allowing for the seamless exchange of design suggestions and cost-related information.
- **Design Integration:** We will work closely with the AOR to integrate design suggestions effectively into the project scope. This integration will prioritize maintaining or enhancing project quality and functionality.
- **Cost-Effective Solutions:** Our team will explore cost-effective solutions for design changes, ensuring that any adjustments align with Magnolia's budgetary constraints.

Construction Phasing

We will plan construction phasing to coincide with facility needs by:

- **Collaborative Planning:** Working closely with Magnolia staff to understand the specific facility needs and aligning construction phases accordingly.
- **Flexible Scheduling:** Developing flexible construction schedules that allow for adjustments based on evolving facility requirements.
- **Regular Assessments:** Conducting regular assessments of facility needs and making phased construction decisions in consultation with Magnolia to meet those needs effectively.

Handling Changes

We will manage changes during any project phase by:

- **Change Control Process:** Implementing a well-defined change control process that includes documentation, impact assessment, and approval protocols.
- **Communication:** Maintaining open communication with all stakeholders to ensure everyone is informed about changes and their implications.
- **Mitigation Strategies:** Developing strategies to mitigate the impact of changes on budgets, schedules, and project objectives.

Claims Response and Dispute Resolution

Our approach to claims response and dispute resolution includes:

- **Proactive Risk Assessment:** Identifying potential issues early in the project to prevent disputes and claims.
- **Mediation and Negotiation:** Engaging in mediation or negotiation, where appropriate, to resolve disputes amicably.
- **Arbitration or Litigation:** If necessary, we will participate in arbitration or litigation while providing strategic advice and support to Magnolia's legal team.

Public Works Bidding

We will manage and coordinate the public works bidding process by:

- **Prequalification:** Assisting in the prequalification of contractors and subcontractors to ensure they meet the project's requirements.
- **Bid Packaging:** Coordinating the bid packaging process to ensure clarity and competitiveness.
- **Evaluation:** Participating in the evaluation of bids, including cost analysis and compliance with regulatory requirements.

Interfacing with Governmental Agencies

We will interface with multiple state-level and governmental agencies and departments by:

- **Compliance Expertise:** Leveraging our knowledge of regulatory requirements to ensure all necessary approvals and permits are obtained.
- **Timely Communication:** Maintaining regular communication with relevant agencies to expedite approvals and resolve any issues promptly.
- **Documentation:** Keeping meticulous records of interactions with governmental bodies to demonstrate compliance and facilitate audits or reviews.

Our goal is to establish a collaborative, transparent, and well-organized project environment that minimizes risks, ensures compliance, and facilitates successful project completion.

Section 9

Design and Project Controls Management

Our firm has a proactive approach in developing and monitoring precise project design and construction schedules, financial budgets, and cost estimates. Our methods are rooted in a philosophy of cost control and efficiency.

1. **Initial Planning and Estimation:** We begin by thoroughly assessing project requirements and objectives. Our team collaborates closely with stakeholders to define project scope, identify potential risks, and establish realistic budgets and schedules. We rely on historical data, market analysis, and industry benchmarks to ensure accurate cost estimates.
2. **Detailed Scheduling:** We create comprehensive project schedules that outline critical milestones, tasks, and dependencies. These schedules are continuously updated and monitored throughout the project's lifecycle to track progress and identify any delays or deviations.
3. **Cost Control:** Our philosophy centers on proactive cost control. We implement stringent financial management procedures to closely monitor project expenditures against the budget. Regular financial reports are generated to keep all stakeholders informed and to address any discrepancies promptly.
4. **Change Order Management:** We recognize that changes can occur during both the design and construction phases. Our approach to change order management involves a thorough evaluation of the impact on project cost and schedule. We work closely with clients and contractors to negotiate fair and reasonable change orders, always with a focus on minimizing disruptions.
5. **Claims Dispute Resolution:** In the event of construction claims or disputes, our firm employs a proactive approach to dispute resolution. We prioritize open communication and negotiation to resolve issues swiftly and amicably. Our goal is to minimize disruptions and maintain project momentum while addressing any disagreements.
6. **Our firm's commitment to precise planning, ongoing monitoring, and transparent communication ensures that projects stay on track, within budget, and aligned with client expectations.** Our proactive approach to cost control and change management minimizes disruptions and maximizes the likelihood of successful project outcomes.

Section 10

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/12/2022

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

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


PRODUCER Cornerstone Specialty Insurance Services, Inc. 14252 Culver Drive, A299 Irvine CA 92604		CONTACT NAME: Tina Cowie PHONE (A/C, No, Ext): (714) 731-7700 FAX (A/C, No): (714) 731-7750 E-MAIL ADDRESS: tina@cornerstonespecialty.com	
INSURED GATEWAY SCIENCE AND ENGINEERING, INC. 300 North Lake Avenue 12th Floor Pasadena CA 91101		INSURER(S) AFFORDING COVERAGE INSURER A: RLI Insurance Company NAIC # 13056 INSURER B: Great American Insurance 16691 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 22/23 COVERAGES **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ADD'L INSURED / P & NC <input checked="" type="checkbox"/> BLNKT WVR OF SUBRO GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PSB0008606	12/09/2022	12/09/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ INCLUDED GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			PSA0002819	12/09/2022	12/09/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			PSE0004265	12/09/2022	12/09/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y	PSW0004784	12/09/2022	12/09/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability Claims Made			DPPE438619	12/09/2022	12/09/2023	Each Claim \$3,000,000 Annual Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is Additional Insured for General Liability but only if required by written contract with the Named Insured prior to an occurrence and as per attached endorsement. Coverage is subject to all policy terms and conditions. *30 days notice of cancellation, except for 10 days notice for non-payment of premium. For Professional Liability coverage, the aggregate limit is the total insurance available for all covered claims reported within the policy period.

CERTIFICATE HOLDER FOR PROPOSAL PURPOSES ONLY CONTACT CORNERSTONE SPECIALTY TO VERIFY COVERAGE IN FORCE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
-----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD



MSA- 5 - RFP-Q for Construction Management Services

Section 11

Litigation and Bankruptcy

Gateway Science & Engineering, Inc. asserts that it has had no construction related litigation within the past five years nor has it filed for protection under the United States bankruptcy code within the last seven years.

Section 12

Budgetary Estimate for Fees

A. Hourly Rates

Gateway Science & Engineering
2023 Billing Rates

Description	Rate
Senior Project/Technical Advisor – George Johnson	\$280
Principal-in-Charge/OAR – George Castillo	\$220
MEP Cost Estimator/Planner - As Needed	\$250
Pre-construction Manager	\$170
Project Superintendent	\$148
Chief Estimator	\$180
Quality Assurance/Quality Control Engineer	\$170
Senior Scheduler – Kim Romero	\$165
Site Safety - Ed Aschoff	\$125
Project/Office Engineer – PT	\$100
3rd Party/Agency Coordination – As Needed	\$190
Document Control Manager – As Needed	\$110
Information Technology Support – As Needed	\$95
Administrative Assistant – As Needed	\$75
Engineering Aide/Student Intern	\$50

B. Loaded Fee Schedule

Fee Proposal for Pre Construction and Construction Management Services Magnolia Science Academy 5 for Charter School State Funded Middle & High School New Construction Project Magnolia Public Schools

Description:

This cost proposal includes the fees for pre-construction and construction management services for the Magnolia Science Academy 5's Middle and High School New Construction Project, in accordance with the current plans and specifications. While our fee structure is based on the CM Multi-prime delivery method, we are fully adaptable and prepared to modify our approach to best align with the project's evolving needs and desired outcomes.

Our cost proposal takes into careful consideration our expertise in Value Engineering, Design Review, and Estimating for both the current design and alternative construction methods. Additionally, we offer comprehensive Bid Packaging services during the Pre-Construction Phase to establish the desired project budget.

The outlined fees are segmented into phases, accounting for the estimated schedule and consideration of reimbursable expenses. It's important to note that CM fees may be subject to adjustment or reduction, especially if the final preferred approach involves utilizing a modular or prefabricated construction design.

- We propose to provide the following construction management services for the project:** *Preconstruction and Bidding Phase Construction Management Phase Close Out, Post-Construction Phase: "As Needed" Owner and Contractor Follow Up with items or issues that come up during a 1 year period.*
- Fee Estimate:** The total fee for our construction management services is **two million, fifty-nine thousand, three hundred dollars (\$2,059,300.00)**, broken down as follows:

Description	Value
Preconstruction Phase	\$304,000
Construction Phase	\$1,493,000
Close Out, Occupancy and Warranty	\$262,300
Post-Construction	<i>As-Need, Hourly basis</i>
Total CMMP Fee	\$2,059,300

- Reimbursable Expenses:** We anticipate incurring certain reimbursable expenses related to the project. These expenses are not included in the fee estimate and will be billed separately. The estimated reimbursable expenses are as follows:

Description	Unit (months)	Cost	Subtotal
Computer Equipment:	1	\$12,000.00	\$ 12,000.00
Office Furniture	1	\$10000	\$ 10,000.00
Copier/scanner Rental	24	\$500	\$ 12,000.00
Trailer Rental (24 months)	24	\$1250	\$ 30,000.00
Temporary Utilities	24	\$250	\$ 6,000.00
Cleaning, Supplies, etc.	24	\$800	\$ 19,200.00
Office Supplies	20	\$500	\$ 10,000.00
IT/Communication	23	\$850	\$ 19,550.00
Misc.	1	\$4,500.00	\$ 4,500.00
Mileage Expense:**			Per IRS Guidelines
Printing and Productions			At Cost
Postage and Courier Services			At Cost
Est. Total Reimbursables			\$123,250.00

B. Loaded Fee Schedule *(Continued)*

4. The following are Excluded from CM Fees:
 - a. DSA and Specialty Inspections
 - b. DSA Trailer
 - c. Permits and Regulatory Fees
 - d. Traffic Control
 - e. Third-party fees such as Bid Advertising Costs, website hosting, etc.
 - f. Fencing (by others)
 - g. Los Angeles Business Tax on Gross Revenues
 - h. Security Guards, Security Cameras
 - i. SWPPP (by others)
 - j. IT Services and Staff (As-Needed)
 - k. Consulting Fees Outside of CMMP Services

5. **Terms and Conditions:**All terms and conditions related to this fee proposal and the provision of construction management services are subject to the terms outlined in our formal agreement.

Section 13

Response to Addendum #1

The following section has been included at the request of Addendum #1, issued September 14th, 2023 and will highlight (2) case studies that detail the GSE team's approach to the reduction of hard costs and the successful transition to modular/prefabricated construction

Achieving Cost Savings through Value Engineering

The Metropolitan Water District of Southern California initiated a project involving the construction of employee villages at pumping stations in the California Desert, spanning from Indio, CA to Parker, AZ. The project aimed to provide essential housing and amenities for its workforce. It consisted of four separate villages, each featuring 2,000 square foot, 3-bedroom housing units, a 3,800 square foot clubhouse, a 4,308 square foot community kitchen, and an 8,183 square foot lodge. In total, there were 74 houses, 2 lodges, 2 kitchens, and 4 clubhouses.

Services Provided:

Our Key Chief Estimator's key services encompassed comprehensive cost estimating for various construction scenarios, including traditional stick-built on-site construction and modular prefabricated options.

The Value Engineering Challenge:

The project initially faced a significant challenge as it exceeded the budget constraints. Traditional construction methods for all components were over budget, necessitating a thorough evaluation of alternatives to bring the project within financial limits.

Value Engineering Solutions:

Our team assessed multiple construction approaches to find cost-effective solutions while maintaining high-quality standards. The options considered included:

- 1. Traditional "Stick-Built":** Estimates were provided for traditional stick-built construction for both housing and lodges.
- 2. Hybrid Approach:** We explored a combination of traditional stick-built methods and prefabricated modular components for the kitchen and clubhouse.

3. Modular Prefabricated: Estimates were generated for a modular prefabricated approach for both housing and lodges. The modular plans were sourced from reputable providers such as Bevy House, Nucor, and RNT Architects.

Achieved Savings:

- **Housing:** A remarkable estimated savings of approximately \$1.6 million was identified by transitioning to modular prefabricated construction for all 74 houses.
- **Lodges:** By opting for the modular version, a cost savings of around \$150,000 was realized for both lodges.
- **Kitchen and Clubhouse:** It was determined that there would be no cost savings in using modular prefabricated versions for the kitchen and clubhouse compared to traditional stick-built methods.
- **General Conditions and Requirements:** A significant overall savings of approximately \$2.5 million was achieved for the four sites by adopting modular construction methods. This reduction was primarily due to the shorter construction schedule facilitated by modular construction.

Conclusion:

Through meticulous value engineering and a strategic shift towards **modular prefabrication**, the Metropolitan Water District of Southern California's employee village project successfully overcame budgetary challenges. over \$2.5 million in cost savings were realized, ensuring the project was not only completed within budget but also ahead of schedule. This case study exemplifies the importance of innovative construction methods and demonstrates our commitment to delivering high-value solutions to our clients.



**VALUE
ENGINEERING
CASE STUDY**

North Valley Military Institute (NVMI), Sun Valley, Value Engineering

NVMI, a chartered military school in Sun Valley, CA, faced a significant challenge in 2022 when they learned that their lease for their Sun Valley campus would not be renewed. With a strong commitment to providing quality education, NVMI entered escrow for a 21-acre property in Sylmar, CA, intending to develop a new campus for both their high school and middle school. The project budget was initially set at \$55 million.

Initial Approach:

To kickstart the project, NVMI engaged GSE to conduct a feasibility study on the land. Subsequently, NVMI enlisted the expertise of Architects to develop a site plan for the Sylmar location. Collaborative meetings were held to align the design with NVMI's specific campus needs and aesthetic preferences. Initially, NVMI expressed a preference for traditional stick-built construction.

Challenges Arise:

As the preliminary site plan and construction estimate took shape, it became evident that the proposed design exceeded NVMI's internal budget estimates. Faced with this challenge, NVMI decided to terminate the escrow for the 21-acre property and began exploring alternative options, including partnerships with other campuses.

Embracing Value Engineering:

During this critical juncture, GSE proposed a game-changing solution: *modular construction*, which could allow NVMI to adapt to smaller available spaces while maintaining the flexibility for customized learning environments. GSE's suggestion was not only cost-effective but also aligned with NVMI's goals.

Site Relocation and Cost Reduction:

GSE identified a smaller site near LACCD's Mission College Campus, where NVMI's middle school campus

could be accommodated, while high school students would utilize existing Mission College facilities. This relocation, combined with the elimination of site acquisition costs, significantly reduced the project budget to \$32 million.

Selecting the Right Modular Partner:

With the new site in place, GSE initiated a second feasibility study to confirm its suitability for modular construction. Once determined feasible, GSE carefully evaluated modular manufacturers. Following an extensive review process, Silver Creek was recommended to provide modular structures to NVMI.

\$14 Million in Cost Savings:

Through collaborative efforts, GSE and Silver Creek developed a proposal that resulted in approximately **\$14 million in cost savings** from the revised \$32 million budget. The proposed site plan included modular structures for administration, classrooms, offices, and restroom facilities, offering a cost-effective and efficient solution.

Project Progress and Unforeseen Challenges:

While GSE received preliminary approval to retain an architect and develop the site plan, unforeseen funding and charter-related circumstances prevented NVMI from continuing the project. Regrettably, NVMI had to close its doors in August 2023.

This case study illustrates the importance of adaptability in the face of challenges and the potential of value engineering, such as modular construction, to significantly reduce costs and enhance project feasibility. Despite the project's outcome, the collaboration between NVMI, GSE, and Silver Creek demonstrated innovative problem-solving and cost-saving strategies.



October 6, 2023

Mustafa Sahin
Facility Project Manager
Magnolia Public Schools
250 E 1st Street, Suite 1500
Los Angeles, CA 90012

Reference: Magnolia Science Academy 5 Pre-Construction And Construction Management Services For Charter School State Funded Middle & High School New Construction Project, Schedule and Estimate Sample

Mr. Sahin,

This letter is in response to your request for additional information regarding our cost estimating approach for the Magnolia Public School's MSA 5 project. In relation to the Pre-Construction and Construction Management Services, we are providing the following documents as per your request:

- Part 1: Estimated Schedule and Estimate for Modular Construction Approach
- Part 2: Estimated Schedule and Estimate for Scope Reduction Approach

Please note that the documents included are estimates of probable costs and timeframes, intended for discussion purposes only. The accuracy of the estimate and a more detailed scope will be developed upon the award and contract agreement between Magnolia and our team.

Additionally, we would like to reiterate the following exclusions and clarifications from the cost estimates, which were originally listed in the formal RFP and cost proposal/estimate provided by Magnolia's HLCM:

- Professional fees, inspections and testing
- Escalation beyond midpoint of construction, July 2024
- FF and E, other than those specifically referenced in the HLCM estimate
- Plan check and permit fees
- Construction/Owner's contingency costs
- Soft costs
- Asbestos abatement/hazardous
- Off-site work
- Night time and weekends work
- AV head end equipment
- Site demolition
- Fireproofing of all steel

From the GSE Cost Proposal:

- DSA and Specialty Inspections
- DSA Office/Trailer
- Permits and Regulatory Fees
- Traffic Control
- Third-party fees such as Bid Advertising Costs, website hosting, etc.
- Fencing (by others)
- Los Angeles Business Tax on Gross Revenues
- Security Guards, Security Cameras
- SWPPP (by others)
- IT Services and Staff (As-Needed)
- Consulting Fees Outside of CMMP Services

Other Considerations/Clarifications from HLCM Estimate:

- Estimate based on the assumption of a competitive bid environment by a minimum of four at the subcontractor level.
- Estimate assumes the use of prevailing wages. Estimate does not include PLA.
- Estimate assumes CM Multi-Prime procurement method.
- Prequalification process for subcontractor has not been included in the estimate.

We appreciate the opportunity to respond to your inquiries and hope you find our responses helpful and informative. We look forward to hearing from you.

Sincerely,



Art Gastelum, CEO
Gateway Science & Engineering, Inc.
300 North Lake Avenue, 12th Floor
Pasadena, CA 91101
Phone: (626) 255-0281 | Fax: (626) 696-1630
info@gateway-sci-eng.com

Part 1

Estimated Schedule and Cost Estimate for Modular Construction Approach

Please be aware that the contents within this document represent rough approximations of probable costs and timeframes, and they are strictly intended for preliminary discussion purposes. These estimates are entirely blind and do not reflect any definitive or binding figures. Furthermore, they do not create any contractual obligations regarding the estimates or project schedule.

A more precise and detailed scope, including accurate cost estimates and timelines, will be meticulously developed once we secure the project. This process will incorporate critical input from our client, as well as alignment with all project stakeholders, to ensure that the final proposal accurately reflects the project's requirements and expectations.

TOTAL SITE BUILT WITH VALUE ENGINEERING (VE) OPTIONS

Item	Description	Total
1	Site Work Increment 1	\$2,468,800
2	Site Work Increment 2	\$2,168,084
3	Modular Pre Fab Academic Bldg.	\$26,537,683
4	Pre Engineered Gym	\$5,899,774
Subtotal Direct Cost Of Base Bid		\$36,901,112
	Contractor Allowances 1%	\$369,011
	Subtotal Hard Costs	\$37,270,123
	CM Costs (Includes Reimbursables)	\$2,182,550
Total With Modular And Pre-Engineered Gym		\$39,452,673

Part 2: Estimate with Stick Built Construction.....\$44,576,838
 Opinion Of Probable Savings With Modular And Pre Engineered Bldgs..... \$(5,176,313)

Additional VE Proposed (Includes Mark-Ups) (High-Level)

Defer Gym To Future Date..... \$(5,899,774)
 Add Exterior Playcourt In Place Of Gym \$105,625
 Defer Solar (Recommend: PPA or EAAS+)..... \$(548,380)
 Reduce Landscape..... \$(92,653)
 Adjust Hardscape (No Color- Grey W/Broom Finish) \$(56,522)

Est. Total Proposed VE **\$(6,491,703)**

Price With Pre-Fab Buildings And Proposed VE Accepted	\$32,960,970
--------------------------------------------------------------	---------------------

*PPA (Power Purchase Agreements, EAAS (Energy-as-a-Services)

Preliminary Schedule*

Magnolia Science Academy 5 - Pre Fab Modular Scenario										BUDGET COSTS / REMAINING COST																								
										2024												2025												
#	Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish	Budgeted Total Cost	Remaining Total Cost	Total Float	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	Total		615	615	16-Oct-23	21-Feb-26	\$39,277,968	\$39,277,968	0																									
2	Magnolia Science Academy 5 - Pre Fab Modular Scenario		615	615	16-Oct-23	21-Feb-26	\$39,277,968	\$39,277,968	0																									
3	MILESTONE		684	684	16-Oct-23	29-Aug-25	\$0	\$0	176																									
4	A1000	NTP	0	0	16-Oct-23		\$0	\$0	21	NTP																								
5	A9900	OCCUPANCY	0	0		29-Aug-25	\$0	\$0	176	OCCUP																								
6	A9999	PROJECT COMPLETION	0	0		29-Aug-25	\$0	\$0	176	PROJEC																								
7	DESIGN ALTERNATIVE		62	62	06-Nov-23	30-Jan-24	\$796,130	\$796,130	0																									
8	A1010	Design Pre Fab Gym	41	41	06-Nov-23*	08-Jan-24	\$0	\$0	0	Design Pre Fab Gym																								
9	A1030	ACADEMIC MODULAR	62	62	06-Nov-23*	30-Jan-24	\$796,130	\$796,130	0	ACADEMIC MODULAR																								
10	DSA PLAN SUBMITTAL		125	125	09-Jan-24	01-Jul-24	\$0	\$0	0																									
11	A1020	OVER THE COUNTER DSA- PRE FAB GYM	67	67	09-Jan-24*	15-Mar-24	\$0	\$0	0	OVER THE COUNTER DSA- PRE FAB GYM																								
12	A1050	DSAREVIEW/APPROVAL-ACADEM MODULAR	108	108	01-Feb-24*	01-Jul-24	\$0	\$0	0	DSAREVIEW/APPROVAL-ACADEM MODULAR																								
13	FABRICATION PRE FAB GYM		55	55	18-Mar-24	31-May-24	\$1,118,000	\$1,118,000	0																									
14	A10130	PRE FAB GYM	55	55	18-Mar-24*	31-May-24	\$1,118,000	\$1,118,000	0	PRE FAB GYM																								
15	(New WBS)		240	240	01-Jul-24	30-May-25	\$5,307,537	\$5,307,537	0																									
16	A10140	PRE FAB ACADEMIC MODULAR BUILDING	240	240	01-Jul-24*	30-May-25	\$5,307,537	\$5,307,537	0	PRE FAB ACADEMIC MODULAR BUILDING																								
17	CONTRACTOR ALLOWANCES		472	472	16-Oct-23	09-Sep-25	\$369,011	\$369,011	55																									
18	A10040	CONTRACTOR ALLOWANCES	472	472	16-Oct-23	09-Sep-25	\$369,011	\$369,011	55	CONTRACTOR ALLOWANCES																								
19	GENERAL CONDITIONS		472	472	16-Oct-23	09-Sep-25	\$0	\$0	55																									
20	A10050	GENERAL CONDITIONS	472	472	16-Oct-23	09-Sep-25	\$0	\$0	55	GENERAL CONDITIONS																								
21	ACCELERATED SCHEDULE PREMIUM		472	472	16-Oct-23	09-Sep-25	\$0	\$0	113																									
22	A10080	ACCELERATED SCHEDULE PREMIUM	472	472	16-Oct-23	09-Sep-25	\$0	\$0	113	ACCELERATED SCHEDULE PREMIUM																								
23	ESCALATION TO MOC, 7/27/24		395	395	27-Jul-24	25-Aug-25	\$0	\$0	0																									
24	A10090	ESCALATION TO MOC, 7/27/24	395	395	27-Jul-24*	25-Aug-25	\$0	\$0	0	ESCALATION TO MOC, 7/27/24																								
25	CM FEE - PRE CON W/MOBILIZATION		90	90	16-Oct-23	13-Jan-24	\$308,500	\$308,500	770																									
26	A10100	CM FEE PRE CON W/MOBILIZATION	90	90	16-Oct-23	13-Jan-24	\$308,500	\$308,500	770	CM FEE PRE CON W/MOBILIZATION																								
27	INCREMENT 1 - SITE		91	91	18-Mar-24	26-Jul-24	\$2,295,571	\$2,295,571	391																									
28	A10010	DEMOLITION, EARTHWORK, SURVEY, SWPPP	91	91	18-Mar-24	26-Jul-24	\$2,295,571	\$2,295,571	391	DEMOLITION, EARTHWORK, SURVEY, SWPPP																								
29	A10020	WET UTILITIES	91	91	18-Mar-24	26-Jul-24	\$0	\$0	391	WET UTILITIES																								
30	A10030	ELECTRICAL	91	91	18-Mar-24	26-Jul-24	\$0	\$0	391	ELECTRICAL																								
31	CM FEE - CONSTRUCTION		420	420	16-Oct-23	25-Jun-25	\$1,497,500	\$1,497,500	165																									
32	A10110	CM FEE - CONSTRUCTION	420	420	16-Oct-23	25-Jun-25	\$1,497,500	\$1,497,500	165	CM FEE - CONSTRUCTION																								
33	INCREMENT 2 - CONSTRUCTION		486	486	16-Oct-23	25-Aug-25	\$27,321,919	\$27,321,919	129																									
34	SITE		90	90	16-Oct-23	27-Feb-24	\$2,168,084	\$2,168,084	495																									
35	A10060	INCREMENT 2 - SITE	90	90	16-Oct-23	27-Feb-24	\$2,168,084	\$2,168,084	495	INCREMENT 2 - SITE																								
36	ACADEMIC BUILDING		407	407	08-Jan-24	25-Aug-25	\$20,434,015	\$20,434,015	0																									
37	A1040	PRE FAB ACADEMIC BUILDING INSTALL	407	407	08-Jan-24*	25-Aug-25	\$20,434,015	\$20,434,015	0	PRE FAB ACADEMIC BUILDING INSTALL																								
38	DEFERRED GYM		115	115	03-Jun-24	15-Nov-24	\$4,719,820	\$4,719,820	0																									
39	A10070	PRE FAB GYM INSTALL	115	115	03-Jun-24*	15-Nov-24	\$4,719,820	\$4,719,820	0	PRE FAB GYM INSTALL																								
40	CM FEE - CLOSEOUT		0	0			\$0	\$0	0																									
41	CLOSEOUT		129	129	26-Aug-25	21-Feb-26	\$263,800	\$263,800	0																									
42	A10120	CM FEE - CLOSE OUT, OCCUPANCY AND WARRANTY	180	180	26-Aug-25	21-Feb-26	\$263,800	\$263,800	0	CM FEE - CLOSE OUT, OCCUPANCY AND WARRANTY																								
43	A10000	PUNCH LIST & CLEAN-UP	4	4	26-Aug-25	29-Aug-25	\$0	\$0	119	PUNCH LIST & CLEAN-UP																								

- █ Actual Work
- █ Remaining Work
- █ Critical Remaining Work
- ◆ Milestone
- Summary



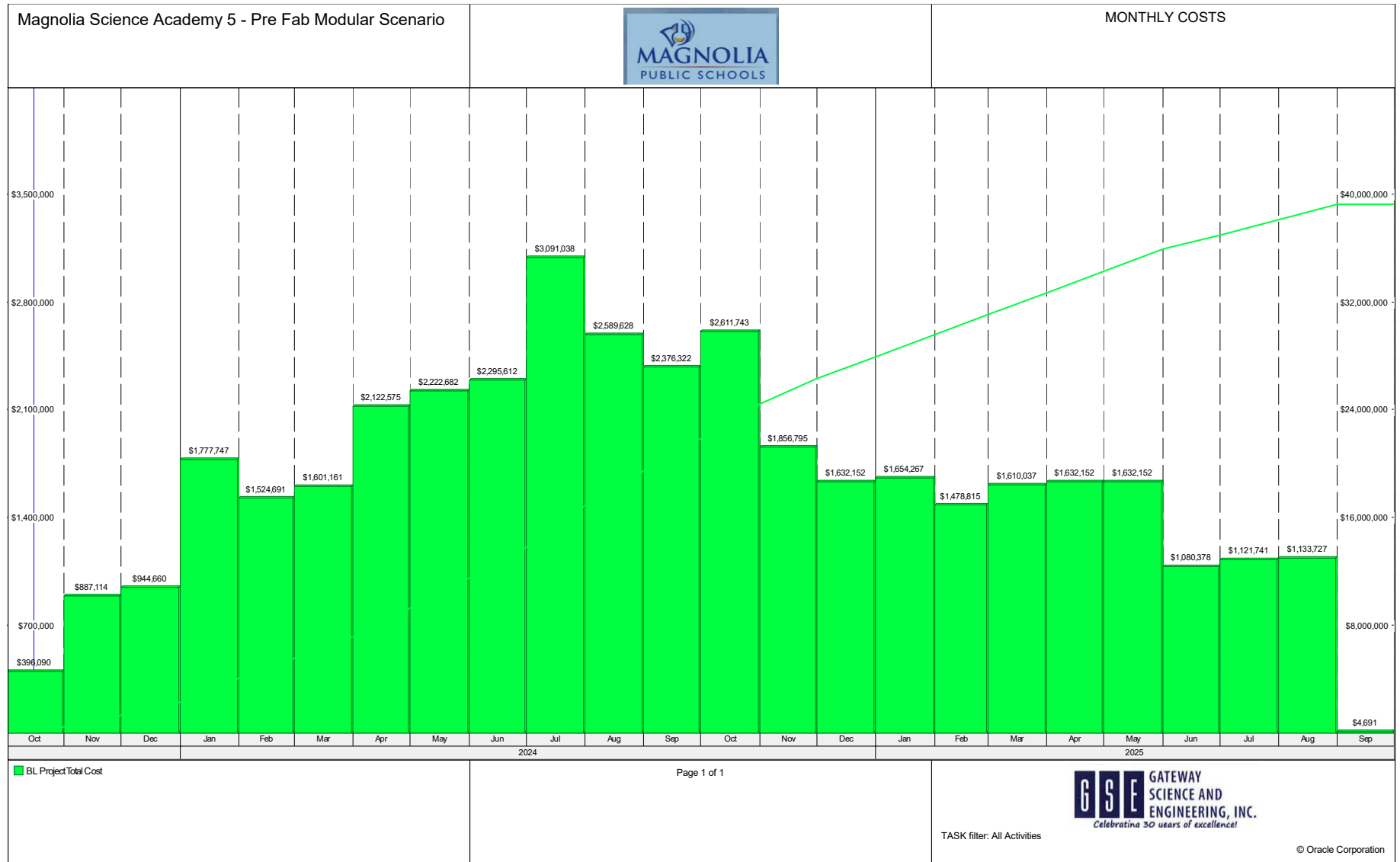
TASK filter: All Activities

© Oracle Corporation

***Note:** This preliminary schedule is formulated using data supplied by Magnolia, with adaptations made to accommodate requested information. Due to time constraints, the Value Engineering (VE) options proposed on the previous page are not reflected on the schedule due to the level of detail required to reflect the savings. It's crucial to emphasize that these timelines are preliminary in nature and should not be considered as accurate projections. They hold no contractual binding in terms of timelines or commitments. This schedule has been crafted exclusively for the purpose of discussion, and the actual construction timelines will be contingent upon various factors. These include the information provided by you, our valued client, the Architect's approved timeline, DSA's final timeline, and the awarded Prime Contractor's feasibility schedule



Estimated Monthly Construction Expenditures**



****Note:** It's essential to emphasize that these monthly financial expenditures are purely intended for discussion purposes at this stage and do not reflect the Value Engineering Savings due to the level of detail required and time constraints. They should not be construed as accurate projections, and they carry no contractual binding or expectations. Actual construction expenditures and projections may vary, depending on the final approved design, the scope of construction management, Magnolia's approvals to changes in approach, modifications etc. These figures may fluctuate, potentially being either higher or lower based on these crucial project factors.

Part 2

Estimated Schedule and Cost Estimate for Scope Reduction Approach

Please be aware that the contents within this document represent rough approximations of probable costs and timeframes, and they are strictly intended for preliminary discussion purposes. These estimates are entirely blind and do not reflect any definitive or binding figures. Furthermore, they do not create any contractual obligations regarding the estimates or project schedule.

A more precise and detailed scope, including accurate cost estimates and timelines, will be meticulously developed once we secure the project. This process will incorporate critical input from our client, as well as alignment with all project stakeholders, to ensure that the final proposal accurately reflects the project's requirements and expectations.

Mag 5 School Construction Cost Estimates (Existing)

Item	Description	Total
1	Site Work Increment 1	\$2,468,800
2	Site Work Increment 2	\$2,331,692
3	Site Built Academic Building	\$29,978,961
4	CMU Gym	\$6,452,779
Subtotal Direct Cost Of Base Bid		\$41,232,231
	Contractor Allowances 1%	\$1,360,000
	Subtotal Hard Costs	\$42,592,231
	Cm Costs (Includes Reimbursables)	\$2,182,550
Total		\$44,774,781

Additional VE Proposed (Includes Mark-Ups) (High-Level)

Defer Gym To Future Date.....	\$ (6,452,779)
Defer Solar (Recommend: PPA or EAAS+).....	\$ (548,380)
Reduce Landscape.....	\$ (92,653)
Adjust Hardscape (No Color- Grey W/Broom Finish).....	\$ (56,522)
Add Exterior Playcourt In Place Of Gym.....	\$ 105,625
Delete Exterior Stairs And Deck.....	\$ (200,554)
Delete Exterior Screens And Sunshade.....	\$ (1,292,427)

Est. Total Proposed VE **\$ (8,537,689)**

Est. Cost with Proposed VE Accepted

Total Estimated Site Built minus VE Options	\$36,237,092
----------------------------------------------------	---------------------

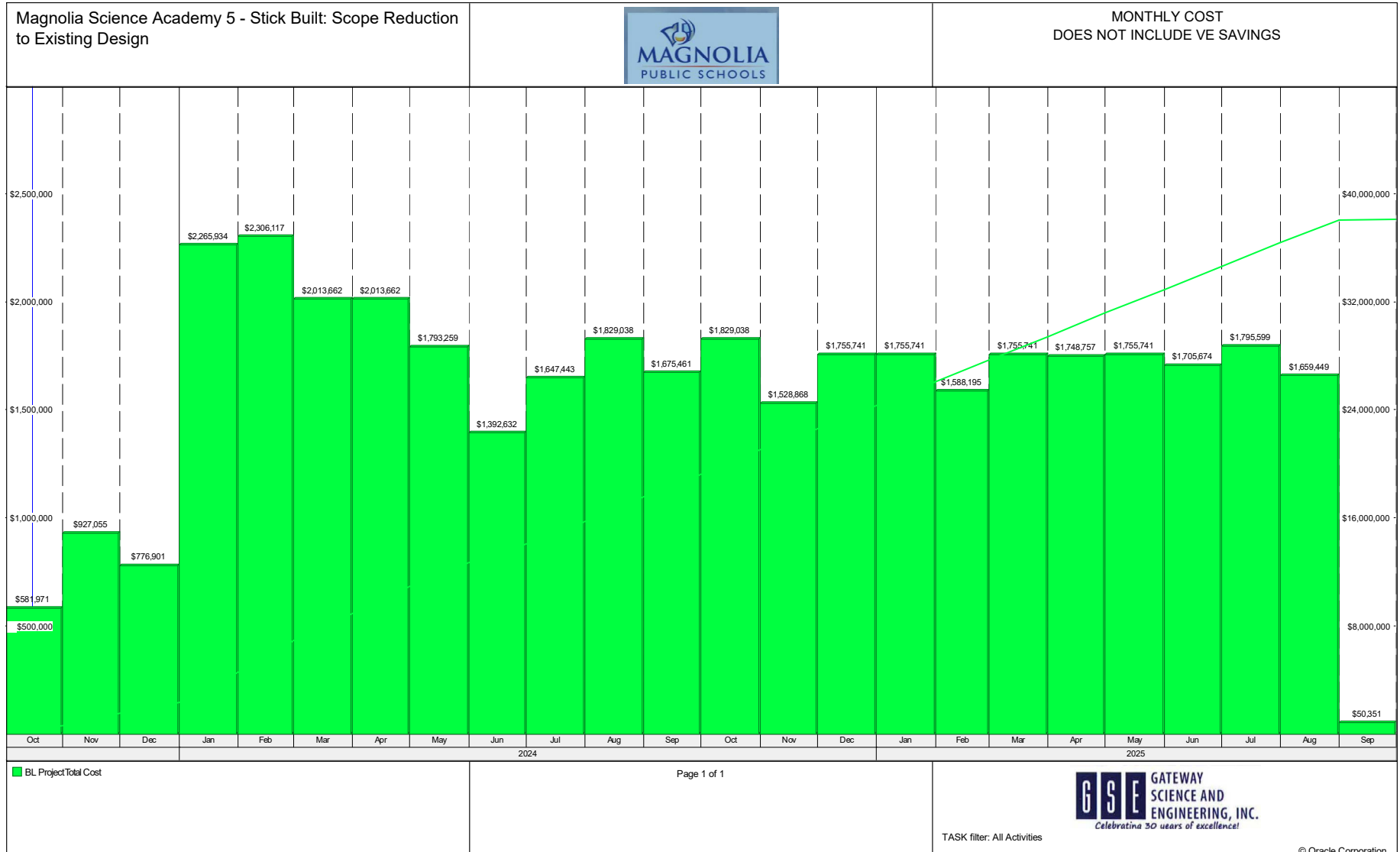
*PPA (Power Purchase Agreements, EAAS (Energy-as-a-Services)

Preliminary Schedule***

Magnolia Science Academy 5 - Stick Built: Scope Reduction to Existing Design				BUDGET COSTS / REMAINING COST DOES NOT INCLUDE VE SAVINGS WITH DEFERRED GYM																																			
#	Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish	Budgeted Total Cost	Remaining Total Cost	Total Float	2024						2025																							
										Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct					
1	Total		497	497	16-Oct-23	09-Sep-25	\$38,152,031	\$38,152,031	0	[Gantt chart bars for Total activity]																													
2	Magnolia Science Academy 5 - Stick Built: Scope Reduction to Existing Design		497	497	16-Oct-23	09-Sep-25	\$38,152,031	\$38,152,031	0	[Gantt chart bars for Magnolia Science Academy 5 - Stick Built: Scope Reduction to Existing Design]																													
3	MILESTONE		684	684	16-Oct-23	29-Aug-25	\$0	\$0	11	[Gantt chart bars for Milestone]																													
4	A1000	NTP	0	0	16-Oct-23		\$0	\$0	0	[Gantt chart bars for A1000 NTP]																													
5	A6900	OCCUPANCY	0	0		29-Aug-25	\$0	\$0	11	[Gantt chart bars for A6900 OCCUPANCY]																													
6	A6999	PROJECT COMPLETION	0	0		29-Aug-25	\$0	\$0	11	[Gantt chart bars for A6999 PROJECT COMPLETION]																													
7	DESIGN ALTERNATIVE		30	30	16-Oct-23	29-Nov-23	\$311,857	\$311,857	330	[Gantt chart bars for Design Alternative]																													
8	A1010	DEFER GYM/ADD EXTERIOR PLAY COURT	30	30	16-Oct-23	29-Nov-23	\$311,857	\$311,857	330	[Gantt chart bars for A1010 DEFER GYM/ADD EXTERIOR PLAY COURT]																													
9	DLR PLANS		30	30	30-Nov-23	29-Dec-23	\$0	\$0	497	[Gantt chart bars for DLR PLANS]																													
10	A1020	OVER THE COUNTER DSA	30	30	30-Nov-23	29-Dec-23	\$0	\$0	487	[Gantt chart bars for A1020 OVER THE COUNTER DSA]																													
11	CONTRACTOR ALLOWANCES		472	472	16-Oct-23	09-Sep-25	\$1,220,000	\$1,220,000	0	[Gantt chart bars for Contractor Allowances]																													
12	A10040	CONTRACTOR ALLOWANCES	472	472	16-Oct-23	09-Sep-25	\$1,220,000	\$1,220,000	0	[Gantt chart bars for A10040 CONTRACTOR ALLOWANCES]																													
13	GENERAL CONDITIONS		472	472	16-Oct-23	09-Sep-25	\$324,748	\$324,748	0	[Gantt chart bars for General Conditions]																													
14	A10050	GENERAL CONDITIONS	472	472	16-Oct-23	09-Sep-25	\$324,748	\$324,748	0	[Gantt chart bars for A10050 GENERAL CONDITIONS]																													
15	ACCELERATED SCHEDULE PREMIUM		472	472	16-Oct-23	09-Sep-25	\$2,416,208	\$2,416,208	0	[Gantt chart bars for Accelerated Schedule Premium]																													
16	A10080	ACCELERATED SCHEDULE PREMIUM	472	472	16-Oct-23	09-Sep-25	\$2,416,208	\$2,416,208	0	[Gantt chart bars for A10080 ACCELERATED SCHEDULE PREMIUM]																													
17	ESCALATION TO MOC, 7/27/24		395	395	27-Jul-24	25-Aug-25	\$2,758,845	\$2,758,845	0	[Gantt chart bars for Escalation to MOC, 7/27/24]																													
18	A10090	ESCALATION TO MOC, 7/27/24	395	395	27-Jul-24*	25-Aug-25	\$2,758,845	\$2,758,845	0	[Gantt chart bars for A10090 ESCALATION TO MOC, 7/27/24]																													
19	CM FEE - PRE CON W/MOBILIZATION		90	90	16-Oct-23	13-Jan-24	\$308,500	\$308,500	605	[Gantt chart bars for CM FEE - PRE CON W/MOBILIZATION]																													
20	A10100	CM FEE PRE CON W/MOBILIZATION	90	90	16-Oct-23	13-Jan-24	\$308,500	\$308,500	605	[Gantt chart bars for A10100 CM FEE PRE CON W/MOBILIZATION]																													
21	INCREMENT 1 - SITE		91	91	02-Jan-24	10-May-24	\$2,055,895	\$2,055,895	330	[Gantt chart bars for Increment 1 - Site]																													
22	A10010	DEMOLITION, EARTHWORK, SURVEY, SWPPP	91	91	02-Jan-24	10-May-24	\$2,055,895	\$2,055,895	330	[Gantt chart bars for A10010 DEMOLITION, EARTHWORK, SURVEY, SWPPP]																													
23	A10020	WET UTILITIES	91	91	02-Jan-24	10-May-24	\$0	\$0	330	[Gantt chart bars for A10020 WET UTILITIES]																													
24	A10030	ELECTRICAL	91	91	02-Jan-24	10-May-24	\$0	\$0	330	[Gantt chart bars for A10030 ELECTRICAL]																													
25	CM FEE - CONSTRUCTION		420	420	16-Oct-23	25-Jun-25	\$1,497,500	\$1,497,500	52	[Gantt chart bars for CM FEE - CONSTRUCTION]																													
26	A10110	CM FEE - CONSTRUCTION	420	420	16-Oct-23	25-Jun-25	\$1,497,500	\$1,497,500	52	[Gantt chart bars for A10110 CM FEE - CONSTRUCTION]																													
27	INCREMENT 2 - CONSTRUCTION		486	486	16-Oct-23	25-Aug-25	\$26,994,678	\$26,994,678	11	[Gantt chart bars for Increment 2 - Construction]																													
28	SITE		90	90	16-Oct-23	27-Feb-24	\$1,941,718	\$1,941,718	382	[Gantt chart bars for Site]																													
29	A10060	INCREMENT 2 - SITE	90	90	16-Oct-23	27-Feb-24	\$1,941,718	\$1,941,718	382	[Gantt chart bars for A10060 INCREMENT 2 - SITE]																													
30	ACADEMIC BUILDING		407	407	08-Jan-24	25-Aug-25	\$24,965,003	\$24,965,003	0	[Gantt chart bars for Academic Building]																													
31	A1040	ACADEMIC BUILDING	407	407	08-Jan-24	25-Aug-25	\$24,965,003	\$24,965,003	0	[Gantt chart bars for A1040 ACADEMIC BUILDING]																													
32	DEFERRED GYM		43	43	02-Jun-25	01-Aug-25	\$87,957	\$87,957	0	[Gantt chart bars for Deferred Gym]																													
33	A10070	EXTERIOR PLAY COURT	43	43	02-Jun-25*	01-Aug-25	\$87,957	\$87,957	0	[Gantt chart bars for A10070 EXTERIOR PLAY COURT]																													
34	CM FEE - CLOSEOUT		0	0			\$0	\$0	0	[Gantt chart bars for CM FEE - CLOSEOUT]																													
35	CLOSEOUT		20	20	02-Aug-25	31-Aug-25	\$263,800	\$263,800	7	[Gantt chart bars for Closeout]																													
36	A10120	CM FEE - CLOSE OUT, OCCUPANCY AND WARRANTY	30	30	02-Aug-25	31-Aug-25	\$263,800	\$263,800	9	[Gantt chart bars for A10120 CM FEE - CLOSE OUT, OCCUPANCY AND WARRANTY]																													
37	A10000	PUNCH LIST & CLEAN-UP	4	4	26-Aug-25	29-Aug-25	\$0	\$0	6	[Gantt chart bars for A10000 PUNCH LIST & CLEAN-UP]																													

***Note:** This preliminary schedule is formulated using data supplied by Magnolia, with adaptations made to accommodate requested information. Due to time constraints, the Value Engineering (VE) options proposed on the previous page are not reflected on the schedule due the level of detail required to reflect the savings. It's crucial to emphasize that these timelines are preliminary in nature and should not be considered as accurate projections. They hold no contractual binding in terms of timelines or commitments. This schedule has been crafted exclusively for the purpose of discussion, and the actual construction timelines will be contingent upon various factors. These include the information provided by you, our valued client, the Architect's approved timeline, DSA's final timeline, and the awarded Prime Contractor's feasibility schedule.

Estimated Monthly Construction Expenditures**



******Note:** It's essential to emphasize that these monthly financial expenditures are purely intended for discussion purposes at this stage and do not reflect the Value Engineering Savings due to the level of detail required and time constraints. They should not be construed as accurate projections, and they carry no contractual binding or expectations. Actual construction expenditures and projections may vary, depending on the final approved design, the scope of construction management, Magnolia's approvals to changes in approach, modifications etc. These figures may fluctuate, potentially being either higher or lower based on these crucial project factors.



EXHIBIT D-2

GSE Budget & Timeline



October 6, 2023

Mustafa Sahin
Facility Project Manager
Magnolia Public Schools
250 E 1st Street, Suite 1500
Los Angeles, CA 90012

Reference: Magnolia Science Academy 5 Pre-Construction And Construction Management Services For Charter School State Funded Middle & High School New Construction Project, Schedule and Estimate Sample

Mr. Sahin,

This letter is in response to your request for additional information regarding our cost estimating approach for the Magnolia Public School's MSA 5 project. In relation to the Pre-Construction and Construction Management Services, we are providing the following documents as per your request:

- Part 1: Estimated Schedule and Estimate for Modular Construction Approach
- Part 2: Estimated Schedule and Estimate for Scope Reduction Approach

Please note that the documents included are estimates of probable costs and timeframes, intended for discussion purposes only. The accuracy of the estimate and a more detailed scope will be developed upon the award and contract agreement between Magnolia and our team.

Additionally, we would like to reiterate the following exclusions and clarifications from the cost estimates, which were originally listed in the formal RFP and cost proposal/estimate provided by Magnolia's HLCM:

- Professional fees, inspections and testing
- Escalation beyond midpoint of construction, July 2024
- FF and E, other than those specifically referenced in the HLCM estimate
- Plan check and permit fees
- Construction/Owner's contingency costs
- Soft costs
- Asbestos abatement/hazardous
- Off-site work
- Night time and weekends work
- AV head end equipment
- Site demolition
- Fireproofing of all steel

From the GSE Cost Proposal:

- DSA and Specialty Inspections
- DSA Office/Trailer
- Permits and Regulatory Fees
- Traffic Control
- Third-party fees such as Bid Advertising Costs, website hosting, etc.
- Fencing (by others)
- Los Angeles Business Tax on Gross Revenues
- Security Guards, Security Cameras
- SWPPP (by others)
- IT Services and Staff (As-Needed)
- Consulting Fees Outside of CMMP Services

Other Considerations/Clarifications from HLCM Estimate:

- Estimate based on the assumption of a competitive bid environment by a minimum of four at the subcontractor level.
- Estimate assumes the use of prevailing wages. Estimate does not include PLA.
- Estimate assumes CM Multi-Prime procurement method.
- Prequalification process for subcontractor has not been included in the estimate.

We appreciate the opportunity to respond to your inquiries and hope you find our responses helpful and informative. We look forward to hearing from you.

Sincerely,



Art Gastelum, CEO
Gateway Science & Engineering, Inc.
300 North Lake Avenue, 12th Floor
Pasadena, CA 91101
Phone: (626) 255-0281 | Fax: (626) 696-1630
info@gateway-sci-eng.com

Part 1

Estimated Schedule and Cost Estimate for Modular Construction Approach

Please be aware that the contents within this document represent rough approximations of probable costs and timeframes, and they are strictly intended for preliminary discussion purposes. These estimates are entirely blind and do not reflect any definitive or binding figures. Furthermore, they do not create any contractual obligations regarding the estimates or project schedule.

A more precise and detailed scope, including accurate cost estimates and timelines, will be meticulously developed once we secure the project. This process will incorporate critical input from our client, as well as alignment with all project stakeholders, to ensure that the final proposal accurately reflects the project's requirements and expectations.

TOTAL SITE BUILT WITH VALUE ENGINEERING (VE) OPTIONS

Item	Description	Total
1	Site Work Increment 1	\$2,468,800
2	Site Work Increment 2	\$2,168,084
3	Modular Pre Fab Academic Bldg.	\$26,537,683
4	Pre Engineered Gym	\$5,899,774
Subtotal Direct Cost Of Base Bid		\$36,901,112
	Contractor Allowances 1%	\$369,011
	Subtotal Hard Costs	\$37,270,123
	CM Costs (Includes Reimbursables)	\$2,182,550
Total With Modular And Pre-Engineered Gym		\$39,452,673

Part 2: Estimate with Stick Built Construction.....\$44,576,838

Opinion Of Probable Savings With Modular And Pre Engineered Bldgs..... \$(5,176,313)

Additional VE Proposed (Includes Mark-Ups) (High-Level)

Defer Gym To Future Date..... \$(5,899,774)
 Add Exterior Playcourt In Place Of Gym \$105,625
 Defer Solar (Recommend: PPA or EAAS+)..... \$(548,380)
 Reduce Landscape..... \$(92,653)
 Adjust Hardscape (No Color- Grey W/Broom Finish) \$(56,522)

Est. Total Proposed VE **\$(6,491,703)**

Price With Pre-Fab Buildings And Proposed VE Accepted	\$32,960,970
--------------------------------------------------------------	---------------------

*PPA (Power Purchase Agreements, EAAS (Energy-as-a-Services)

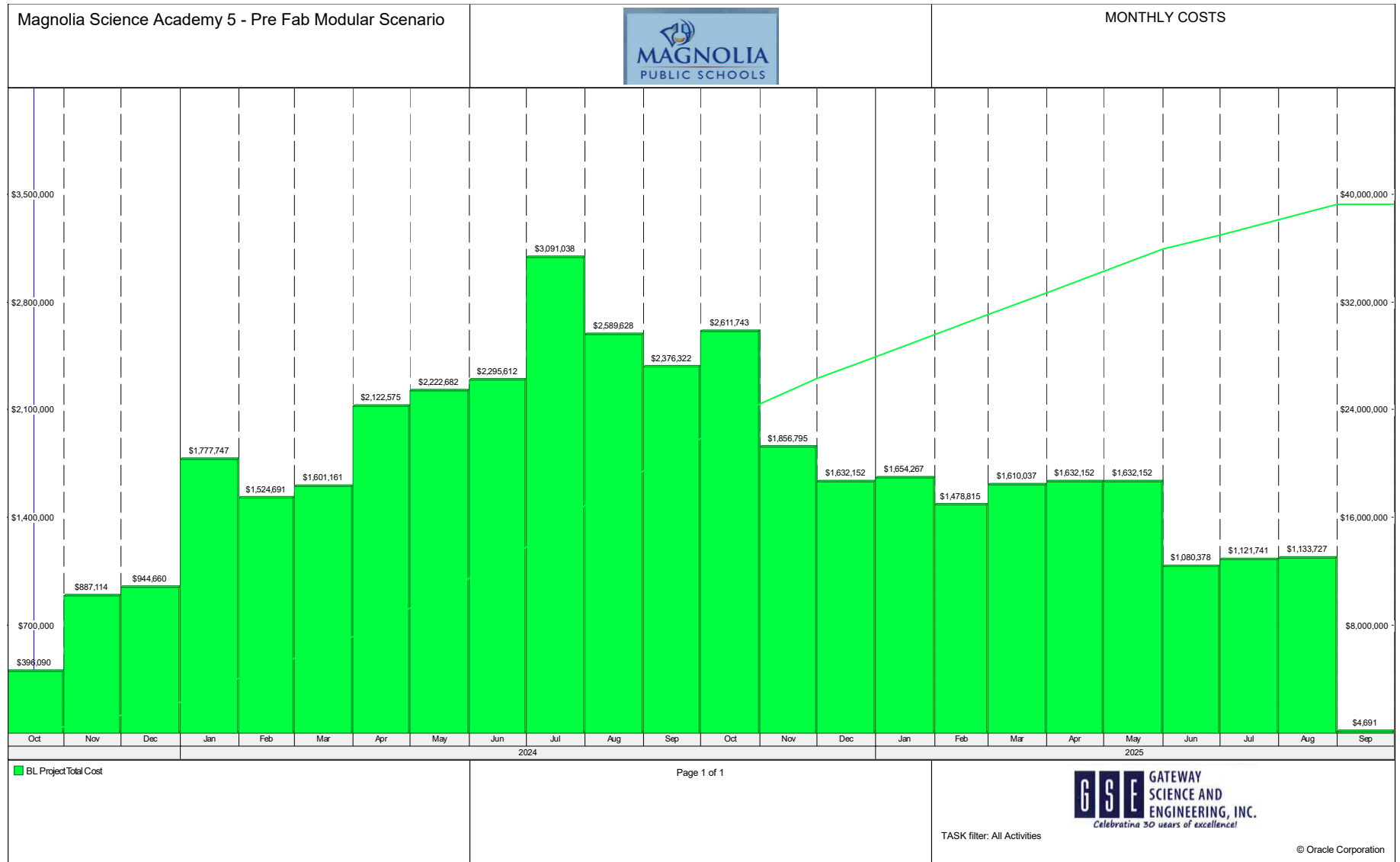
Preliminary Schedule*

Magnolia Science Academy 5 - Pre Fab Modular Scenario										BUDGET COSTS / REMAINING COST																								
										2024												2025												
#	Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish	Budgeted Total Cost	Remaining Total Cost	Total Float	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	Total		615	615	16-Oct-23	21-Feb-26	\$39,277,968	\$39,277,968	0	[Gantt Chart Summary]																								
2	Magnolia Science Academy 5 - Pre Fab Modular Scenario		615	615	16-Oct-23	21-Feb-26	\$39,277,968	\$39,277,968	0	[Gantt Chart Summary]																								
3	MILESTONE		684	684	16-Oct-23	29-Aug-25	\$0	\$0	176	[Gantt Chart Summary]																								
4	A1000	NTP	0	0	16-Oct-23		\$0	\$0	21	[Gantt Chart Summary]																								
5	A9900	OCCUPANCY	0	0		29-Aug-25	\$0	\$0	176	[Gantt Chart Summary]																								
6	A9999	PROJECT COMPLETION	0	0		29-Aug-25	\$0	\$0	176	[Gantt Chart Summary]																								
7	DESIGN ALTERNATIVE		62	62	06-Nov-23	30-Jan-24	\$796,130	\$796,130	0	[Gantt Chart Summary]																								
8	A1010	Design Pre Fab Gym	41	41	06-Nov-23*	08-Jan-24	\$0	\$0	0	[Gantt Chart Summary]																								
9	A1030	ACADEMIC MODULAR	62	62	06-Nov-23*	30-Jan-24	\$796,130	\$796,130	0	[Gantt Chart Summary]																								
10	DSA PLAN SUBMITTAL		125	125	09-Jan-24	01-Jul-24	\$0	\$0	0	[Gantt Chart Summary]																								
11	A1020	OVER THE COUNTER DSA- PRE FAB GYM	67	67	09-Jan-24*	15-Mar-24	\$0	\$0	0	[Gantt Chart Summary]																								
12	A1050	DSAREVIEW/APPROVAL-ACADEM MODULAR	108	108	01-Feb-24*	01-Jul-24	\$0	\$0	0	[Gantt Chart Summary]																								
13	FABRICATION PRE FAB GYM		55	55	18-Mar-24	31-May-24	\$1,118,000	\$1,118,000	0	[Gantt Chart Summary]																								
14	A10130	PRE FAB GYM	55	55	18-Mar-24*	31-May-24	\$1,118,000	\$1,118,000	0	[Gantt Chart Summary]																								
15	(New WBS)		240	240	01-Jul-24	30-May-25	\$5,307,537	\$5,307,537	0	[Gantt Chart Summary]																								
16	A10140	PRE FAB ACADEMIC MODULAR BUILDING	240	240	01-Jul-24*	30-May-25	\$5,307,537	\$5,307,537	0	[Gantt Chart Summary]																								
17	CONTRACTOR ALLOWANCES		472	472	16-Oct-23	09-Sep-25	\$369,011	\$369,011	55	[Gantt Chart Summary]																								
18	A10040	CONTRACTOR ALLOWANCES	472	472	16-Oct-23	09-Sep-25	\$369,011	\$369,011	55	[Gantt Chart Summary]																								
19	GENERAL CONDITIONS		472	472	16-Oct-23	09-Sep-25	\$0	\$0	55	[Gantt Chart Summary]																								
20	A10050	GENERAL CONDITIONS	472	472	16-Oct-23	09-Sep-25	\$0	\$0	55	[Gantt Chart Summary]																								
21	ACCELERATED SCHEDULE PREMIUM		472	472	16-Oct-23	09-Sep-25	\$0	\$0	113	[Gantt Chart Summary]																								
22	A10080	ACCELERATED SCHEDULE PREMIUM	472	472	16-Oct-23	09-Sep-25	\$0	\$0	113	[Gantt Chart Summary]																								
23	ESCALATION TO MOC, 7/27/24		395	395	27-Jul-24	25-Aug-25	\$0	\$0	0	[Gantt Chart Summary]																								
24	A10090	ESCALATION TO MOC, 7/27/24	395	395	27-Jul-24*	25-Aug-25	\$0	\$0	0	[Gantt Chart Summary]																								
25	CM FEE - PRE CON W/MOBILIZATION		90	90	16-Oct-23	13-Jan-24	\$308,500	\$308,500	770	[Gantt Chart Summary]																								
26	A10100	CM FEE PRE CON W/MOBILIZATION	90	90	16-Oct-23	13-Jan-24	\$308,500	\$308,500	770	[Gantt Chart Summary]																								
27	INCREMENT 1 - SITE		91	91	18-Mar-24	26-Jul-24	\$2,295,571	\$2,295,571	391	[Gantt Chart Summary]																								
28	A10010	DEMOLITION, EARTHWORK, SURVEY, SWPPP	91	91	18-Mar-24	26-Jul-24	\$2,295,571	\$2,295,571	391	[Gantt Chart Summary]																								
29	A10020	WET UTILITIES	91	91	18-Mar-24	26-Jul-24	\$0	\$0	391	[Gantt Chart Summary]																								
30	A10030	ELECTRICAL	91	91	18-Mar-24	26-Jul-24	\$0	\$0	391	[Gantt Chart Summary]																								
31	CM FEE - CONSTRUCTION		420	420	16-Oct-23	25-Jun-25	\$1,497,500	\$1,497,500	165	[Gantt Chart Summary]																								
32	A10110	CM FEE - CONSTRUCTION	420	420	16-Oct-23	25-Jun-25	\$1,497,500	\$1,497,500	165	[Gantt Chart Summary]																								
33	INCREMENT 2 - CONSTRUCTION		486	486	16-Oct-23	25-Aug-25	\$27,321,919	\$27,321,919	129	[Gantt Chart Summary]																								
34	SITE		90	90	16-Oct-23	27-Feb-24	\$2,168,084	\$2,168,084	495	[Gantt Chart Summary]																								
35	A10060	INCREMENT 2 - SITE	90	90	16-Oct-23	27-Feb-24	\$2,168,084	\$2,168,084	495	[Gantt Chart Summary]																								
36	ACADEMIC BUILDING		407	407	08-Jan-24	25-Aug-25	\$20,434,015	\$20,434,015	0	[Gantt Chart Summary]																								
37	A1040	PRE FAB ACADEMIC BUILDING INSTALL	407	407	08-Jan-24*	25-Aug-25	\$20,434,015	\$20,434,015	0	[Gantt Chart Summary]																								
38	DEFERRED GYM		115	115	03-Jun-24	15-Nov-24	\$4,719,820	\$4,719,820	0	[Gantt Chart Summary]																								
39	A10070	PRE FAB GYM INSTALL	115	115	03-Jun-24*	15-Nov-24	\$4,719,820	\$4,719,820	0	[Gantt Chart Summary]																								
40	CM FEE - CLOSEOUT		0	0			\$0	\$0	0	[Gantt Chart Summary]																								
41	CLOSEOUT		129	129	26-Aug-25	21-Feb-26	\$263,800	\$263,800	0	[Gantt Chart Summary]																								
42	A10120	CM FEE - CLOSE OUT, OCCUPANCY AND WARRANTY	180	180	26-Aug-25	21-Feb-26	\$263,800	\$263,800	0	[Gantt Chart Summary]																								
43	A10000	PUNCH LIST & CLEAN-UP	4	4	26-Aug-25	29-Aug-25	\$0	\$0	119	[Gantt Chart Summary]																								

*Note: This preliminary schedule is formulated using data supplied by Magnolia, with adaptations made to accommodate requested information. Due to time constraints, the Value Engineering (VE) options proposed on the previous page are not reflected on the schedule due to the level of detail required to reflect the savings. It's crucial to emphasize that these timelines are preliminary in nature and should not be considered as accurate projections. They hold no contractual binding in terms of timelines or commitments. This schedule has been crafted exclusively for the purpose of discussion, and the actual construction timelines will be contingent upon various factors. These include the information provided by you, our valued client, the Architect's approved timeline, DSA's final timeline, and the awarded Prime Contractor's feasibility schedule



Estimated Monthly Construction Expenditures**



****Note:** It's essential to emphasize that these monthly financial expenditures are purely intended for discussion purposes at this stage and do not reflect the Value Engineering Savings due to the level of detail required and time constraints. They should not be construed as accurate projections, and they carry no contractual binding or expectations. Actual construction expenditures and projections may vary, depending on the final approved design, the scope of construction management, Magnolia's approvals to changes in approach, modifications etc. These figures may fluctuate, potentially being either higher or lower based on these crucial project factors.

Part 2

Estimated Schedule and Cost Estimate for Scope Reduction Approach

Please be aware that the contents within this document represent rough approximations of probable costs and timeframes, and they are strictly intended for preliminary discussion purposes. These estimates are entirely blind and do not reflect any definitive or binding figures. Furthermore, they do not create any contractual obligations regarding the estimates or project schedule.

A more precise and detailed scope, including accurate cost estimates and timelines, will be meticulously developed once we secure the project. This process will incorporate critical input from our client, as well as alignment with all project stakeholders, to ensure that the final proposal accurately reflects the project's requirements and expectations.

Mag 5 School Construction Cost Estimates (Existing)

Item	Description	Total
1	Site Work Increment 1	\$2,468,800
2	Site Work Increment 2	\$2,331,692
3	Site Built Academic Building	\$29,978,961
4	CMU Gym	\$6,452,779
Subtotal Direct Cost Of Base Bid		\$41,232,231
	Contractor Allowances 1%	\$1,360,000
	Subtotal Hard Costs	\$42,592,231
	Cm Costs (Includes Reimbursables)	\$2,182,550
Total		\$44,774,781

Additional VE Proposed (Includes Mark-Ups) (High-Level)

Defer Gym To Future Date.....	\$ (6,452,779)
Defer Solar (Recommend: PPA or EAAS ⁺).....	\$ (548,380)
Reduce Landscape.....	\$ (92,653)
Adjust Hardscape (No Color- Grey W/Broom Finish)	\$ (56,522)
Add Exterior Playcourt In Place Of Gym	\$ 105,625
Delete Exterior Stairs And Deck.....	\$ (200,554)
Delete Exterior Screens And Sunshade	\$ (1,292,427)

Est. Total Proposed VE **\$ (8,537,689)**

Est. Cost with Proposed VE Accepted

Total Estimated Site Built minus VE Options	\$36,237,092
----------------------------------------------------	---------------------

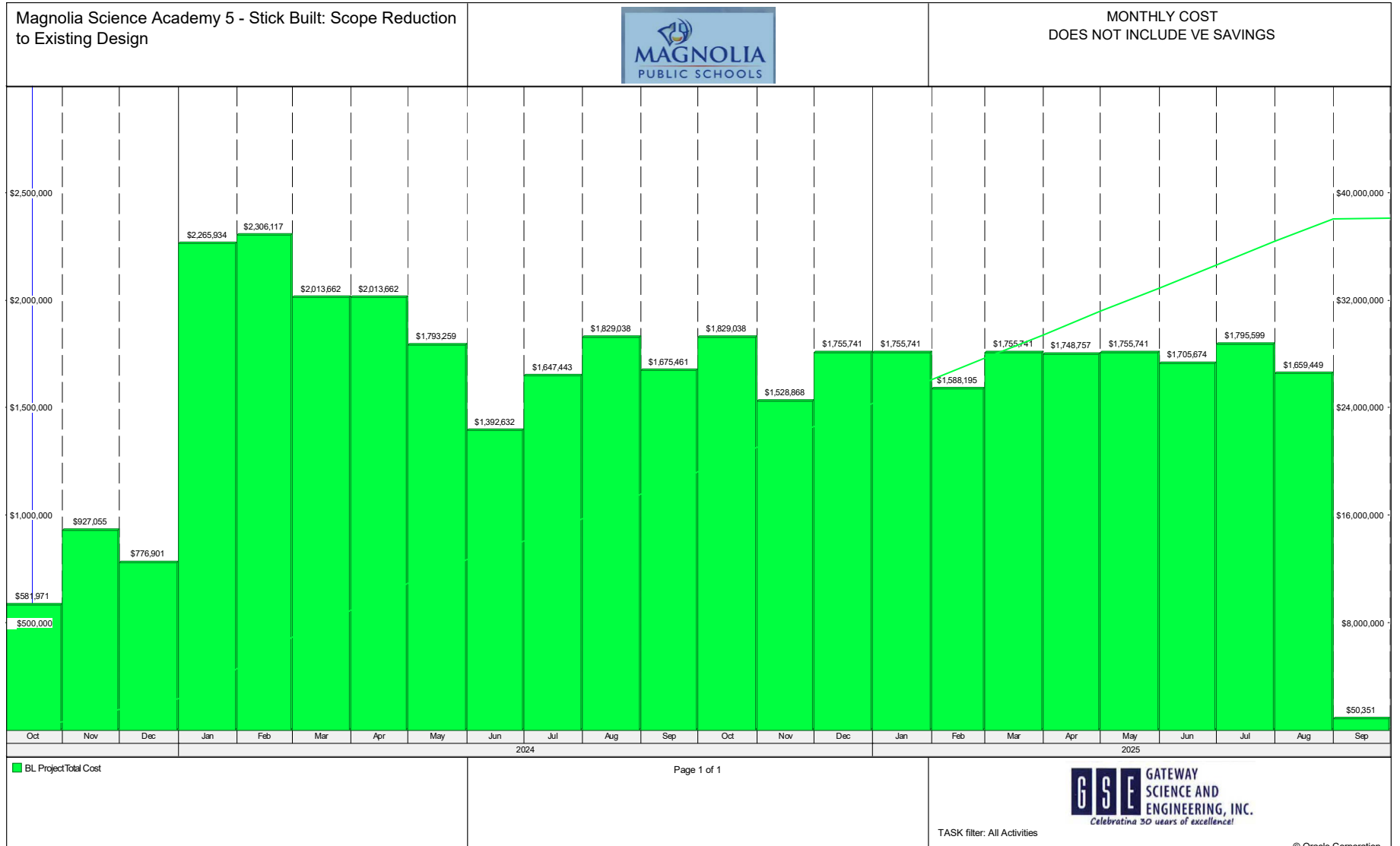
⁺PPA (Power Purchase Agreements, EAAS (Energy-as-a-Services)

Preliminary Schedule***

Magnolia Science Academy 5 - Stick Built: Scope Reduction to Existing Design				BUDGET COSTS / REMAINING COST DOES NOT INCLUDE VE SAVINGS WITH DEFERRED GYM																																	
#	Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish	Budgeted Total Cost	Remaining Total Cost	Total Float	2024						2025																					
										Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct			
1	Total		497	497	16-Oct-23	09-Sep-25	\$38,152,031	\$38,152,031	0	[Gantt chart bars for Total activity]																											
2	Magnolia Science Academy 5 - Stick Built: Scope Reduction to Existing Design		497	497	16-Oct-23	09-Sep-25	\$38,152,031	\$38,152,031	0	[Gantt chart bars for Magnolia Science Academy 5 - Stick Built: Scope Reduction to Existing Design]																											
3	MILESTONE		684	684	16-Oct-23	29-Aug-25	\$0	\$0	11	[Gantt chart bars for Milestone]																											
4	A1000	NTP	0	0	16-Oct-23		\$0	\$0	0	[Gantt chart bars for A1000 NTP]																											
5	A6900	OCCUPANCY	0	0		29-Aug-25	\$0	\$0	11	[Gantt chart bars for A6900 OCCUPANCY]																											
6	A6999	PROJECT COMPLETION	0	0		29-Aug-25	\$0	\$0	11	[Gantt chart bars for A6999 PROJECT COMPLETION]																											
7	DESIGN ALTERNATIVE		30	30	16-Oct-23	29-Nov-23	\$311,857	\$311,857	330	[Gantt chart bars for Design Alternative]																											
8	A1010	DEFER GYM/ADD EXTERIOR PLAY COURT	30	30	16-Oct-23	29-Nov-23	\$311,857	\$311,857	330	[Gantt chart bars for A1010 DEFER GYM/ADD EXTERIOR PLAY COURT]																											
9	DLR PLANS		30	30	30-Nov-23	29-Dec-23	\$0	\$0	497	[Gantt chart bars for DLR PLANS]																											
10	A1020	OVER THE COUNTER DSA	30	30	30-Nov-23	29-Dec-23	\$0	\$0	487	[Gantt chart bars for A1020 OVER THE COUNTER DSA]																											
11	CONTRACTOR ALLOWANCES		472	472	16-Oct-23	09-Sep-25	\$1,220,000	\$1,220,000	0	[Gantt chart bars for Contractor Allowances]																											
12	A10040	CONTRACTOR ALLOWANCES	472	472	16-Oct-23	09-Sep-25	\$1,220,000	\$1,220,000	0	[Gantt chart bars for A10040 CONTRACTOR ALLOWANCES]																											
13	GENERAL CONDITIONS		472	472	16-Oct-23	09-Sep-25	\$324,748	\$324,748	0	[Gantt chart bars for General Conditions]																											
14	A10050	GENERAL CONDITIONS	472	472	16-Oct-23	09-Sep-25	\$324,748	\$324,748	0	[Gantt chart bars for A10050 GENERAL CONDITIONS]																											
15	ACCELERATED SCHEDULE PREMIUM		472	472	16-Oct-23	09-Sep-25	\$2,416,208	\$2,416,208	0	[Gantt chart bars for Accelerated Schedule Premium]																											
16	A10080	ACCELERATED SCHEDULE PREMIUM	472	472	16-Oct-23	09-Sep-25	\$2,416,208	\$2,416,208	0	[Gantt chart bars for A10080 ACCELERATED SCHEDULE PREMIUM]																											
17	ESCALATION TO MOC, 7/27/24		395	395	27-Jul-24	25-Aug-25	\$2,758,845	\$2,758,845	0	[Gantt chart bars for Escalation to MOC, 7/27/24]																											
18	A10090	ESCALATION TO MOC, 7/27/24	395	395	27-Jul-24*	25-Aug-25	\$2,758,845	\$2,758,845	0	[Gantt chart bars for A10090 ESCALATION TO MOC, 7/27/24]																											
19	CM FEE - PRE CON W/MOBILIZATION		90	90	16-Oct-23	13-Jan-24	\$308,500	\$308,500	605	[Gantt chart bars for CM FEE - PRE CON W/MOBILIZATION]																											
20	A10100	CM FEE PRE CON W/MOBILIZATION	90	90	16-Oct-23	13-Jan-24	\$308,500	\$308,500	605	[Gantt chart bars for A10100 CM FEE PRE CON W/MOBILIZATION]																											
21	INCREMENT 1 - SITE		91	91	02-Jan-24	10-May-24	\$2,055,895	\$2,055,895	330	[Gantt chart bars for Increment 1 - Site]																											
22	A10010	DEMOLITION, EARTHWORK, SURVEY, SWPPP	91	91	02-Jan-24	10-May-24	\$2,055,895	\$2,055,895	330	[Gantt chart bars for A10010 DEMOLITION, EARTHWORK, SURVEY, SWPPP]																											
23	A10020	WET UTILITIES	91	91	02-Jan-24	10-May-24	\$0	\$0	330	[Gantt chart bars for A10020 WET UTILITIES]																											
24	A10030	ELECTRICAL	91	91	02-Jan-24	10-May-24	\$0	\$0	330	[Gantt chart bars for A10030 ELECTRICAL]																											
25	CM FEE - CONSTRUCTION		420	420	16-Oct-23	25-Jun-25	\$1,497,500	\$1,497,500	52	[Gantt chart bars for CM FEE - CONSTRUCTION]																											
26	A10110	CM FEE - CONSTRUCTION	420	420	16-Oct-23	25-Jun-25	\$1,497,500	\$1,497,500	52	[Gantt chart bars for A10110 CM FEE - CONSTRUCTION]																											
27	INCREMENT 2 - CONSTRUCTION		486	486	16-Oct-23	25-Aug-25	\$26,994,678	\$26,994,678	11	[Gantt chart bars for Increment 2 - Construction]																											
28	SITE		90	90	16-Oct-23	27-Feb-24	\$1,941,718	\$1,941,718	382	[Gantt chart bars for Site]																											
29	A10060	INCREMENT 2 - SITE	90	90	16-Oct-23	27-Feb-24	\$1,941,718	\$1,941,718	382	[Gantt chart bars for A10060 INCREMENT 2 - SITE]																											
30	ACADEMIC BUILDING		407	407	08-Jan-24	25-Aug-25	\$24,965,003	\$24,965,003	0	[Gantt chart bars for Academic Building]																											
31	A1040	ACADEMIC BUILDING	407	407	08-Jan-24	25-Aug-25	\$24,965,003	\$24,965,003	0	[Gantt chart bars for A1040 ACADEMIC BUILDING]																											
32	DEFERRED GYM		43	43	02-Jun-25	01-Aug-25	\$87,957	\$87,957	0	[Gantt chart bars for Deferred Gym]																											
33	A10070	EXTERIOR PLAY COURT	43	43	02-Jun-25*	01-Aug-25	\$87,957	\$87,957	0	[Gantt chart bars for A10070 EXTERIOR PLAY COURT]																											
34	CM FEE - CLOSEOUT		0	0			\$0	\$0	0	[Gantt chart bars for CM FEE - CLOSEOUT]																											
35	CLOSEOUT		20	20	02-Aug-25	31-Aug-25	\$263,800	\$263,800	7	[Gantt chart bars for Closeout]																											
36	A10120	CM FEE - CLOSE OUT, OCCUPANCY AND WARRANTY	30	30	02-Aug-25	31-Aug-25	\$263,800	\$263,800	9	[Gantt chart bars for A10120 CM FEE - CLOSE OUT, OCCUPANCY AND WARRANTY]																											
37	A10000	PUNCH LIST & CLEAN-UP	4	4	26-Aug-25	29-Aug-25	\$0	\$0	6	[Gantt chart bars for A10000 PUNCH LIST & CLEAN-UP]																											

***Note:** This preliminary schedule is formulated using data supplied by Magnolia, with adaptations made to accommodate requested information. Due to time constraints, the Value Engineering (VE) options proposed on the previous page are not reflected on the schedule due the level of detail required to reflect the savings. It's crucial to emphasize that these timelines are preliminary in nature and should not be considered as accurate projections. They hold no contractual binding in terms of timelines or commitments. This schedule has been crafted exclusively for the purpose of discussion, and the actual construction timelines will be contingent upon various factors. These include the information provided by you, our valued client, the Architect's approved timeline, DSA's final timeline, and the awarded Prime Contractor's feasibility schedule.

Estimated Monthly Construction Expenditures**



******Note:** It's essential to emphasize that these monthly financial expenditures are purely intended for discussion purposes at this stage and do not reflect the Value Engineering Savings due to the level of detail required and time constraints. They should not be construed as accurate projections, and they carry no contractual binding or expectations. Actual construction expenditures and projections may vary, depending on the final approved design, the scope of construction management, Magnolia's approvals to changes in approach, modifications etc. These figures may fluctuate, potentially being either higher or lower based on these crucial project factors.



EXHIBIT E-1

GSE Budget, Timeline and Cashflow for Modular Off-Site Steel Frame Construction, With Delivery by July 15, 202

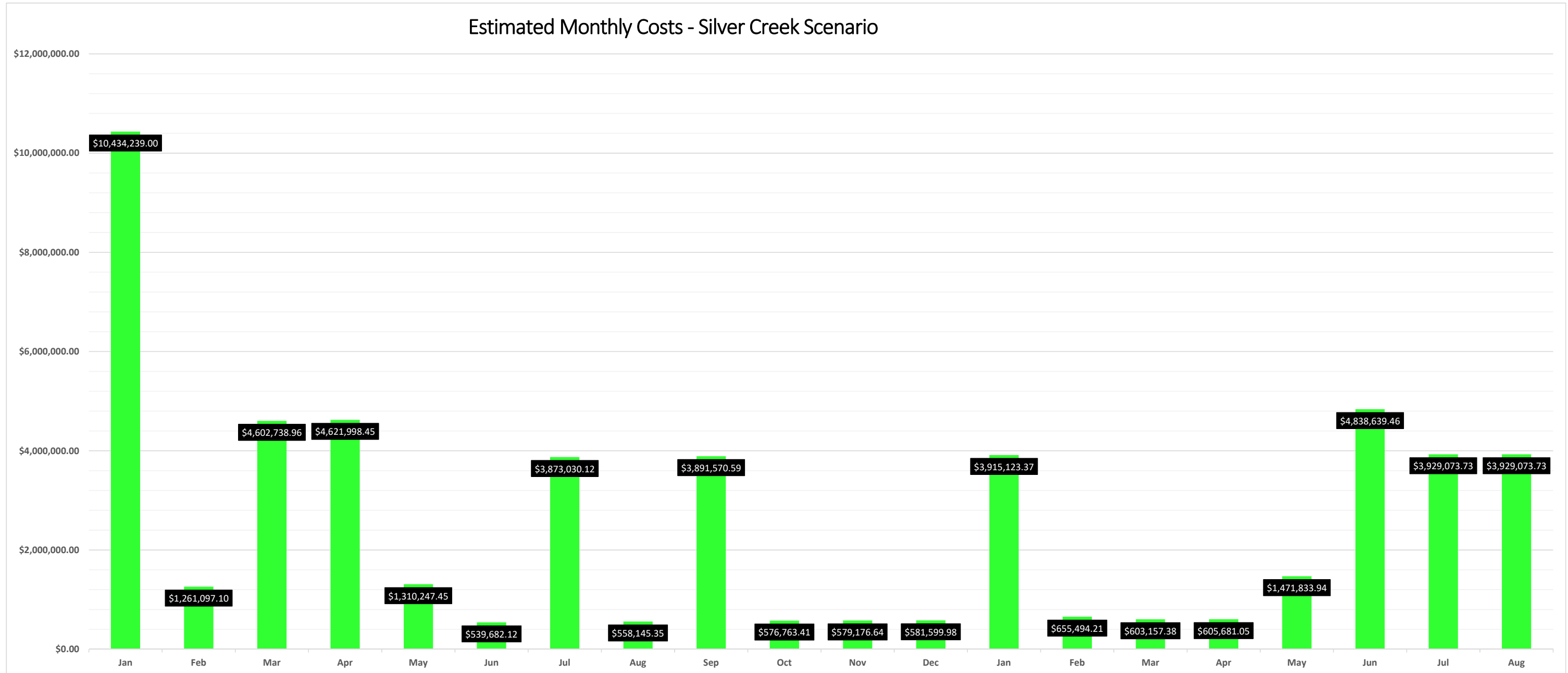
MSA 5 Construction Options

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
	Basic DLR Original Design R1	Basic DLR Original Design R2 Modified	Gateway Preliminary with Value Engineering (Silver Creek)	Gateway Preliminary without Value Engineering (IMod)	Worst Case without Value Engineering but with Exclusion Estimates
# Students	550	550	550	550	550
Development Time (Mo)	22	18	18	18	18
Project Costs					
Acquisition Costs	\$ 10,434,239	\$ 10,434,239	\$ 10,434,239	\$ 10,434,239	\$ 10,434,239
Magnolia Soft Costs	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000
Owner's Contingency	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Financing Costs (CLI Capital)	\$ 1,910,934	\$ 1,910,934	\$ 1,910,934	\$ 1,910,934	\$ 1,910,934
Financing Costs (Banc of California)	\$ 1,121,172	\$ 1,121,172	\$ 1,121,172	\$ 1,121,172	\$ 1,121,172
Erikson Hall payment total	\$ 296,577	\$ 296,577	\$ 296,577	\$ 296,577	\$ 296,577
CM Costs	\$ 2,182,550	\$ 2,182,550	\$ 2,182,550	\$ 2,182,550	\$ 2,182,550
Subtotal	\$21,545,472	\$21,545,472	\$21,545,472	\$21,545,472	\$21,545,472
Development Costs					
Sitework	\$ 4,800,491	\$ 5,578,060	\$ 4,636,884	\$ 4,636,884	\$ 5,660,731
Classroom Bldg (CM)	\$ 29,978,961	\$ 29,978,961	\$ -	\$ -	\$ -
Classroom Bldg (Modular)		\$ -	\$ 27,068,437	\$ 16,986,000	\$ 29,501,074
Gym Bldg	\$ 6,665,146	\$ 7,614,279	\$ 6,268,785	\$ 6,268,785	\$ 7,667,500
Play Area	\$ -	\$ -	\$ 219,400	\$ -	\$ 219,400
FF&E	\$ 453,575	\$ 453,575	\$ 453,575	\$ 453,575	\$ 453,575
Miscellaneous	\$ -	\$ -	\$ 50,000	\$ 175,000	\$ 50,000
Subtotal	\$41,898,173	\$43,624,875	\$38,697,081	\$28,520,244	\$43,552,280
Total Est Development Cost w/ Gym	\$63,443,645	\$65,170,347	\$60,242,553	\$50,065,716	\$65,097,752
State Award Amount	\$ 50,832,332	\$ 50,832,332	\$ 50,832,332	\$ 50,832,332	\$ 50,832,332
Surplus/Deficit w/ Gym	(12,611,313)	(14,338,015)	(9,410,221)	766,616	(14,265,420)
Total Est Development Cost w/o Gym	\$56,778,499	\$57,556,068	\$53,973,768	\$43,796,931	\$57,430,252
Available Fund	\$ 50,832,332	\$ 50,832,332	\$ 50,832,332	\$ 50,832,332	\$ 50,832,332
Surplus/Deficit w/o Gym	(5,946,167)	(6,723,736)	(3,141,436)	7,035,401	(6,597,920)



Option #3

Estimated Monthly Costs - Silver Creek Scenario



**This preliminary schedule is formulated using data supplied by Magnolia and Silver Creek with adaptations made to accommodate the requested information. Assumptions are based on the representations made by others. Due to time constraints and lack of available information, the entirety of Value Engineering (VE) options (savings) proposed are not reflected on the schedule of values. It's crucial to emphasize that these timelines and cost values are preliminary in nature and should not be considered final. They hold no contractual binding in terms of timelines or commitments. This schedule has been crafted exclusively for the purpose of discussion, and the actual construction timelines will be contingent upon various factors. These include the information provided by you, our valued client, the Architect's approved timeline, DSA's final timeline, any requested value engineering, design revisions, and the awarded Prime Contractor and Specialty Trade's bids and feasibility schedule.

Coversheet

Approval of Arts & Music Discretionary Block Grant Plans

Section: IV. Action Items
Item: E. Approval of Arts & Music Discretionary Block Grant Plans
Purpose: Vote
Submitted by:
Related Material: IV_E_Arts & Music Discretionary Block Grant Plans.pdf



Agenda Item:	IV E: Action Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Erdinc Acar, Deputy Superintendent and Chief Academic Officer
RE:	Arts & Music Discretionary Block Grant Plans - Prop 28: Arts and Music in Schools (AMS) Program Plans

1. Action Proposed:

I move that the Board approve the proposed funding allocations and plans for implementing the Arts and Music in Schools (AMS) initiative for MSA-1, 2, 3, 4,5, 6, 7, 8 Santa Ana and San Diego.

2. Background:

The Arts and Music in Schools (AMS) initiative provides additional funding for arts education in California public schools. On November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act. The measure requires the state to establish a new, ongoing program supporting arts instruction in schools beginning in 2023–24. The amount of funding available each fiscal year for the Arts and Music in Schools (AMS) program will be **one percent of the K–12 portion of the Proposition 98 funding guarantee provided** in the prior fiscal year, excluding funding appropriated for the AMS program.

Funding allocations are set to be made available in February 2024. School will receive funding in monthly incremental amounts. AMS funds are subject to an annual audit to include verification that LEAs expended funds in accordance with their certifications and the requirements in EC Section 8220 beginning with the 2023–24 annual audit. Funds are set to be delivered every year and can be used over a 3-year period.

3. Allocation Breakdown for MPS Arts Education

MPS Arts Education - Prop 28 Funds	
MSA- 1	\$ 119,373
MSA- 2	\$ 90,078
MSA- 3	\$ 61,353
MSA- 4	\$ 18,906



MSA- 5	\$ 39,580
MSA- 6	\$ 16,676
MSA- 7	\$ 45,627
MSA- 8	\$ 66,540
MSA- SA	\$ 87,360
MSA- SD	\$ 58,058

LEAs with more than 500 pupils must expend at least 80 percent of the funds to employ certificated or classified employees to provide arts education instruction and the remaining funds for training supplies, curriculum, professional learning, materials, and arts educational partnership programs.

4. MPS Strategic Arts Plan and Goals

MPS recognizes that the VAPA are core curriculum, according to California Education Code 51210 and 51220, and will work towards ensuring that all students have equitable access to high-quality, sequential, standards-based instruction in the Visual and Performing Arts in order to positively impact their educational experience and develop their creative potential.

Developed in partnership with LA Arts Ed Collective, MPS’s Strategic Arts Plan builds upon the MPS’s mission and vision. The Plan expands the current state of VAPA to both bring equity in VAPA to the student population and create a robust STEAM curriculum with arts at its core; along with science, technology, and math.

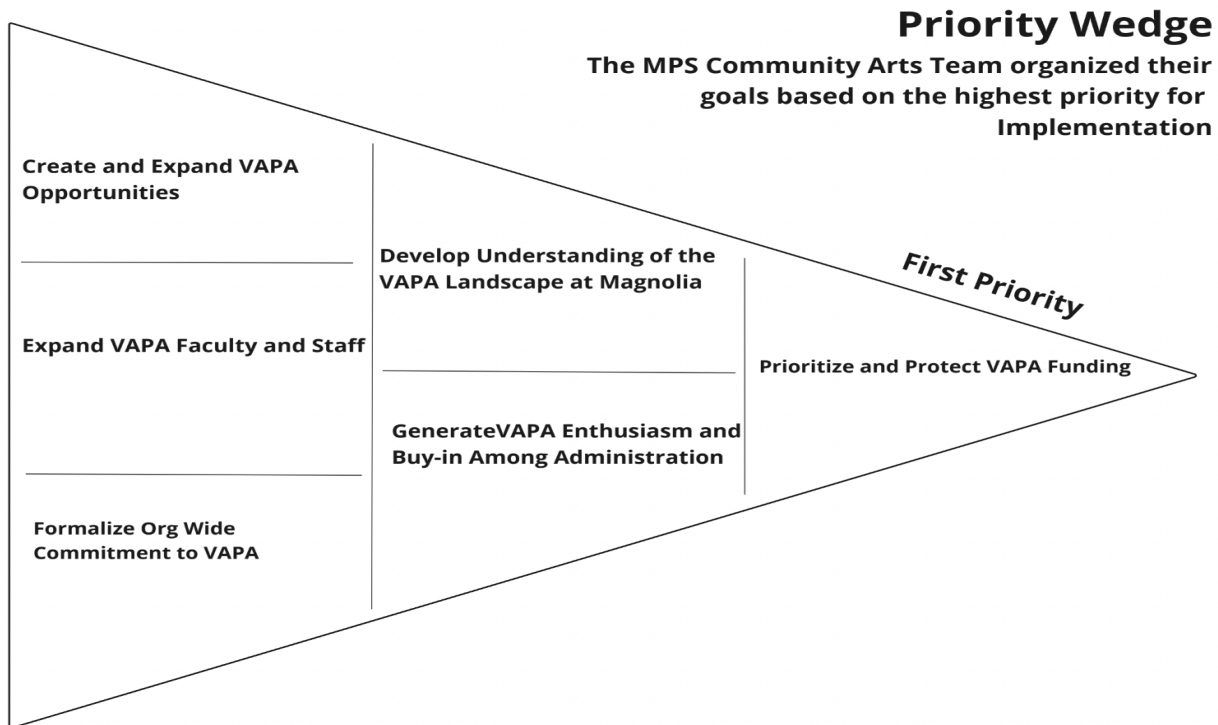
Magnolia VAPA Vision:

Through this strategic arts planning process, the Community Arts Team established vision points for arts engagement in the district over the next five years. By 2028, MPS VAPA programs will encompass:

Consistent and Purposeful Showcases	Dedicated VAPA Space and Equipment	Accessible and Equitable VAPA Curriculum and Instruction	Enhanced and Equitable Access to Performing Arts
Prioritized and Protected VAPA funding	Robust Community Partnerships	High School Career Pathways	Growth-oriented Program Assessment



Strategic Direction: Goals - Year 1/Phase 1



Principals, administrators, art teachers, and community partners/families collaborate to create three main funding goals aligned with the MPS VAPA strategic plan.



Strategic Direction I: Phase I
Operationalize VAPA into Magnolia Culture
PHASE I: 2023- 2024

Goal	ACTION	TASKS	POINT PERSON	BENCHMARK/ TIMELINE
Goal 2: Formalize Org Wide Commitment to VAPA	Include language explicitly naming Strategic Arts Plan as guiding document in Charter	1. Revise Charter	Director of Educational Services	Fall 2023 Strategic Arts Plan is included in Charter.
Goal 2: Formalize Org Wide Commitment to VAPA	Revise Portrait of a Graduate to include VAPA component	1. Identify VAPA components important to instill upon graduate 2. Include components into portrait	Director of Educational Services	Spring 2024 VAPA milestones are included in Portrait of a Graduate
Goal 3: Generate VAPA Enthusiasm and Buy-in Among Administration	Prioritize role of VAPA in STEAM Expo	1. Secure prominent location for VAPA competition at expo 2. Showcase selection of highest quality VAPA projects 3. Director of Ed Svs. and VAPA Coordinator develop publicity plan for student and teacher participation in Expo 4. Ensure all arts TOSAs are invited to all STEAM Expo planning meetings	VAPA Coordinator	Spring 2024 VAPA is prominent and featured at STEAM Expo
Goal 3: Formalize Org Wide Commitment to VAPA	Create template for individual school site Arts Plans	1. Identify what is necessary for school site arts plan (allowable expense categories, instruction-able outcomes, Prop 28) 2. Create and disseminate template 3. Review calendar, check-in with school sites and review process	VAPA Coordinator + Team	Winter 2023 Template for individual school site Arts Plans is complete.
Goal 3: Formalize Org Wide Commitment to VAPA	Each individual site/school develops an individual VAPA plan for what they have in place and how they intend for it to grow	1. Principal identifies people involved in creating plan (team) 2. Receive template and example plans from VAPA Coordinator 3. Set up and host meetings with support of Arts Ed Collective Coach 4. Submit plan to VAPA Coordinator	VAPA Coordinator	Spring 2024 Each site/school has a completed individual VAPA plan
Goal 3: Formalize Org Wide Commitment to VAPA	Individual school site plans get approved by site principals and submitted to VAPA Coordinator	1. Have plan reviewed and approved by site principal 2. Submit plan to VAPA coordinator	VAPA Coordinator + Team	Spring 2024 Individual school site plans are principal approved and submitted to VAPA Coordinator

Highlighted = Same actions + tasks that meet Strategic Direction II: **Enhance VAPA Sustainability Org Wide**, Goal 2: **Prioritize and Protect VAPA Funding**

5. Planned activities

Each school team developed activities and expenditure in alignment with MPS Arts Strategic Plans as in the attachments. Expenditures include, potential vendors, field trips, experiences, and employment opportunities to enhance arts education.

6. Budget Implications:

The approximately \$603,551 worth of revenues associated with the Arts, Music, and Instructional Materials (AMS) Discretionary Block Grant has been incorporated into the 2023-24 First Interim Report.

7. Exhibits:

- AMS Plans for MSA-1, 2, 3, 4,5, 6, 7, 8 SA and SD (Pg.)
- MPS 5 year Strategic Arts Plans (Pg.)

Year 1 - Budget (July 1, 2023 - June 30, 2024)		
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant	
LEA School Name:	Magnolia Science Academy	
80-20 Rule (MSA 1,	Yes - 80% on staff salaries and must have plans posted on the website	
Total Funds:	\$119,373.00	
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)	Expense projected
1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$67,200
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0

3000	Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries	\$28,800
4000	Books and Supplies - MSA-1 will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.	\$15,000
5000	Services and Other Operating Expenditures - MSA-1 will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video. School staff members may be sent to relevant conferences and trainings to learn best practices. Coordinate Art events for students. Provide opportunities for students to learn and express themselves in all artistic disciplines.	\$7,191
6000	N/A	
N/A	Total Direct Costs	
7000 (inirect cost)		1.00% \$1,182
N/A	Total Budget	\$119,373

Year 1 - Budget (July 1, 2023 - June 30, 2024)		
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant	
LEA School Name:	Magnolia Science Academy 2	
80-20 Rule (MSA 1,	Yes - 80% on staff salaries and must have plans posted on the website	
Total Funds:	\$90,078	
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)	Expense projected
1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$55,433
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0

3000	Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries	\$16,630
4000	Books and Supplies - MSA-Z will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.	\$0
5000	Services and Other Operating Expenditures - MSA-Z will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video. School staff members may be sent to relevant conferences and trainings to learn best practices. Coordinate Art events for students. Provide opportunities for students to learn and express themselves in all artistic disciplines.	\$17,124
6000	N/A	
N/A	Total Direct Costs	
7000 (inirect cost)		1.00% \$892
N/A	Total Budget	\$90,078
Year 1 - Budget (July 1, 2023 - June 30, 2024)		
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant	

LEA School Name:	Magnolia Science Academy 3	
80-20 Rule (MSA 1,	No	
Total Funds:	\$61,353	
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)	Expense projected
1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$41,353
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0
3000	<p>Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries</p>	\$19,393

4000	<p>Books and Supplies - MSA-Z will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p>	\$0
5000	<p>Services and Other Operating Expenditures - MSA-Z will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>	\$0
6000	N/A	
N/A	Total Direct Costs	
7000 (inirect cost)		1.00% \$607
N/A	Total Budget	\$61,353
Year 1 - Budget (July 1, 2023 - June 30, 2024)		
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant	
LEA School Name:	Magnolia Science Academy 4	
80-20 Rule (MSA 1,	Yes/No	

Total Funds:	\$18,906	
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)	Expense projected
1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$10,000
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$8,719
3000	<p>Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries</p>	\$0

4000	<p>Books and Supplies - MSA-4 will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p>	\$0
5000	<p>Services and Other Operating Expenditures - MSA-Z will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>	\$0
6000	N/A	
N/A	Total Direct Costs	
7000 (inirect cost)		1.00% \$187
N/A	Total Budget	\$18,906
Year 1 - Budget (July 1, 2023 - June 30, 2024)		
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant	
LEA School Name:	Magnolia Science Academy 5	
80-20 Rule (MSA 1,	No	

Total Funds:	\$39,580	
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)	Expense projected
1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0
3000	<p>Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries</p>	\$0

4000	<p>Books and Supplies - MSA-5 will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p>	\$34,188
5000	<p>Services and Other Operating Expenditures - MSA-5 will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>	\$5,000
6000	N/A	
N/A	Total Direct Costs	
7000 (inirect cost)		1.00% \$392
N/A	Total Budget	\$39,580

Year 1 - Budget (July 1, 2023 - June 30, 2024)

Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant
LEA School Name:	Magnolia Science Academy 6
80-20 Rule (MSA 1,	No

Total Funds:	\$16,676	
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)	Expense projected
1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0
3000	<p>Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries</p>	\$0

4000	<p>Books and Supplies - MSA-Z will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p>	\$3,300
5000	<p>Services and Other Operating Expenditures - MSA-Z will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>	\$6,711

	<p>Services and Other Operating Expenditures -</p> <p>MSA-Z will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>		\$6,500
5000			
6000	N/A		
N/A	Total Direct Costs		
7000 (inirect cost)		1.00%	\$165
N/A	Total Budget		\$16,676
Year 1 - Budget (July 1, 2023 - June 30, 2024)			
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant		
LEA School Name:	Magnolia Science Academy 7		
80-20 Rule (MSA 1,	No		
Total Funds:	\$45,627		
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)		Expense projected

1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$0
3000	<p>Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries</p>	\$0
4000	<p>Books and Supplies -</p> <p>MSA-7 will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p>	\$14,000

	<p>Services and Other Operating Expenditures -</p> <p>MSA-7 will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>	\$31,175
5000		
6000	N/A	
N/A	Total Direct Costs	
7000 (inirect cost)		1.00% \$452
N/A	Total Budget	\$45,627
Year 1 - Budget (July 1, 2023 - June 30, 2024)		
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant	
LEA School Name:	Magnolia Science Academy 8	
80-20 Rule (MSA 1,	No	
Total Funds:	\$66,540	
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)	Expense projected

1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$2,000
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$9,146
3000	<p>Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries</p>	\$0
4000	<p>Books and Supplies -</p> <p>MSA-Z will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p>	\$40,000

	<p>Services and Other Operating Expenditures -</p> <p>MSA-Z will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>		\$14,735
5000			
6000	N/A		
N/A	Total Direct Costs		
7000 (inirect cost)		1.00%	\$659
N/A	Total Budget		\$66,540
Year 1 - Budget (July 1, 2023 - June 30, 2024)			
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant		
LEA School Name:	Magnolia Science Academy SA		
80-20 Rule (MSA 1,	Yes - 80% on staff salaries and must have plans posted on the website		
Total Funds:	\$87,360		
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)		Expense projected

1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$58,000
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$28,495
3000	<p>Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries</p>	\$0
4000	<p>Books and Supplies -</p> <p>MSA-Z will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p>	\$0

	<p>Services and Other Operating Expenditures -</p> <p>MSA-Z will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>		\$0
5000			
6000	N/A		
N/A	Total Direct Costs		
7000 (inirect cost)		1.00%	\$865
N/A	Total Budget		\$87,360
Year 1 - Budget (July 1, 2023 - June 30, 2024)			
Program:	2023-24 Prop 28 AMS Grant - (SACS) Resource Code 6770 - "supplement not supplant		
LEA School Name:	Magnolia Science Academy SD		
80-20 Rule (MSA 1,	No		
Total Funds:	\$58,058		
Object Code	Line Detail and Narrative : Enter your goals (Specific Measurable Achievable Realistic Time-based) (Provide a detailed justification.)		Expense projected

1000	<p>Certificated Personnel Salaries - Certificated Salary Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Funding may pay for work hours and stipends to update policies and practices to reflect VAPA education structures. Expenditures may fund collaboration time among educators to clarify and align programs and services, to link increasing levels of certification, education, and employment; to support students in choosing among the opportunities that interest them. Certificated personnel will be charged with developing and implementing a series of professional development trainings to grow capacity in arts and music instruction. COLA increases will be covered by matching funds currently estimated to be 5% for each year for this grant purposes.</p> <p>One-Time Stipend Amount: Specify the total amount allocated for stipends. Annual Assignment Costs: List the total costs associated with annual assignments. Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$45,000
2000	<p>Classified Personnel Salaries</p> <p>Expenditures will be used for hiring a VAPA position (ART, MUSIC, DRAMA). Personnel will be responsible for providing arts and music instruction.</p> <p>Percentage of Employee Salary: Indicate the percentage of the employee's salary that will be allocated for the program</p>	\$12,483
3000	<p>Employee Benefits - Benefits for the certificated staff members undertaking the work described for Object Code 1000 - Certificated Personnel Salaries - Plan 30% of salaries for qualified staff salaries</p>	\$0
4000	<p>Books and Supplies -</p> <p>MSA-Z will use the funds to cover expenses (not limited to) supplies and materials for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p>	\$0

	<p>Services and Other Operating Expenditures -</p> <p>MSA-Z will use the funds to cover expenses (not limited to) instruction and training, and arts educational partnership programs for instruction in: dance, media arts, music, theatre, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video.</p> <p>School staff members may be sent to relevant conferences and trainings to learn best practices.</p> <p>Coordinate Art events for students.</p> <p>Provide opportunities for students to learn and express themselves in all artistic disciplines.</p>		\$0
5000			
6000	N/A		
N/A	Total Direct Costs		
7000 (inirect cost)		1.00%	\$575
N/A	Total Budget		\$58,058



MAGNOLIA PUBLIC SCHOOLS FIVE YEAR STRATEGIC ARTS PLAN

Mission Statement:

Magnolia Public Schools provides a safe and nurturing community using a whole-child approach to provide a high-quality, college preparatory STEAM educational experience in an environment that cultivates respect for self and others.

Vision Statement:

Graduates of Magnolia Public Schools commit to building a more peaceful and inclusive global society by transforming traditional ideas with creative thinking, effective communication, and the rigor of science.

Magnolia Campuses:

Magnolia Public School STEAM charter schools throughout Southern California are enrolling high school, middle school, and elementary students from the areas of Reseda, Van Nuys, Northridge, Granada Hills, Chatsworth, North Hills, Lake Balboa, North Hollywood, Sun Valley, Arleta, Mission Hills, Panorama City, Valley Glen, Carson, Bell, Santa Ana, San Diego, and Los Angeles.

Magnolia Current State of VAPA:

Currently, Magnolia Public Schools (MPS) offer arts education to students ranging from transitional kindergarten to 12th grade on 8 of 10 campuses. MPS offers an all-inclusive arts education setting to students in various ways including, but not limited to, college prep academic courses, advanced placement (AP) courses, and after-school clubs. The MPS art education program consists of single-subject arts and arts integration classes taught by credentialed single-subject arts teachers and credentialed multi-subject teachers in secondary and elementary classes, respectively. MPS continues to maintain a strong visual arts program promoting growth through honors and AP arts courses.

Table of Contents

Strategic Plan Overview	Page 2
District Arts Team Members	Page 3
LA County Department of Arts and Culture	Page 4
Transformative Systems Change	Page 4
Strategic Directions and VAPA Vision	Page 5
Current Reality	Page 6-7
Strategic Directions and Goals	Page 8
Priority Wedge	Page 9
Phase I Implementation Plan	Pages 10-11
Phase 2 Implementation Plan	Pages 12-13
Phase 3 Implementation Outline	Pages 14
Appendix	
Current Status of Arts Programming	Page 15 - 18
Practical Vision	Page 19

5-Year Strategic Arts Plan Overview

Magnolia Public Schools first joined the Arts Ed Collective in 2016 and completed their first strategic arts plan in 2017. In the fall of 2022, Magnolia Public Schools (MPS) began the process of developing a new 5-year Arts Strategic Plan that is aligned with the District's vision and mission. In partnership with a coach (Jill Newman) from the Los Angeles County Arts Ed Collective, MPS organized a Community Arts Team (CAT) of 11 people with representation from a variety of MPS administrators, Visual and Performing Arts (VAPA) teachers, principals, and the school psychologist. The CAT met virtually in 2022 and 2023 on November 30, February 8, and March 8, and was completed and finalized by a small committee including the Director of Curriculum and Instruction, VAPA Coordinator, and the MPS Arts TOSA on April 26, May 17, and May 31.

The Strategic Arts Plan builds upon the MPS's mission and vision. The Plan expands their current state of VAPA to both bring equity in VAPA to their student population of 2,763 across 8 schools, and create a robust STEAM curriculum with arts at its core; along with science, technology, and math.

Magnolia Public Schools Community Arts Team Members

TITLE	NAME	E-MAIL
Chief Academic Officer	Erdoğan Acar, MPS	eracar@magnoliapublicschools.org
Community Member	Ismael Soto	Soto.art@verizon.net
Associate Vice President at the Education At the Music Center	Keith Wyffels	kwyffels@musiccenter.org
Director of Educational Services	Will Gray, MPS	wgray@magnoliapublicschools.org
District Art TOSA	Brandi Pease, MPS	bpease@magnoliapublicschools.org
District VAPA Coordinator	Jenn Rivera, MPS	jrivera@magnoliapublicschools.org
Dean, Middle School	Sam Fagnoli, MPS	sfagnoli@magnoliapublicschools.org
Principal, Middle School	Laura Schlottman, MPS	lschlottman@magnoliapublicschools.org
School Psychologist	Ashley Tena, MPS	agutierrez@magnoliapublicschools.org
Teacher, Elementary School	Elaine Nardini, MPS	enardini@magnoliapublicschools.org
Teacher, High School	Sunny Jung, MPS	sjung@magnoliapublicschools.org

Los Angeles County Department of Arts and Culture

In 2002, the Los Angeles County Board of Supervisors established the Arts Education Collective to align efforts across the region with the mission of ensuring that LA County's 1.5 million public school students receive a quality and well-rounded arts education by expanding teaching and learning, and by building political and public will.

The Arts Ed Collective is comprised of policy makers, educators, arts organizations, teaching artists, funders, business leaders and community advocates. Strategic direction for the initiative is guided by the Leadership Council and Funders Council. The Los Angeles County Arts Commission offers administrative support and the Los Angeles County Office of Education (LACOE) provides curriculum and instructional services for educators Countywide. <https://www.lacountyartsedcollective.org/>

Our collective impact approach addresses complex challenges by coordinating the efforts of diverse stakeholders around our common goal. Collective partners stimulate cross-sector dialogue that leads to well informed, field-driven strategies for promoting system-wide progress on advancing arts education. Arts Ed Collective staff and coaches work with school districts to build infrastructure to increase quality, quantity and equity of the arts instructio

Transformative Systems Change

Through shifting cultural practices, educational systems are poised to provide students with access to a broader scope of creative and artistic experiences. By questioning the status quo, and embracing that arts education provides students with expansive critical thinking and a growth mindset, one begins to develop a greater understanding of the possibilities that live within the five arts disciplines and the elements of each discipline.

The practice of strategic planning leverages opportunities to provide all students with access to an arts education where they discover and gain the literacy of each art form, including dance, media arts, music, theatre and visual arts. Culturally responsive pedagogy lifts up students' heritage, lived experiences and backgrounds. Students develop vocabulary, technical skills and historical context along with the ability to respond and connect to and through the arts.

When we frame the conversation around arts education, the California Arts Standards for Public Schools, Prekindergarten Through Grade Twelve (Arts Standards) form the structural support.

Through the planning process three key STRATEGIC DIRECTIONS emerged:

1. **Operationalize VAPA into Magnolia Culture**
2. **Enhance VAPA Sustainability Org Wide**
3. **Create Equitable Opportunities for Quality VAPA Instruction**

MPS recognizes that the VAPA are core curriculum, according to California Education Code 51210 and 51220, and will work towards ensuring that all students have equitable access to high-quality, sequential, standards-based instruction in the Visual and Performing Arts in order to positively impact their educational experience and develop their creative potential.

Magnolia VAPA Vision:

Through this strategic arts planning process, the Community Arts Team established vision points for arts engagement in the district over the next five years. By 2028, MPS VAPA programs will encompass:



Magnolia Public School Current Reality:

The VAPA Planning Team identified the strengths the district could build on and the challenges it would face as it moved toward enacting the practical vision for arts education. This is the VAPA Current Reality for the district:

STRENGTHS: *momentum toward our vision* (prioritized list)

1. MPS leadership is reviewing the charter petition to embed VAPA core values
2. Capable and motivated staff in places at multiple schools
3. Strategic arts plan
4. Arts Coordinator and Art TOSA's
5. Magnolia leadership & staff in support of the arts
6. VAPA coordinator
7. Advancement Grant
8. Strong visual arts programs at MSA 1 and MSA SA
9. Belief
10. Mentality
11. US! VAPA Planning Team
12. MPS loves to expand the mind of the youth by offering many extracurricular courses

CHALLENGES: *forces resisting our new direction* (prioritized list)

1. Prioritize and Protect VAPA funding
2. Lack of full time VAPA staff at some schools
3. Embed VAPA into MPS policy
4. Finding teachers that are fully credentialed and familiar with the VAPA standards
5. Need for clarity in knowing how everyone can help support the arts
6. Facilities to house VAPA teachers and materials
7. Reviewing curricular offering to ensure protected time for VAPA to collaborate
8. Many people do not have experience with the arts and may have the same default setting
9. Many people do not have experience with the arts and may have the same default setting
10. Due to state/national standards, the arts are valued less within schools at the default level
11. Ca\$h money

Magnolia Current Reality: continued

The VAPA Planning Team identified the strengths the district could build on and the challenges it would face as it moved toward enacting the practical vision for arts education. This is the VAPA Current Reality for the district:

OPPORTUNITIES: *possibilities for achieving our vision* (prioritized list)

1. Arts dashboard for measurability and accountability
2. Prioritize and Protect VAPA funding
3. LA area arts opportunities
4. Create Art College pipelines with MPS Counselor
5. MSA 2 and MSA 5 will be constructing new facilities in the near future. Space can be dedicated and constructed with VAPA in mind
6. Equity between schools for VAPA programs
7. MSA 1 has acquired a new building that can be remodeled to include dedicated space for VAPA
8. Digital Media funding opportunities
9. Partnerships with local arts colleges - Art Center, OTIS, Cal_Arts
10. Be a true STEAM org vs. STEM + A
11. Get clarity on Prop 28 and make a plan - funding starts in July 2023!
12. Embed VAPA into MPS policy

Strategic Directions

The Magnolia Public Schools VAPA Team reflected on creative and innovative actions to address their challenges and move toward their vision. As a result, the following strategic directions and goal areas were developed to support implementation. They were evaluated by determining what specific equation of content + infrastructure + sustainability would yield equitable and sustainable VAPA education for the district.

STRATEGIC DIRECTION 1 Operationalize VAPA into Magnolia Culture

- | | |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Goal 1 Goal 2 Goal 3 | <ul style="list-style-type: none"> Embed VAPA in Cross-curricular Design Formalize Org Wide Commitment to VAPA Generate VAPA Enthusiasm and Buy-in Among Administration |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

STRATEGIC DIRECTION 2 Enhance VAPA Sustainability Org Wide

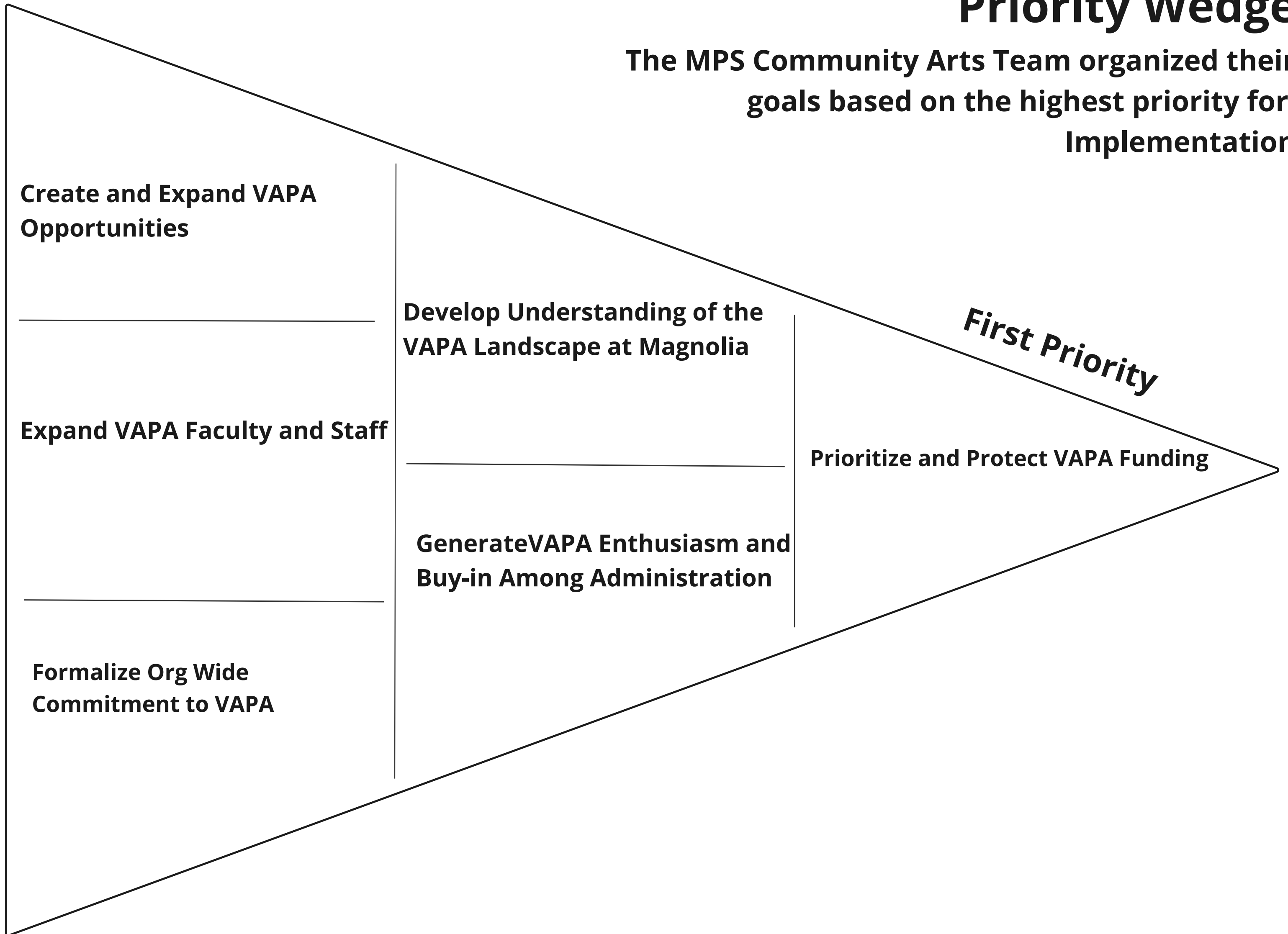
- | | |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Goal 1 Goal 2 Goal 3 | <ul style="list-style-type: none"> Develop VAPA Partnerships Prioritize and Protect VAPA Funding Identify Additional VAPA Funding Streams |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

STRATEGIC DIRECTION 3 Create Equitable Opportunities for Quality VAPA Instruction

- | | |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Goal 1 Goal 2 Goal 3 | <ul style="list-style-type: none"> Develop Understanding of the VAPA Landscape at Magnolia Create and Expand VAPA Opportunities Expand VAPA Faculty and Staff |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Priority Wedge

The MPS Community Arts Team organized their goals based on the highest priority for Implementation



Strategic Direction I: Phase I
Operationalize VAPA into Magnolia Culture
PHASE I: 2023- 2024

Goal	ACTION	TASKS	POINT PERSON	BENCHMARK/ TIMELINE
Goal 2: Formalize Org Wide Commitment to VAPA	Include language explicitly naming Strategic Arts Plan as guiding document in Charter	1. Revise Charter	Director of Educational Services	Fall 2023 Strategic Arts Plan is included in Charter.
Goal 2: Formalize Org Wide Commitment to VAPA	Revise Portrait of a Graduate to include VAPA component	1. Identify VAPA components important to instill upon graduate 2. Include components into portrait	Director of Educational Services	Spring 2024 VAPA milestones are included in Portrait of a Graduate
Goal 3: Generate VAPA Enthusiasm and Buy-in Among Administration	Prioritize role of VAPA in STEAM Expo	1. Secure prominent location for VAPA competition at expo 2. Showcase selection of highest quality VAPA projects 3. Director of Ed Svs. and VAPA Coordinator develop publicity plan for student and teacher participation in Expo 4. Ensure all arts TOSAs are invited to all STEAM Expo planning meetings	VAPA Coordinator	Spring 2024 VAPA is prominent and featured at STEAM Expo
Goal 3: Formalize Org Wide Commitment to VAPA	Create template for individual school site Arts Plans	1. Identify what is necessary for school site arts plan (allowable expense categories, instruction-able outcomes, Prop 28) 2. Create and disseminate template 3. Review calendar, check-in with school sites and review process	VAPA Coordinator + Team	Winter 2023 Template for individual school site Arts Plans is complete.
Goal 3: Formalize Org Wide Commitment to VAPA	Each individual site/school develops an individual VAPA plan for what they have in place and how they intend for it to grow	1. Principal identifies people involved in creating plan (team) 2. Receive template and example plans from VAPA Coordinator 3. Set up and host meetings with support of Arts Ed Collective Coach 4. Submit plan to VAPA Coordinator	VAPA Coordinator	Spring 2024 Each site/school has a completed individual VAPA plan
Goal 3: Formalize Org Wide Commitment to VAPA	Individual school site plans get approved by site principals and submitted to VAPA Coordinator	1. Have plan reviewed and approved by site principal 2. Submit plan to VAPA coordinator	VAPA Coordinator + Team	Spring 2024 Individual school site plans are principal approved and submitted to VAPA Coordinator

Highlighted = Same actions + tasks that meet Strategic Direction II: **Enhance VAPA Sustainability Org Wide**, Goal 2: **Prioritize and Protect VAPA Funding**

Strategic Direction II: Phase I
Enhance VAPA Sustainability Org Wide
PHASE I: 2023- 2024

GOAL	ACTION	TASKS	POINT PERSON	BENCHMARK/ TIMELINE
Goal 3: Identify Additional VAPA Funding Streams	Connect with OCD Team to identify funding opportunities	1. Director of Educational Services will conduct monthly check-ins with OCD on opportunities	Director of Education Services	Fall 2023 Monthly meetings with OCD team are held
Goal 2: Prioritize and Protect VAPA Funding	Create template for individual school site Arts Plans	1. Identify what is necessary for school site arts plan (allowable expense categories, instruction-able outcomes, Prop 28) 2. Create and disseminate template 3. Review calendar, check-in with school sites and review process	VAPA Coordinator + Team	Winter 2023 Template for individual school site Arts Plans is complete.
Goal 2: Prioritize and Protect VAPA Funding	Each individual site/school develops an individual VAPA plan for what they have in place and how they intend for it to grow	1. Principal identifies people involved in creating plan (team) 2. Receive template and example plans from VAPA Coordinator 3. Set up and host meetings with support of Arts Ed Collective Coach 4. Submit plan to VAPA Coordinator	VAPA Coordinator	Spring 2024 Each site/school has a completed individual VAPA plan
Goal 2: Prioritize and Protect VAPA Funding	Individual school site plans get approved by site principals and submitted to VAPA Coordinator	1. Have plan reviewed and approved by site principal 2. Submit plan to VAPA coordinator	VAPA Coordinator + Team	Spring 2024 Individual school site plans are principal approved and submitted to VAPA Coordinator

Strategic Direction III: Phase I
Create Equitable Opportunities for Quality VAPA Instruction
PHASE I: 2023-2024

Goal	ACTION	TASKS	POINT PERSON	BENCHMARK/ TIMELINE
Goal 1: Develop Understanding of the VAPA Landscape at Magnolia	VAPA Coordinator visits all school sites to gather information and develop understanding of staff capacity	1. Schedule school site visits with VAPA staff 2. Conduct interviews 3. Take information gathered to monthly meetings or Home Office depending on content	VAPA Coordinator	Fall 2023

Highlighted

= Same actions + tasks that meet Strategic Direction I: **Operationalize VAPA into Magnolia Culture**, Goal 3: **Formalize Org Wide Commitment to VAPA**

Strategic Direction I: Phase II
Operationalize VAPA into Magnolia Culture
PHASE II: 2024- 2026

Goal	ACTION	TASKS	POINT PERSON	BENCHMARK/ TIMELINE
Goal 2: Prioritize and Protect VAPA Funding	Individual School Sites implement Plan	1. VAPA Coordinator checks in on individual school 2. Site plan implementation and provides support as needed	Principals + School Site Team	Fall 2024
Goal 2: Formalize Org Wide Commitment to VAPA	Install VAPA programs at each school site (based on individual school site VAPA plans)	1. Utilize individual school site VAPA plans to hire new teachers 2. Utilize individual school site VAPA plans to secure space 3. Utilize individual school site VAPA plans to conduct arts integration	Principal with Support of VAPA Coordinator	2024-2025 School Year; In place by Fall 2025
Goal 3: Generate VAPA Enthusiasm and Buy-in Among Administration	Develop a clear understanding of STEAM Expo roles and goals for VAPA instructors	1. Establish Teacher requirements for participation 2. Track teacher participation 3. Submit participation to Director of Ed Svs. then to site principals for inclusion in teacher evaluations	VAPA Coordinator + Arts TOSAs	Spring 2025
Goal 2: Formalize Org Wide Commitment to VAPA	Each school site conducts review of new and expanded VAPA programming	1. Principal conducts review 2. Principal establish next step plan (template provided by VAPA coordinator) 3. Principal submits plan to VAPA Coordinator	Principal with Support of VAPA Coordinator	Spring 2026

- Highlighted = Same actions + tasks that meet Strategic Direction II: **Enhance VAPA Sustainability Org Wide**, Goal 2: **Prioritize and Protect VAPA Funding**
- Highlighted = Same actions + tasks that meet Strategic Direction III: **Creating Equitable Opportunities for Quality VAPA Instruction**, Goal 3: **Expand VAPA Faculty and Staff**

Strategic Direction II: Phase II
Enhance VAPA Sustainability Org Wide
PHASE II: 2024- 2026

GOAL	ACTION	TASKS	POINT PERSON	BENCHMARK/ TIMELINE
Goal 2: Prioritize and Protect VAPA Funding	Individual school sites revisit and assess site VAPA plans	1. Principals hold individual school site meetings for assessment 2. Principals establish next steps	Principals	Fall 2024
Goal 1: Develop VAPA Partnerships	Reach out to arts partners for resources and support	1. School site VAPA teams connect with Community Schools Coordinator 2. Community Coordinator solicits donations of materials and/or VAPA experience opportunities	Community Schools Coordinator	Fall 2024
Goal 1: Develop VAPA Partnerships	Connect with LACEPS to learn best practices	1. Chief Academic Officer reaches out to LACEPS 2. Chief Academic Officer connects with VAPA Coordinator regarding responses	Director of Education Services	Fall 2024 + Fall 2025
Goal 3: Identify Additional VAPA Funding Streams	Connect with OCD Team to identify funding opportunities	1. Director of Educational Services will conduct monthly check-ins with OCD on opportunities	Director of Education Services	Fall 2024 + Fall 2025
Goal 2: Prioritize and Protect VAPA Funding	Individual School Sites implement Plan	1. VAPA Coordinator checks in on individual school 2. Site plan implementation and provides support as needed	Principals + School Site Team	Fall 2024

Strategic Direction III: Phase II
Create Equitable Opportunities for Quality VAPA Instruction
PHASE II: 2024-2026

Goal 2: Develop Understanding of the VAPA Landscape at Magnolia	Principal review of Art Plan expenses and hiring in relationship to Prop 28 funding	1. Expand VAPA programing at each site by hiring art teachers and staff at each site for either new discrete arts learning or enhanced arts integration with the use of Prop 28 funds	Principals + VAPA Coordinator	Fall 2026 Fulfillment of site's arts plan at each school site
Goal 3: Expand VAPA Faculty and Staff	Install VAPA programs at each school site (based on individual school site VAPA plans)	1. Utilize individual school site VAPA plans to hire new teachers 2. Utilize individual school site VAPA plans to secure space 3. Utilize individual school site VAPA plans to conduct arts integration	Principal with Support of VAPA Coordinator	2024-2025 School Year; In place by Fall 2025 VAPA programs are in place at each school site (based on individual school site VAPA plans)

Highlighted = Same actions + tasks that meet Strategic Direction I: **Operationalize VAPA into Magnolia Culture**, Goal 3: **Formalize Org Wide Commitment to VAPA**

Highlighted = Same actions + tasks that meet Strategic Direction I: **Operationalize VAPA into Magnolia Culture**, Goal 3: **Formalize Org Wide Commitment to VAPA**

Strategic Direction I: Phase III
Operationalize VAPA into Magnolia Culture
PHASE III: 2026- 2028

Review and Revise 5 Year Strategic Arts Plan for Phase III Implementation:

Key Focus Areas:

1. VAPA Presence at STEAM Expo
2. School Site Exhibitions
3. Individual School Site VAPA Plans

Strategic Direction II: Phase III
Enhance VAPA Sustainability Org Wide
PHASE III: 2026-2028

Review and Revise 5 Year Strategic Arts Plan for Phase III Implementation:

Key Focus Areas:

1. Identification of Funding Streams
2. Development of VAPA Partnerships

Strategic Direction III: Phase III
Create Equitable Opportunities for Quality VAPA Instruction
PHASE III: 2026-2028

Review and Revise 5 Year Strategic Arts Plan for Phase III Implementation:

Key Focus Areas:

1. Equity: Ensure every single student at Magnolia has access to at least two academically rigorous arts classes

APPENDIX

The Magnolia Public School CAT assessed the current status of arts programming across the district. The VAPA planning team worked in specialized groups to review what VAPA curriculum and support is known to exist, with a focus on capturing current strengths, gaps, and opportunities. The findings are summarized below:

Dance and Theatre		
STRENGTHS	GAPS	OPPORTUNITIES
<ul style="list-style-type: none"> One middle school theatre program at Santa Ana 	<ul style="list-style-type: none"> MPS does not have many teachers credentialed in this area Only 1 program exists MPS does not have facilities to perform MPS has limited credentials in the area in theater & dance Lacking collaboration time with ELA teachers to educate others on how to embed the arts Lacking full time personnel in the VAPA department MPS has a strong offering of electives, AP Courses, Dual Enrollment. This might limit VAPA offerings. 	<ul style="list-style-type: none"> Funding for personnel After school programs New funding and educating school site leaders on these priorities MSA 1 has acquired a new building that can be remodeled to include dedicated space for VAPA MSA 2 and MSA 5 will be constructing new facilities in the near future. Space can be dedicated and constructed with VAPA in mind After school programs for drama/dance with outside contractors VAPA program increase enrollment and opportunities. Ex) Exposing underrepresented populations to STEM.

Community and Financial Support

STRENGTHS	GAPS	OPPORTUNITIES
<ul style="list-style-type: none"> • Advancement Grant • Arts now seen as connected to SEL and wellness • People at every level and every campus like the idea of art happening and it being alive • Folks more aware of arts careers and the creative economy • Surrounded by MANY arts orgs geographically • LA County Department of Arts and Culture as a resource • Many folks around to take our calls • Benefitting from politics that allow funding for all students to participate • OrgWide leadership on board 	<ul style="list-style-type: none"> • Consistency and sustainability of funding • Connections to outside funding orgs and resources • Folks don't always know how they can help • Bandwidth of folks to take on new work/initiatives 	<ul style="list-style-type: none"> • Advancement Grant • Prop 28 • Block Grant Funding • College of the Canyons • Invite more people to share the lift in an explicit way- specific ask • create multiple levels of involvement for people to take advantage of- timeline-associated • ask current partners for networking help • being able to brag about arts resources at our schools

Visual and Media Arts

STRENGTHS	GAPS	OPPORTUNITIES
<ul style="list-style-type: none"> • Most classes provided district wide • AP classes offered • Easiest entry point for arts integration • Show cases and contest • EMHS, MVHS, RHS, sites offer ceramics • MSA-1 & SA strong Visual Programs 	<ul style="list-style-type: none"> • Growing the Digital Arts classes to now with the 1 to 1 chromebook access • Ensuring all MPS school have arts instruction classes during daily instruction not just after school clubs • Create a long term sustainable model as part of the Home Office budget for the arts coordination position at MPS that is not dependent on the advancement grant 	<ul style="list-style-type: none"> • Otis College economy report • Seek grants to support off site digital arts components: animation • Using established teachers to build the model for schools that do not have established classes • Seek community partnerships with org's that can provide digital media courses on/offi-site • Outdoor classroom working environments • Look at the development of digital arts in society and use that to guide and grow the digital arts program and arts pipelines • Have MPS college counselors and MPS Art Coordinator create discrete partnership with Otis, Cal arts and art center to begin a college pipeline for students interested in arts careers

Music		
STRENGTHS	GAPS	OPPORTUNITIES
<ul style="list-style-type: none"> • Full time music programs at MSA8 and MSA5 • Music programs at other schools as well • After school programs 	<ul style="list-style-type: none"> • MSA 1 music teacher shares a room and cannot play instruments • Only 2 full time music teachers • Zero vocal programs • Funding for instruments 	<ul style="list-style-type: none"> • Facilities for MSA 1 music teacher to play instruments • Support SEL • After school programs for jazz, ensembles, etc.

What do we want to see in place in Magnolia Public Schools in Arts Education 5 years from now as a result of our plan?

Consistent and Purposeful Showcases	Dedicated VAPA Space and Equipment	Accessible and Equitable VAPA Curriculum and Instruction	Enhanced and Equitable Access to Performing Arts	Prioritized and Protected VAPA funding	Robust Community Partnerships	High School Career Pathways	Growth-oriented Program Assessment
Arts at the entrance to each school & in public spaces	Access to art equipment and dedicated studio space on campus	Arts teachers (discrete, integrated or both) or contractors at every campus	Structured performing arts programs on each campus	Prioritization of arts funding at district level (LCAP funding)	Building capacity of college counselor to advise students pursuing arts	Dual Enrollment art pathways for HS students	Evaluation for enhanced program integrity
Space to display artwork in 'outdoor' hallways	Spaces for arts and music programs & performances	Partnership with arts and music organization for in class residency	MPS marching band in the Rose Parade	Funding prioritizing equitable and accessible art instruction	Community connections between campuses and community arts	AP arts for a large percentage of students	Evaluation for enhanced funding
Multicultural inclusion and showcase in performing arts	Students having access to instruments in elementary	More consistent semester program evaluations	Orchestra programs	Gap/additional funding directed towards smaller Magnolia schools	Partnership with arts and music organization	Connecting arts instruction in school to career pathway	Evaluation of of programs between MPS schools for equity
District art days to celebrate at ALL campuses	All arts teachers have dedicated teaching space	PD for administrators to understand equitable VAPA & evaluate arts	Theater programs at secondary campuses	Use this strategic plan in support of prop 28 and block grant funding	Robust VAPA options at each school		Evaluation of of programs in search of expanded opportuniteis
VAPA showcase annually (separate from STEAM Expo)	Outdoor learning space dedicated to the arts	Opportunities for part and full time teachers to collaborate on VAPA instruction		Maintain Arts Coordinator Position			
OrgWide performing arts showcase/concert		Maintain Arts Integration Curriculum					
Foldable partitions to display art at each campus		Develop policy that ensures VAPA equity across schools					
Collaboration across art forms on each campus							

Coversheet

Approval of Award To Xerox Business Solutions for New & Revolution Office for Like New Options for Copier Lease Needs for MPS Schools for 2023-28

Section: IV. Action Items
Item: F. Approval of Award To Xerox Business Solutions for New & Revolution Office for Like New Options for Copier Lease Needs for MPS Schools for 2023-28
Purpose: Vote
Submitted by:
Related Material: IV_F_Award to Xerox Business Solutions & Revolution Office.pdf



Agenda Item:	IV F: Action Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Rasul Monoshev, Director of IT Suat Acar, Chief Operations Officer
RE:	Approval of award of Xerox Business Solutions for new and Revolution Office for like new options for copier lease needs for MPS schools for 2023-28

1. *Action Proposed:*

I move that the Board approve the award of a contract for (1) Xerox Business Solutions for new and (2) Revolution Office for like new options for copier lease needs for MPS schools for 2023-28. Starting with Magnolia Science Academy—1 (“MSA-1”) copier needs. Furthermore that MPS Staff be authorized to negotiate and sign a professional services contract for said services in such form as MPS Staff may deem appropriate and in the best interests of MPS.

2. *Purpose:*

The purpose of this proposed action is to support our document management needs for MPS. We aim to enhance our office's efficiency and productivity by procuring two types of copiers: one based on the Xerox C9070 Color/BW model or similar with a Business Ready Finisher and Booklet Maker, along with a 2/3 hole punch capability capable of printing 60 pages per minute (PPM), and another based on the Xerox B9100-BW model or similar with a Booklet Finisher and 2/3 hole punch capable of printing 90 pages per minute (PPM) (or similar models with 36 months and 90 months contract terms each).

3. *Background:*

MPS Copier needs RFP

Staff issued an RFP for copier need on October 11th, 2023 (the “RFP”). The RFP was sent to several copier vendor companies and was also posted on the [MPS website](#). We made two amendments to the posted RFP on October 20th, 2023, and on October 27th, 2023. A copy of the RFP is attached as Exhibit A.

4. *Analysis & Impact:*

After careful consideration, MPS Staff determined that (1) Xerox Business Solutions was best fit for new and (2) Revolution Office for like new options for copier lease needs for MPS schools for 2023-28, including but not limited to the following reasons: price and previous experience. The



bid evaluation matrix is attached as Exhibit B, and the RFP responses are attached as Exhibit C.

5. *Budget Implications:*

MPS sites will pay for the copier from its operating budget. The sites' operating budget will not be materially impacted by the expenditure.

6. *Exhibits:*

- Exhibit A Posted RFP
- Exhibit B The evaluation matrix for RFP Responses
- Exhibit C The RFP Responses from Copier Vendors



Exhibit A

Posted RFP



AMENDMENT DATED 10/27/2023 TO REQUEST FOR PROPOSALS FOR COPIER LEASE

(the amendment dated 10/27/2023 changes are highlighted in green, the 10/20/2023 changes are highlighted in red.)

(Due Date – Tuesday, November 14th, 2023)

I. Introduction and Background:

Magnolia Public Schools(MPS) is accepting proposals to lease high-speed printing copiers to support our document management needs for Magnolia Science Academy (MSA)-1. We aim to enhance our office's efficiency and productivity by procuring two types of copiers: one based on the Xerox C9070 Color/BW model or similar with a Business Ready Finisher, along with a 2/3 hole punch capability capable of printing 60 pages per minute (PPM), and another based on the Xerox B9100-BW model or similar and 2/3 hole punch capable of printing 100 pages per minute (PPM) (or similar models with 36 months and 90 months contract terms each). We invite qualified vendors to submit proposals to meet our requirements.

Should there be a need for any other MPS schools listed below between dates July 1st, 2023– June 30th, 2028, the approved vendor, the device model, and the lease price will be used for procurement:

MPS Home Office	250 E. 1st. Street, Suite 1500, Los Angeles, CA 90012
MSA-1	18238 Sherman Way Reseda, CA 91335
MSA-2	17125 Victory Blvd Van Nuys, CA 91406
MSA-3	1254 East Helmick Street Carson, CA 90746
MSA-4	11330 West Graham Place Los Angeles, CA 90064
MSA-5	18238 Sherman Way Reseda, CA 91335
MSA-6	745 S Wilton Pl. Los Angeles, CA 90005
MSA-7	18355 Roscoe Boulevard Northridge, CA 91325
MSA-8	6411 Orchard Ave. Bell, CA 90201
MSA-Santa Ana	2840 W. 1st Street Santa Ana, CA 92703
MSA-San Diego	6525 Estrella Ave. San Diego, CA 92120



II. Scope of Work:

1. Copier Requirements:

Xerox C9070 Color/BW Model or similar - Base Model with Business Ready Finisher, 2/3 Hole Punch (60 PPM):

- High-quality color and black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.
- Business Ready Finisher.
- 2/3 hole punch capability.

Like New Xerox C9070 Color/BW Model or similar - Base Model with Business Ready Finisher, 2/3 Hole Punch (60 PPM) Copier:

• *"Like new" is defined as equipment that has less than three months of manufacturer-rated usage, looks brand new cosmetically, performs as brand new, and has all the same guarantees as brand new, including a like-for-like replacement guarantee for the entire terms of the agreement.*

- High-quality color and black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.
- Business Ready Finisher.
- 2/3 hole punch capability.

Xerox B9100-BW Model or similar - Base Model with with Business Ready Finisher and 2/3 Hole Punch (100 PPM):

- High-quality black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.
- 2/3 hole punch capability.

Like New Xerox B9100-BW Model or similar - Base Model withwith Business Ready Finisher and 2/3 Hole Punch (100 PPM):Copier:

• *"Like new" is defined as equipment that has less than three months of manufacturer-rated usage, looks brand new cosmetically, performs as brand new, and has all the same guarantees as brand new, including a like-for-like replacement guarantee for the entire terms of the agreement.*

- High-quality black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.



- 2/3 hole punch capability.

2. Service and Maintenance:

- Maintenance and support services must be included for all copier types.
- Response time for service requests.
- Availability of replacement parts.

3. Pricing:

- Provide a clear pricing structure, including purchase or lease options.
- Detailed breakdown of costs, including consumables and maintenance.
- B&W Page Rate and Color Page Rate
- Optional pricing for additional features or upgrades.

4. Term Options:

- Vendors should provide pricing options for both **36-month and 60-month terms for 0 pages quarterly or monthly allowance.**

III. Evaluation Criteria:

The following criteria will be used to evaluate proposals:

1. **Compliance:** The extent to which the proposal meets the specified requirements.
2. **Quality and Performance:** The quality of prints, speed, and overall performance of the copiers.
3. **Service and Support:** The quality of service and maintenance offerings. Clarify if any additional fees for servicing or other services related to copier maintenance
4. **Cost:** Competitive pricing and transparency in the pricing structure.
5. **Vendor Experience:** Vendor's track record and experience in providing similar solutions.
6. **Environmental Impact:** Consideration of energy efficiency and environmental certifications

• Criterion	Weight
Cost of BW and Color rates page contract term	35%
Functionality/completeness/specifications of the proposed solution	25%
Cost of 60 Month Lease Term and/or 36 Month Lease Term	25%
Contract terms and conditions	5%
Vendor qualifications	5%



• Criterion	Weight
Quality of proposal document(s)	5%

7. RFP Evaluation Committee

The RFP Evaluation committee members are as follows:

- Rasul Monoshev, MPS IT Director
- Brad Plonka, MSA-1 Principal
- Julian Lopez, MSA-1 IT Manager
- Lesia Nwankwo, MPS Accounts Payable and Vendors Relations Manager

IV. Submission Deadline:

All proposals must be submitted to msa1rfp23@magnoliapublicschools.org no later than 11/14/2023. Submissions must be on time to be considered.

Please include the following table in your submission’s first page or cover page and include it in your email body:

		B&W Rate	Color Rate	Monthly lease payment for 36 months term	Monthly lease payment for 60 months term
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Brand New	<i>(Example)</i> \$.03	<i>(Example)</i> \$.04	<i>(Example)</i> \$200	<i>(Example)</i> \$250
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Like New				
B9100-BW Model or similar with	Brand New				



0 pages allowance					
B9100-BW Model or similar with 0 pages allowance	Like New				

V. Questions and Clarifications:

Vendors may submit questions or request clarifications in writing to tomsa1rfp23@magnoliapublicschools.org by 10/26/2023.

VI. Proposal Format

All proposals should be submitted in electronic format to msa1rfp23@magnoliapublicschools.org

VII. RFP Revisions

MPS reserves the right to modify or issue amendments to this RFP at anytime. MPS also reserves the right to cancel or reissue this RFP at anytime. Notices will be posted to <http://magnoliapublicschools.org>. It is the sole responsibility of interested vendors to monitor the URL for posting of such information.

VIII. Contract Award:

Magnolia Public Schools reserves the right to award a contract to the vendor that best meets the requirements and offers the best value to our organization.

MPS reserves the right to accept or reject any proposals or any portion of any and all proposals at its discretion. While price is an important consideration, it will not be the sole determining factor in selecting a Vendor. Payments will be made and orders submitted after the MPS Board of Directors has accepted a proposal and awarded it as the winning proposal submission. A contract will be entered into between MPS and the Vendor after the aforementioned approvals. Thank you for your interest in our RFP. We look forward to receiving your proposals.

Magnolia Public Schools



Delivery/Shipping: No dock at this location.

Ship to Address:

Magnolia Science Academy-1
18238 Sherman Way, Reseda, CA 91335



Exhibit B

The evaluation matrix for RFP Responses

60 PPM Copier							
		ABM	UNITED IMAGING	ALGORA	XEROX	REVOLUTION OFFICE	
NEW	Proposed Model	Canon IRADX-C5860i 60 CB PPM	Toshiba E-Studio 7527AC 75C/85BW PPM	Xerox C9070 Color/BW 70C / 75 BW PPM	Xerox C9070 Color/BW 70C / 75 BW PPM	Sharp BP70C65	
	Monthly Lease Payment 60 Month	\$150.00	\$260.00	\$445.00	\$291.28	\$237.50	
	Monthly Lease Payment 36 Month	\$225.00	\$384.00	\$689.00	\$441.22	\$360.10	
	BW Rate	\$0.0049	\$0.005	\$0.02	\$0.0059	\$0.0049	
	Color Rate	\$0.043		\$0.06	\$0.0420	\$0.043	
Cost per page	5		2	1	5	5	
Functionality/Completes/Specs	4		3	5	5	3	
Cost of lease	5		5	3	5	5	
Contract Terms	4		4	4	4	4	
Vendor Qualifications	4		3	3	4	3	
Quality of Proposals	4		4	4	4	4	
Weighed Calculation							
Cost per page	175	70	35	175	175		
Functionality/Completes/Specs	100	75	125	125	75		
Cost of lease	125	125	75	125	125		
Contract Terms	20	20	20	20	20		
Vendor Qualifications	20	15	15	20	15		
Quality of Proposals	20	20	20	20	20		
TOTAL	460	325	290	485	430		
LIKE NEW	Proposed Model	Canon IRADX- C5560i 60ppm			Xerox C9070 Color/BW 70C / 75 BW PPM	Ricoh MPC6004ex	
	Monthly Lease Payment 60 Month	\$105.00			\$213.49	\$107.01	
	Monthly Lease Payment 36 Month	\$155.00			\$317.67	\$162.27	
	BW Rate	\$0.0049			\$0.0059	\$0.0049	
	Color Rate	\$0.043			\$0.042	\$0.043	
Cost per page	5				4	5	
Functionality/Completes/Specs	4				4	4	
Cost of lease	5				4	5	
Contract Terms	3				3	5	
Vendor Qualifications	4				4	3	
Quality of Proposals	4				4	4	
Weighed Calculation							
Cost per page	175				140	175	
Functionality/Completes/Specs	100				100	100	
Cost of lease	125				100	125	
Contract Terms	15				15	25	
Vendor Qualifications	20				20	15	
Quality of Proposals	20				20	20	
TOTAL	455				395	460	

100 PPM Copier								
		ABM	UNITED IMAGING	ALGORA	XEROX	REVOLUTION OFFICE		
NEW	Proposed Model	Canon IRADX-8986i 86PPM BC	Toshiba E-Studio 9029A 90PPM	B9100-BW Model 100PPM	B9100-BW Model 100PPM	Sharp BP70M90		
	Monthly Lease Payment 60 Month	\$219.00	\$222.00	\$550.12	\$306.72	\$329.63		
	Monthly Lease Payment 36 Month	\$329.00	\$328.00	\$881.76	\$470.72	\$499.80		
	BW Rate	\$0.0049	\$0.005	\$0.01	\$0.0039	0.0049		
	Color Rate							
Cost per page	5	2	1	5	4			
Functionality/Completes/Specs	4	3	5	5	3			
Cost of lease	5	5	3	5	5			
Contract Terms	4	4	4	4	4			
Vendor Qualifications	4	3	3	4	3			
Quality of Proposals	4	4	4	4	4			
Weighed Calculation								
Cost per page	175	70	35	175	140			
Functionality/Completes/Specs	100	75	125	125	75			
Cost of lease	125	125	75	125	125			
Contract Terms	20	20	20	20	20			
Vendor Qualifications	20	15	15	20	15			
Quality of Proposals	20	20	20	20	20			
TOTAL	460	325	290	485	395			
LIKE NEW	Proposed Model	Canon IRADX- 8705i 105ppm			B9100-BW Model 100PPM	Ricoh MP9003 (90 PPM)	Ricoh Pro 8210S (111 PPM)	
	Monthly Lease Payment 60 Month	\$212.00			\$191.90	\$209.23	\$300.03	
	Monthly Lease Payment 36 Month	\$319.00			\$284.15	\$316.99	\$454.92	
	BW Rate	\$0.0049			\$0.0039	\$0.0049	\$0.0049	
	Color Rate							
Cost per page	5			4	5	5		
Functionality/Completes/Specs	4			4	4	4		
Cost of lease	5			4	5	4		
Contract Terms	3			3	5	5		
Vendor Qualifications	4			4	3	3		
Quality of Proposals	4			4	4	4		
Weighed Calculation								
Cost per page	175	0	0	140	175	175		
Functionality/Completes/Specs	100	0	0	100	100	100		
Cost of lease	125	0	0	100	125	100		
Contract Terms	15	0	0	15	25	25		
Vendor Qualifications	20	0	0	20	15	15		
Quality of Proposals	20	0	0	20	20	20		
TOTAL	455	0	0	395	460	435		



Exhibit C

The RFP Responses from Copier Vendors



Request for Proposal

Magnolia Public Schools

Team Xerox
Marcy Taylor
Marc Arlow

November 14, 2023

Making Business Easier



Powered by BoardOnTrack

Proposed Models and Pricing

		B&W Rate*	Color Rate*	Monthly lease payment for 36 months term	Monthly lease payment for 60 months term
Xerox Primelink C9070 Color Model with 0 pages allowance	Brand New	\$.0059 per page	\$.040 per page	\$441.22	\$291.28
Xerox EC70 Color/BW Model with 0 pages allowance	Like New	\$.0059 per page	\$.042 per page	\$317.67	\$213.49
Xerox Primelink B9100 BW Model with 0 pages allowance	Brand New	\$.0039 per page	N/A	\$470.72 Optional C/Z folder \$60.40	\$306.72 Optional C/Z folder \$38.90
Xerox ED95 BW Model with 0 pages allowance	Like New	\$.0039 per page	N/A	\$284.15	\$191.90

*CPC includes all consumables and maintenance (except paper and staples)

Request for proposal

MRC/Xerox is proud to provide the following Xerox high speed printing lease program designed to sustain and develop Magnolia Public Schools copier fleet in Southern California area.

Our solution for Charter schools leverages leading-edge technology to empower your staff , helping to create a consistent and improved experience .

From tenure assisting within the public sector, we know that growth and success depend directly on the ability to improve operational performance while streamlining costs.

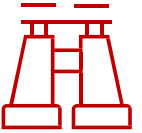
MRC/Xerox is committed to helping Magnolia Public Schools reach its optimization goals, while seamlessly and securely integrating into current infrastructure.



Xerox Business Solutions

xerox™ Business Solutions

- Our West Coast logistics warehouse
- Million \$\$ in parts, equipment, supplies – Reduce the "Waiting for a part"
- Local warehouse Equipment for Loaners or New Equipment quick turnaround
- 2nd level Customer care/analyst team
- Local Leadership –Presidents & VP's
- Pre-install process



What is XEROX?

From Value Proposition to Solution

Opening/
Executive
Presentation

Needs &
Solution
Development

Intelligent Workplace Services Value Prop and Capability Overview



Security

- ConnectKey Device Security
- Xerox Print Security Audit Service
- Document Security
- Content Security
- User Analytics
- Xerox Workplace Suite / Cloud



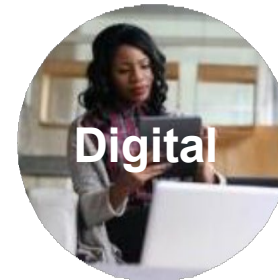
**Cloud/
IoT**

- Workplace Cloud
- Virtual Print Management Service
- IWS Tool Suite
- Collaboration Solutions (DocuShare)
- Workflow Automation Solutions
- FedRamp



Analytics

- Device Assessments
- Fleet Management Portal
- Service Performance Dashboard
- Workflow Mapping Tool
- User Analytics
- Print Awareness Tool



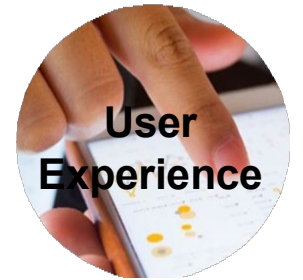
Digital

- ConnectKey Apps
- Capture Solutions
- DocuShare
- Industry Workflow Solutions



**Sustain-
ability**

- Print Awareness Tool
- Document Analytics

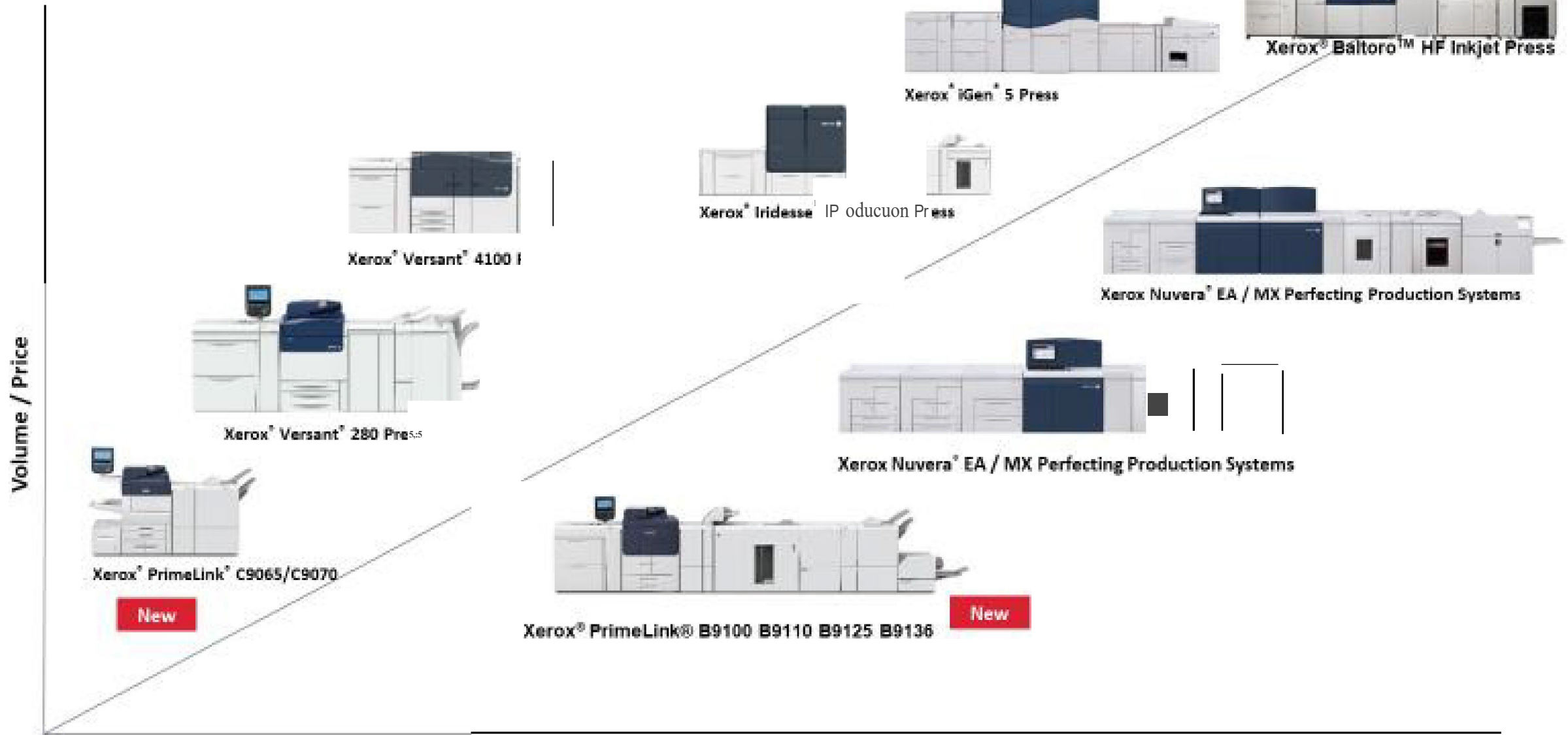


**User
Experience**

- ConnectKey UI
- Support Assistant
- Global Service Delivery
- QBR's for Continuous UX Innovation

Paid Services and Offerings enabled by XDM (Highlighted in Blue)

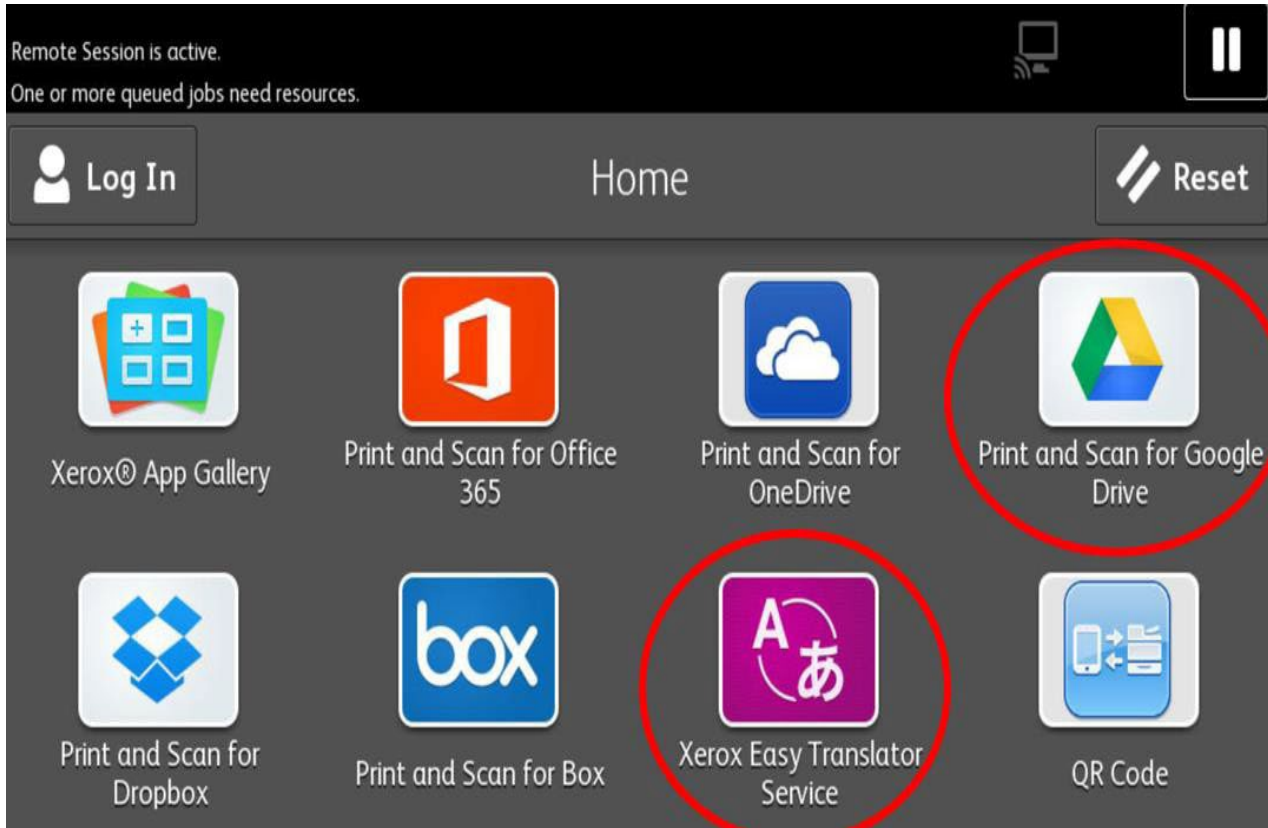
Xerox Production Portfolio



(Capacity / Production)

ConnectKey Technology Benefits

- **Remote front Panel** enables a user to view and operate the MFP user interface (UI) via a Web UI without being present at the physical device
- **Device Cloning** allows you to Copy configuration settings and Web templates from a device and store the settings in a file. A system administrator uses the clone file as a backup to reconfigure the source device or transfers the clone file to another networked device where the settings it contains are duplicated. Saves time for IT when resetting the device.
- **Customer Replaceable Units** puts you in control of basic maintenance. What previously required a lengthy service call by a technician can now be done in seconds by the End User: Replace Drums, Fusers, etc. with Xerox Smart Kits®. Changing a Smart Kit® is as easy as replacing a toner cartridge.
- **Print Around** prevents printing bottlenecks. The Xerox-exclusive Print Around feature holds a job needing resources (such as a different paper size) and prints the next job in the queue. Plus, users can manage the job queue at the device by promoting or deleting jobs accordingly.
- **Control Color by Application** allows you to restrict access to print features by user, by group, by time of day, and by application. For example, allow color print jobs only during certain hours of the day, or emails always print in black-and-white.
- **Text Searchable PDF Scanning** lets users effortlessly create fully searchable PDF files in one easy step. OCR at the machine!
- **The Best in Hard Drive Security** Multifunction printers are often overlooked as a security risk. McAfee and Xerox have teamed up to provide **McAfee's** Embedded Control and **Cisco Trustec** enabled on the latest Xerox multifunction printers (MFPs) to protect your printers from security breaches and threats to confidential data. Xerox is the only one in the industry that has the feature.
- **Remove Blank Pages when Scanning** automatically removes blank pages when scanning into a PDF format at the MFP.



Xerox App Gallery: Your gateway to access and acquire apps

- **Find what you are looking for in one place:**
Browse by individual app or by categories
- Purchase and download apps right from the gallery
- **Flexible Purchase Options:**
Monthly, yearly, multiple year and by volume

Industry-Leading App Portfolio: Ever-evolving and expanding gallery of apps

- 95+ apps from Xerox and partners that can route, convert, communicate and share
- Connect easily to business-critical systems
- Horizontal and vertical apps solving multiple business challenges
- Connect directly to industry-specific tools for Education, Legal and Retail

Xerox® Security Features

- We strive to provide our customers with the strongest information-security infrastructure.
- We have achieved the highest international security certifications for critical portions of our service environments.
- By conforming to this extremely high standard, we can assure our customers that we are minimizing the risks to these environments.



Powered by BoardOnTrack

Proposed Equipment –B9100 Black and White Model

Xerox® PrimeLink® B9100

- Light production model
- Print speeds up 100,110, 125 or 136 ppm
- Intuitive user control panel
- 1200 x 1200 dpi up to 2400 x 2400 dpi print
- Simplex or duplex scanning up to 270 (ipm)
- Color scanning w 600x 600 dpi
- 250 sheet Single Pass ADF
- Throughput weights 16 lb bond to 129 lb cover
- 4 Adjustable Paper trays standard-2,800 sheets
- Bypass tray- 250 sheets
- Production ready Finisher- Staple up to 100 sheets
- 2/3 Hole Punch Included. **OPTIONAL C/Z Folder**



Proposed Equipment -C9070 Color Model

Xerox® PrimeLink® C9070

- Light Production model
- Print speed- Color 70 ppm/ BW 75ppm
- Intuitive user control panel
- 2400 x 2400 dpi
- Simplex or duplex scanning up to 270 ipm
- Color scanning w 600 x 600 dpi
- 250 Sheet Single Pass ADF
- Originals up to 11 x 17 in. 16 lb to 53 lb bond
- 4 Adjustable Paper trays standard- 3,010 sheets
- Bypass tray -250 sheets
- Business Ready Finisher- 4 position Staple- 100 sets
- 2/3 hole punch included **OPTIONAL C/Z FOLDER**



Xerox ED95A/125 and EC70 – Factory Produced New

ED95A/125

Light Production Mono

- 100 and 125 ppm
- Standard Finisher
- Bookletmaker Finisher
- High-Capacity Feeder
- Fiery DFE
- Xerox Internal Controller

EC70

Entry Production Color

- 70 ppm Color, 75ppm Mono
- Offset Catch Tray
- BR Finisher
- Optional Bookletmaker
- High Cap Feeder
- 1T Oversize High Cap Feeder
- Fiery Ex-i DFE
- Xerox Internal Controller





Factory Produced New Environmental and Standards

Factory Produced New Model



- Extensive quality testing, same as newly manufactured devices.
- Devices have ecolabels such as ENERGY STAR®, EPEAT® and TAA (includes criteria pertaining to reuse and recycle).

Environmental Benefits



- Quality is not compromised, precious natural resources are conserved.
- Lower energy consumption, means fewer GHG emissions.
- Fewer parts are manufactured resulting in natural resource conservation and waste reduction.

Economic Benefits



- Scarcity and availability of natural resources can increase costs. Reducing the dependency for these helps to stabilize costs and savings can be passed on to customers.

Societal Benefits



- Creating manufacturing people and processes that support a green environment.

Factory Produced New Model

Xerox classification for equipment that is:

- Disassembled, then significantly updated per predetermined standards.
- May contain new and reconditioned components.
- Meets Xerox new-product specifications.
- Fully serviced and supported.

Each Printer follows a predetermined manufacturing process and is newly serialized.

Know Your MRC Smart Technology Solutions Support Teams!



A **XEROX**™ Business Solutions Company

DEPARTMENT	REQUEST TYPE	FIRST CONTACT Contact the below...	SECOND CONTACT Include the Customer Relations Group...
360 App Support	Install our 360 App Meter Collection and Toner Monitoring tool, report IP address changes	MRC360appteam@xerox.com	XBSWestCRG@Xerox.com
Accounts Receivable (AR)	Request an MRC statement, make a payment (877-541-5234 ext 6398), setup payment plans, review credit holds, general collections inquiries, address changes, copies of MRC invoices	MRC-mrcar@Xerox.com	XBSWestCRG@Xerox.com
Billing and Meters	Meter queries, MRC invoice questions, report meters for contracted equipment	MRC-mrcmeters@Xerox.com	XBSWestCRG@Xerox.com
Contracts	Request copies of non-lease contracts, add and remove devices from existing MRC contracts (include the device's serial number and current meter read)	MRC-mrccontracts@Xerox.com	XBSWestCRG@Xerox.com
Sales	New equipment order requests, equipment delivery status, new contract status, relocations, lease support	Barbara.Sanchez@Xerox.com	Doug.Macphee@Xerox.com
Service	Open a new service call or request an update for an existing service call. Include an Equipment ID# or Serial # along with the details of your request. (877) 541-5234, option 2 https://mrc360.com/support/service-request/	MRC-MRCCallCenter@Xerox.com	XBSWestCRG@Xerox.com
Supplies	Submit a new supply order or request an update for an existing supply order. Include an Equipment ID# or Serial # along with the details of your request. (877) 541-5234, option 1 https://mrc360.com/support/order-supplies/	MRC-mrcsupplies@xerox.com	XBSWestCRG@Xerox.com

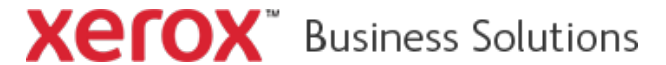
For all device requests include an Equipment ID# or Serial # along with the details of your request.

For all account requests include a Customer # or Contract # along with the details of your request.

Proposed Products & Services Summary

Solution Includes:

- Delivery of New Machine
- Pickup Old Machine
- Training
- Customize New Machine to Customer's Specifications



Service Includes:

- Pricing Includes Delivery, Installation & Setup and Training of Device(s) Maintenance, Labor & Parts
- Maintenance Includes Unlimited Service Calls and All Supplies Required for Machine (except paper and staples)
- Genuine OEM Parts & Supplies to Maximize Reliability
- Financially Backed Performance Guarantee
- Auto Toner Replenishment & Automatic Meter Reads XDA or 360 App required
- Local California Call Center Provides Exceptional Customer Service via our Dedicated Support Team
- Billing to Customize Invoices, Answer Questions and Resolve Issues to Provide a Better Customer Experience
- Local Warehouse for Inventory & Parts for Technicians
- Factory Trained Technicians - Company Wide Average Response Time of 4hrs
- Quarterly Business Reviews

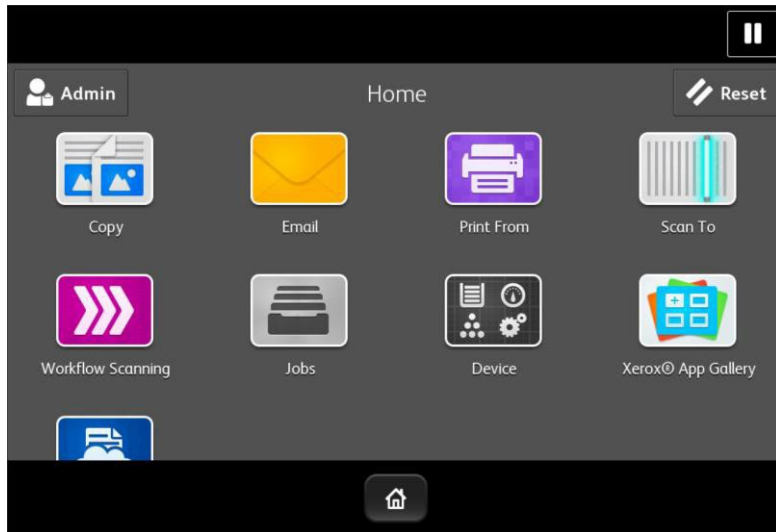
Training and Implementation



- Onsite Instructor Training
- UI Simulator
- YouTube Training
- Custom Documentation



Device and Feature Overviews
Xerox® AltaLink® Controller Overview

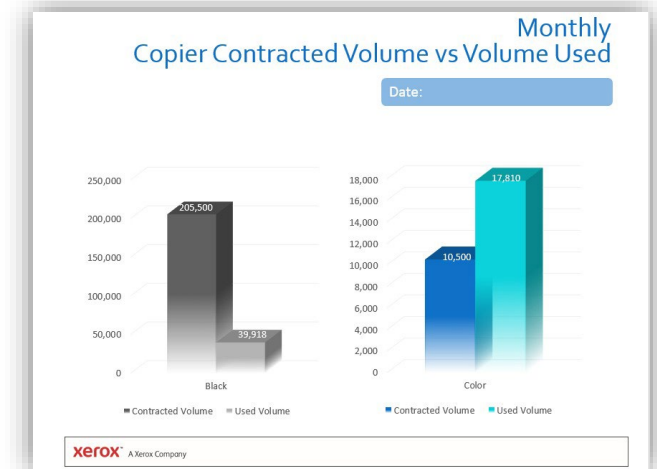


Quarterly Business Review

With regular business reviews you will have a **proactive approach** to addressing current and **future needs**.

We will identify action items at each quarterly business review, to ensure you stay on track with your service needs & necessary technology upgrades.

- Current Fleet Analysis
- Volume Analysis
- Service history
- Items to Review
- Scorecard to assess Xerox Business Solution's Services
- Questions that Xerox Business Solutions or you may have
- Can be customized to what is important to you



Xerox Recycling – Eco Box



Clarify any recycling program for toner bottles.

https://www.xerox.com/perl-bin/product.pl?mode=recycling&XOGLang=en_US&referer=xrx

When you need a pickup, call 1-800 PICK-UPS (742-5877).

As part of our Green World Alliance, Xerox will put a recycling program in place using Eco-Boxes for recycling toner. This service is at no charge to you.

Step 1: - To order a free kit of 2 Eco Boxes, click "order boxes" and add the kit to your shopping cart. Each Eco Box can hold 5-30 used items. Provide your shipping information and submit your order.

Step 2: Ship - For your convenience, your Eco Box comes with a pre-paid return label applied to the box.

To return your Eco Box for recycling: • Hand the return to the UPS driver when they deliver your next supplies order. • Returns can be dropped off at any UPS location or UPS Store. A pickup can be scheduled by calling 1-800-PICK-UPS (742-5877) or online at www.ups.com. Indicate to UPS that this is a "pre-paid return shipment."

Not all MPS is the same ... Why Xerox

Xerox MPS Program Highlights

- Leader in the MPS marketplace by Gartner Group
- Provides supplies and service for a simple cost per page
- 7 Year printer replacement guarantee from date of printer introduction
- Manage over 1800 different devices
- Xerox Service technicians are HP certified – not outsourced
- Same Day Service- Depends on when the call is placed
- XDA proactively monitors supply usage and will send supplies to end users



Proud Partners:



What can we help you with?

Production Systems



Office Systems



RPA

MANUAL Processes

RPA Robotic Process Automation



Paper to Digital

DIGITAL TRANSFORMATION



Managed Print Services



Managed Services

A more cost effective way to manage your IT Department

ASP



Backfile Conversion



Software Solutions





Thank You!



Pricing Form

		B&W Rate	Color Rate	Monthly lease payment for 36 months term	Monthly lease payment for 60 months term
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Brand New Sharp BP70C65	.0049	.043	\$360.10	\$237.50
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Like New Ricoh MPC6004ex	.0049	.043	\$162.27	\$107.01
B9100-BW Model or similar with 0 pages allowance	Brand New Sharp BP70M90	.0049	N/A	\$499.80	\$329.63
B9100-BW Model or similar with 0 pages allowance	Like New Option 1 Ricoh MP9003 (90 PPM)	.0049	N/A	\$316.99	\$209.23
B9100-BW Model or similar with 0 pages allowance	Like New Option 2 Ricoh Pro 8210S (111ppm)	.0049	N/A	\$454.92	\$300.03





November 14, 2023
Attn: Rasul Monoshev and Julian Lopez
Magnolia Public Schools
250 E 1st Street, Suite 1500
Los Angeles, CA 90012

RE: Revolution Office Response to Request for Proposal Copier Lease (Due Date 11/14/23)

On behalf of Revolution Office, we appreciate the opportunity to provide you with a response to your RFP to replace the copier fleet at Magnolia Public Schools. Our 30+ years of experience in the document technology industry combined with our unique business model has allowed us to design a one of a kind solution for Magnolia Public Schools. In addition to being highly cost effective, our products come with guaranteed best-in-class service, customized implementation strategies, and fleet management competences unmatched by our competitors. To set the stage for a smooth transition, Revolution Office believes in taking a holistic approach to ensure our customer's reach their goals that they set out to achieve, and after installation our leadership team is *always* just an email or phone call away.

Revolution Office provides premier technical service. Our partnership comes with service guarantees including 98% up time, guaranteed 4-hour service call response time, unlimited training, and an unconditional device replacement guarantee on all equipment. Our technicians go beyond simply fixing the immediate problem and perform a full diagnostic review of the entire device during each service call.

Due to Revolution Office's unique business model, exceptional savings, and white-glove service, we have partnerships with several well-known independent and charter schools throughout the US. You may be familiar with The Lamplighter School, Sierra Canyon School, Marlborough School, The Buckley School, Head Royce School and many more.

We look forward to partnering with Magnolia Public Schools, and we thank you again for this opportunity.

Sincerely,

Stephen Bookbinder
Major Account Executive
Revolution Office
sbookbinder@revolutionoffice.com





Executive Summary – Our Recommendation

- Revolution Office will replace your Xerox units with Ricoh. Ricoh ranks #1 with several independent testing labs and has the largest worldwide market share for A4 multi-functional devices. We have found the Ricoh console copier line to be the most serviceable product line in the field. Ricoh has also shown to be the most reliable with excellent parts and supplies availability.
- **Our recommendation includes a \$100 unrestricted donation** to Magnolia Public Schools for each unit to use as you see fit to support the mission of your schools.
- You will be set up on our automated service call, toner replenishment and meter collection program. When a machine presents an error code or when the toner in the machine drops below 20%, we automatically generate a ticket to dispatch service or ship toner. Meter collection is also automated. We are happy to provide you with back-up toner, so you'll never worry about running out.
- Revolution Office guarantees a 98% uptime with 4-hour on-site service response. Don't take our word for it. We have included references in this proposal for you to contact to verify our claims.
- Revolution Office offers a “**Unconditional Replacement Guarantee**”. (If, during the term of your agreement the equipment does not perform up to 100% of manufacturer specifications the equipment will be replaced with a like or better unit).
- We will provide Magnolia Public Schools with a Single Point of Contact (SPOC) for all of your schools. You will also have access to company ownership and service, billing and sales leadership to escalate any issues for quick resolution.
- You will have a single partner to manage all your devices.
- All labor, parts, supplies, delivery, installation and training are included in this recommendation.
- Quarterly Reporting and account reviews are provided. This ensures we keep an open line of communication and maintain the highest level of support.





Why Revolution Office?

- **We have a meaningful roster of schools throughout the US. Some examples are:**

- | | |
|---------------------------------------|--------------------------------|
| • Sierra Canyon | San Francisco Friends School |
| • Head Royce | Marin Horizon School |
| • Marlborough School | Notre Dame High School |
| • Silicon Valley International School | Ronald Reagan Charter School |
| • Germantown Friends School | California Connections Academy |
| • Jewish Community High School | St Annes Belfield |

- **We have a well-defined implementation process. You'll have a dedicated project manager surrounded by a team of logistics, service, technical and sales professionals to custom design and implement a roll-out that fits your specific needs. We will:**

- Catalogue all your existing equipment – make, model, serial #, physical location etc.
- Confirm the replacement device has the correct configuration, space, electrical, COI requirements etc.
- Confirm your print driver deployment and identify and solution any technical challenges prior to the beginning of the equipment rollout.
- Work with you to define the rollout and training schedule.
- Conduct daily check-in calls (on the days of installation) with the install team to ensure we are identifying and rectifying all issues quickly.
- Manage the pick-up and track the return dates and return requirements of the competitive equipment. We will provide you with the notification paperwork needed to end your legacy agreements and return the equipment.

- **We have preferential terms and contract flexibility. Such as:**

- \$500 per device unrestricted donation
- Guaranteed equipment upgrade at 48 months (on the 60 month option for like new only) at the same cost with no penalty.
- Ability to increase or decrease your print allowance at any time during the lease
- Unconditional equipment replacement guarantee

- **We have significant experience with large, multi-location accounts.**

A few examples are:

- Armanino –751 devices, 50+ locations
- Aspiranet –225 devices, 20+ locations
- Children's Institute –206 devices, 43 locations
- Pacific Clinics -151 devices, 28 locations
- Weber Logistics –101 devices, 10 locations
- American Fidelity –74 devices, 20 locations
- Performance Team –40 devices, 13 locations
- People Assisting the Homeless –47 devices, 20+ locations
- Sierra Canyon High School –29 devices, 3 locations





Pricing Detail

Sharp BP – 70C65 New (Replaces Xerox C9070)

Includes: 65 PPM Color/Black, Copy/Print/Scan
(4) 550 Sheet Paper Drawers
External Finisher
2/3 hole Punch
Automatic Duplex Printing
36 Month FMV Lease Payment: \$360.10
60 Month FMV Lease Payment: \$237.50
0 Copies included, .0049 Black, .043 Color

Ricoh MPC6004ex Like New (Replaces Xerox C9070)

Includes: 60 PPM Color/Black, Copy/Print/Scan
(4) 550 Sheet Paper Drawers
External Finisher
2/3 hole Punch
Automatic Duplex Printing
36 Month FMV Lease Payment: \$162.27
60 Month FMV Lease Payment: \$107.01
0 Copies included, .0049 Black, .043 Color

Sharp BP – 70M90 New (Replaces Xerox B9100)

Includes: 90 PPM Black, Copy/Print/Scan
(3) Paper Drawers – 3,100 Sheet capacity
External Finisher
2/3 hole Punch
Automatic Duplex Printing
36 Month FMV Lease Payment: \$499.80
60 Month FMV Lease Payment: \$329.63
0 Copies included, .0049 Black

Ricoh MP9003 Like New Option 1 (Replaces Xerox B9100)

Includes: 90 PPM Black, Copy/Print/Scan
(3) Paper Drawers – 3,650 Sheet capacity
External Finisher
2/3 hole Punch
Automatic Duplex Printing
36 Month FMV Lease Payment: \$316.99
60 Month FMV Lease Payment: \$209.23
0 Copies included, .0049 Black





Ricoh Pro 8210S Like New (Replaces Xerox B9100)

Includes: 111 PPM Full Production Black, Copy/Print/Scan

(3) Paper Drawers – 3,300 Sheet capacity

External Finisher

2/3 hole Punch

Automatic Duplex Printing

36 Month FMV Lease Payment: \$454.92

60 Month FMV Lease Payment: \$300.03

0 Copies included, .0049 Black





What are our customers saying?

“Revolution Office was the clear winner of our RFP process, offering savings of \$875k. They delivered on all our key objectives including contract flexibility, cash flow, product quality and service guarantees. They were incredibly creative and collaborative, and we are very pleased with our overall experience”.

Shawn Aminian, Vice President, Information Technology, Pacific Clinics

“Revolution Office’s impressive analysis of our business saved us \$817,000 plus \$340,000 in remaining lease obligations. They understood our needs better than our incumbent providers and we’ve been so pleased with our relationship that we have been regularly introducing them to our clients”.

Chris Siegfried, CFO, Armanino LLP

“Given our company profile and size, we were skeptical that Revolution Office could compete with the manufacturer on pricing and services, but in fact, it wasn’t even close. Revolution Office was better in both areas by a significant margin including a 45% savings which translated to \$740k. Their team is excellent, and I highly recommend them”.

**Tom Wilkinson, Sr. VP IT Performance Team
A Division Of Maersk**

“Revolution Office surpassed our expectations in every way. They saved us \$255,000 and upgraded our copier/printer technology in all our U.S. offices, paid off our remaining leases, and consolidated 20 different contracts into one program agreement. Revolution Office has made a huge impact on our productivity, and we are extremely happy with the quality of their products and services”.

Hobie Sheeder, VP Facilities, TiVo





Multi-Location Reference Contact Information

Gene D. Straub

Executive Vice President,
Chief Financial & Operating Officer & Assistant Secretary

Children's Institute

2121 W Temple St, Los Angeles, CA 90026

Phone: 213-260-7683 Ext: 8183 | Cell: 213-446-8221

www.childrensinstitute.org

Daniel S Maydeck

President & Chief Executive Officer

Hayne's Family of Programs

Phone 909.593.2581 Fax 909.596.3567

email. dmaydeck@leroyhaynes.org

233 West Baseline Rd. La Verne, CA 91750

www.LeRoyHaynes.org

Kevin Matthews, FCCA CFE | President

Noble Accounting, LLC

Acting CFO – Weingart Center

2780 Skypark Drive, Suite 201 | Torrance, CA 90505

Office (213) 408-0508 | Fax: (310) 693-8058

email: kmatthews@NobleAccountingLLC.com

www.NobleAccountingLLC.com

Thomas (Tom) J. Schulte, CPA

Partner

Armanino

thomas.schulte@armaninollp.com

Silicon Valley | San Francisco | San Ramon | Dallas | Austin | Seattle | Denver | Chicago

Boise | Vancouver | Los Angeles | Orange County | St. Louis

310.745.5748 direct | 310.498.4148 mobile |

armaninollp.com





11-10-23

Equipment Proposal for Magnolia Public Schools

PREPARED FOR: Rasul Monoshev

PREPARED BY: STEFAN SAFFIE

PRODUCTS DESCRIPTION AND CONFIGURATION

		B&W Rate	Color Rate	Monthly Lease Payment 36 Months	Monthly Lease Payments 60 Months
Toshiba E-Studio 7527AC	NEW	.005	.04	\$384.00	\$260.00
Toshiba E-Studio 9029A	NEW	.005	N/A	\$328.00	\$222.00

Toshiba E-Studio 7527AC (new & color)

- 75 Color/85 Black Pages Per Minute Print & Copy Full Color
- 300 Page Document Feeder/240 Images Per Minute Scan Speed
- 2 Feeding Drawers (540 sheets each) & Large Capacity Drawer (2,320 sheets)
- Stapling Finisher/Sorter & Hole Punch

Toshiba E-Studio 9029A (new & bw)

- 90 Pages Per Minute Print & Copy
- 300 Page Document Feeder/240 Images Per Minute Scan Speed
- 2 Feeding Drawers (540 sheets each) & Large Capacity Drawer (2,320 sheets)
- Stapling Finisher/Sorter & Hole Punch

ACQUISITION

Includes:

- Delivery, Installation, Training & Networking Included.
- Return Of Current Copiers To Current Leasing Company Included. One Return Per One Leased.
- All Service, Parts, Supplies, Toner, Drums & PM Kits Included For Duration Of Lease.
- Black & White Images Billed In Arrears Quarterly @ .005 Per Image.
- Color Images Billed In Arrears Quarterly @ .04 Per Image.
- Usage Rates Fixed For Entire Lease Term. No Increases.
- \$500.00 Cash Back Incentive Per New Copier Leased.
- Service Response Time Is Within 4 Hours.

SERVICE & SUPPLIES

Includes:

- EVERYTHING EXCEPT PAPER AND STAPLES

Stefan Saffie

ACCOUNT EXECUTIVE

[SSAFFIE@UNITEDIMAGING.COM](mailto:ssaffie@unitedimaging.com)

Cell 818-414-4009

Work 800.999.0159 ext. 124

COPY • PRINT • FAX • SCAN

*Authorized
Partner*



Proposed Response To
Magnolia Public Schools
Request for Proposal: Copier Lease

		B&W Rate	Color Rate	Monthly lease payment for 36 months term	Monthly lease payment for 60 months term
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Brand New Canon IRA-DX-C5860i <u>60ppm B/W</u> <u>60ppm CLR</u>	.0049	.043	\$225.00	\$150.00
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Like New Canon IRA-DX-C5560i <u>60ppm B/W</u> <u>60ppm CLR</u>	.0049	.043	\$155.00	\$105.00
B9100-BW Model or similar with 0 pages allowance	Brand New Canon IRA-DX-8986i <u>86ppm B/W</u>	.0049		\$329.00	\$219.00
B9100-BW Model or similar with 0 pages allowance	Like New Canon IRA-DX-8705i <u>105ppm B/W</u>	.0049		\$319.00	\$212.00

Due Date: Tuesday, November 14, 2023

Omar Nesheiwat, Major Account Executive

26017 Huntington Lane, Valencia, CA 91355 · P: 661.255.0700 · omar@abm1.com

Legal Disclaimer

Thank you for the opportunity to submit this non-binding (other than pricing for now-available products listed in our quotes) proposal for your consideration. Please note that this proposal includes proprietary, confidential, and/or trade secret information, which, if included, will be clearly marked as such in the proposal. Any information that ABM considers to be a trade secret will not be subject to disclosure under any public records act.



TABLE OF CONTENTS

COVER LETTER	1
EXECUTIVE SUMMARY	2
YOUR MANAGEMENT TEAM	6
SCOPE OF WORK	9
PRICING	19
PROPOSED MACHINE CONFIGURATION	20
CONTRACT TERMS & CONDITIONS	24
CUSTOMER REFERENCE	28
MACHINE BROCHURES	30



BAKERSFIELD
VALENCIA
PALMDALE
FRESNO

1200 18th Street, Bakersfield, CA 93301
 26017 Huntington Lane, Valencia, CA 91355
 190 Sierra Court, Palmdale, CA 93550
 5470 West Spruce Avenue, Fresno CA 93722

661.324.4741
 661.255.0700
 661-940-4685
 559.222.5485

Cover Letter

Re: RFP – Copier Lease
 Magnolia Public Schools
 250 E. 1st St, Ste 1500
 Los Angeles, CA 90012

To Whom This May Concern,

American Business Machines (ABM) is pleased to submit this response to Magnolia Public Schools for the Request for Proposal – Copier Lease. ABM is looking forward to the opportunity to partner with you during this bid process. With our decades of expertise in servicing and installing quality copier equipment for the education sector arena in California, we are confident that our proposed solutions will meet all the requirements outlined within this pre-qualification packet.

Our goal is to provide you a concise and detailed perspective of the services and solutions we offer as a complete solution. When selecting a solution, we understand and agree, there are many variables you need to consider:

- The Company
- The quality of the product
- The financing available and its relationship to the solution
- The cost to obtain the solution
- The vendor's service reputation as it relates to the service support you will receive

ABM understands and complies with the details in RFP in its entirety, without limitation. We agree to all scope and nature of work outlined, all appendices, attachments, exhibits, schedules, and addendum(s) as applicable. We are confident that our response will meet all the scope of work as stated in this RFP.

On behalf of ABM, thank you for giving us the opportunity to present this proposal. I personally look forward to being your point of contact during this bid process.

Any questions concerning the proposal enclosed, please reach out to me directly.

Sincerely,

Omar Nesheiwat
 Major Account Executive
 661.477.5337
omar@abm1.com

EXECUTIVE SUMMARY



The Jones-Walbaum Corporation dba American Business Machines (ABM) has been family owned and operated for more than 90 years, with Wallace T. Jones opening an office equipment store in Bakersfield, CA in the 1920s. Officially incorporated in 1963, ABM proudly became the first dealer for Canon copiers on the West Coast by 1972. Richard and Judee Jones, along with their son Ryan, are the current owners and operators of ABM, which has greatly diversified into communication systems, security systems, and improving office technologies. Ryan is now the General Manager and has been involved in the business for over 20 years now, with Richard and Judee still involved in the day-to-day operations. Our mission statement is a family legacy that has been passed down and followed for three generations:

“We have committed our business to offering the best in quality products, supported by the highest standards of customer service and technical support in our industry. We are committed to honesty, integrity, and fairness in every facet of our business. We are a service-driven company dedicated to delivering complete customer satisfaction for every company we do business with.”

Ryan Jones, Owner/General Manager

Our Philosophy

We believe that customer service is the most important product we offer, which begins with understanding the true needs of the customer while providing high quality products at competitive prices. Our highly knowledgeable and courteous staff are competent, trained, and quick to respond. Every member of our organization is a customer service representative whose primary responsibility is to give 110% every day.



EXECUTIVE SUMMARY

Why ABM

Our Partnership

American Business Machines (ABM) is excited to extend its partnership with Magnolia Public Schools. Our goal is to support and exceed the needs of all your staff, sites, departments, and end-users. ABM understands the importance of efficient business equipment for the public sector of business and operations along with the necessary services it provides all staff, offering cost saving office solutions which include:

- Multifunctional digital copiers
- Network IT services
- Wide format production machines
- Cloud and On-Prem security systems
- Cloud and On-Prem communications systems

Canon Elite Partner

ABM has an authorized dealership relationship with Canon, allowing us the ability to provide direct communication with Canon leadership, line of sight on all equipment purchases, and ancillary needs. Canon office solutions help integrate and automate workflows, helping businesses to operate with efficiency and productivity while providing the time and freedom necessary to grow.

ABM has been one of the earliest West Coast Authorized Canon Dealers, partnering with Canon for more than 40 years and was recently selected as a Canon Advanced Partner Elite Status for 2021. Along with Canon, ABM is one of the oldest and most trusted Océ and Duplo dealers in the nation, with a proven track record with customers throughout the region.

We will not be subcontracting any of our services, as we contain the fleet, staff, and experience to handle every step of the process for our customers. ABM owns and maintains its own fleet of delivery trucks, service technicians, call center, and tech support team to give our customers the highest product and services available.



EXECUTIVE SUMMARY

Our Support and Expertise

ABM offers efficient and cost saving office solutions for the education sector by continually learning as a company to be experts on new technology. As an organization that is passionate about offering high levels of customer service, we look at all factors when proposing office technology for all public end-users.

We know in today's non-profit, city, and government service environments that there is enough on your plate. The last thing your company should have to worry about is unreliable office equipment. Our focus is to examine speed, reliability, value, and ease of use for all end-users with the products and solutions we offer while also reducing your print costs. Our digital equipment and software solutions will enable you to print materials quickly, protect confidentiality and take advantage of developing mobile technologies. Best of all, we do it while working to reduce your total cost of ownership.

ABM has a proven reputation with more than 25 years of expertise working with the education sector:

- We only partner with the industry's best technology providers, ensuring you get the best and most affordable solutions.
- Our rapid response technicians respond to service calls in 2-4 hours or less to ensure your end-users are not losing important productive time during a workday.
- We are dedicated to helping our local communities thrive with our business.
- We guarantee your complete satisfaction and strive to exceed your expectations.
- ABM is proud to have supported many organizations in the education, city, government, and non-profit offices through the years, including:

- Ventura Unified School District
- William S. Hart Unified School District
- County of Kern
- Fresno Housing Authority



Our motivated sales team is dedicated to securing the best deal and newest technology for your company needs

Our Commitment to You

We provide the best in service, support, proficiency, and reliability. It is our goal to help you maximize your investment. Our high level of expertise, combined with years of experience make ABM a great fit for your organization. All our branch locations carry the expertise of tenured service technicians and consultants to assist with streamlining the efficiencies of your workflow.

EXECUTIVE SUMMARY

Our Branch Locations

We have 8 locations that serve the counties of Los Angeles, Kern, Fresno, Tulare, Inyo, Mono, Kings, Madera, San Luis Obispo, Ventura, Long Beach, and Santa Barbara Counties.



YOUR MANAGEMENT & SERVICE TEAM

Omar Nesheiwat, Branch Manager & Strategic Account Manager

Southern Division (Los Angeles, Valencia, Palmdale, Ventura)



Omar has been with the ABM family since 2004, starting as an Imaging Sales Consultant and is now the Branch Manager of the Southern Los Angeles division and a member of ABM's core executive management group. Omar's hard work and dedication has been evident by his growth within our organization. His professional background consists of 20 years of sales, marketing, and management experience that he brings to his customers every day. Omar prides himself on leading by example and being a true advocate for each of his clients. He will do everything possible to completely satisfy his customer without sacrificing honesty and integrity.

Juan Sandoval, Lead Production Service Technician

Greater Los Angeles Territory

Juan Sandoval has been in the business machines/production service arena for over 20 years, offering expertise in his field along with consistent relationship building with his customers. His service territory spreads over 500+ miles, including Los Angeles, Valencia, and San Fernando. As a Lead Production Service Technician, Juan stands out as an excellent mentor for his team, with a proven track record of low response times for ABM's customers. With an abundance of knowledge in the production, service IT/Networking and technical arena, Juan is passionate in making sure that every customer's needs have been met (and exceeds expectations) by the end of the day. Juan and his team look forward to partnering with the City of Simi Valley and its staff.

Service Team

Arturo Manzano

Service Technician

Julie Young

IT / Service Technician

ABM has multiple branches in the Southern region to better serve the City of Simi Valley, with two located within 40 miles (Ventura and Valencia).

Ventura Office

1834 Palma Drive, Ventura, CA 93003

Valencia Office

26017 Huntington Ln, Valencia, CA 91355



YOUR MANAGEMENT & SERVICE TEAM

Magnolia Public School's Service Team

****CONFIDENTIAL****

Technician	Position	Experience	Skill set	Primary Territory
SENIOR SERVICE LEADERSHIP				
Kevin Aleman	Service Manager	18 years	IT Network Setup Complete Canon product line, Canon Certified image RUNNER B/W & Color, High Volume Production, Canon Wide Format, Certified Canon Scanners and all company ancillary business products	All branch and outlying locations
SERVICE / IT TECHNICIANS				
Juan Sandoval	Lead Production Technician	20 years	Canon Certified image RUNNER B/W, Color, HP LaserJet Series. IT Network Setup Complete Canon product line, HP LaserJet Series, Canon Segment 1 B/W, Canon Facsimile	Los Angeles, Valencia, San Fernando
Ramon Martinez	Lead Production Technician	16 years	IT Network Setup Complete Canon product line, Canon Certified image RUNNER B/W & Color, High Volume Production, Canon Wide Format, Certified Canon Scanners	Los Angeles, San Fernando Valley, West Coastal Areas
Julie Young	IT/Service Technician	30 years	*MPS Specialist/ Fleet Management Canon Certified image RUNNER B/W, Color, HP LaserJet Series. IT Network Setup Complete Canon product line, HP LaserJet Series, Canon Segment 1 B/W, Canon Facsimile	Palmdale/Lancaster/ Mojave/Antelope Valley Territories
SOFTWARE ENGINEERS				
Christine Gano	IT Services/Software Engineer Assistant	17 years	IT Network Setup Complete Canon product line, Canon Certified image RUNNER B/W & Color, High Volume Production, Certified Canon Scanners. Assists with software solution installation and maintenance of software for end-users.	Greater Los Angeles Area
Paul Wu	Software Solutions Engineer	22 years	IT Network Setup Complete Canon product line, Canon Certified Software Engineer on full suite of software offerings	Southern Los Angeles

YOUR MANAGEMENT & SERVICE TEAM



Judee Jones | President

Judee started working at ABM in 1993, after being a go-getter stay-at-home mom. She has a strong background in finance and customer service. Judee is still active in the day-to-day operations, overseeing the administrative staff and overall decisions for the company. She manages with compassion and professionalism that ultimately translates into superior customer service.



Richard Jones | Vice President

Richard grew up at American Business Machines, starting as an office boy under his father's guidance at 16 years old. Richard was called to serve his country in the Army during Vietnam. Upon his return in 1971, he rejoined ABM, succeeding his father while building on his success. He worked hard to keep the business strong to pass down to the third generation.



Ryan Jones | General Manager

Ryan has been with ABM for 20 years and going strong. He prides himself in delivering exceptional customer service with a moral and ethical foundation. He has won numerous sales awards and has been consistently in the top ten in sales in the nation as a Canon Dealer. As the family company is being passed to Ryan, he strives to continue building on the foundation that was set before him by his grandfather and father.



Kevin Aleman | Service Manager

Kevin joined the ABM family in 2014, with over 20 years of experience in servicing office equipment. Kevin leads a team of 30+ technicians dispersed between 8 branches. His experience and knowledge of Duplo, Formax, and all offline products brings customers the fast and quality customer service needed for every situation.

SCOPE OF WORK

Technical Service Expertise

ABM has over 45 years of experience in implementing copier fleets of this size, from delivery to equipment replacement. ABM owns and maintains its own fleet of delivery trucks and service technician vehicles. All our service technicians are equipped with the tools and equipment needed to maintain and trouble shoot machines on-site to avoid customer workflow interruptions. Our in-house call center works to connect our customers with service technicians in minutes, rather than resorting to a third party. We make sure as a company that you experience minimal downtime when a service concern arises.

ABM is also advanced in deploying loaner and demo equipment from our company fleet to ensure you do not have an interruption in workflow, allowing us to provide unlimited moves to any site, free on-site demonstrations, and service loaners for added workflow. ABM's service loaner equipment policy is to deploy a loaner machine after a downtime of 16 consecutive business hours, as most problems can be resolved by our technicians within that time frame. At that time, upon a customer's written request if the issue is still unresolved, ABM will deliver a loaner unit until the original machine is restored to good working order.

Unlike other companies, ABM has its own in-house print shop and facilities management company available. In the event there is any downtime with print jobs that are not completed due to a machine repair, ABM will run those print jobs in-house and deliver them back to you. ABM will ensure that all measures are taken to rectify any performance issues swiftly.



SCOPE OF WORK

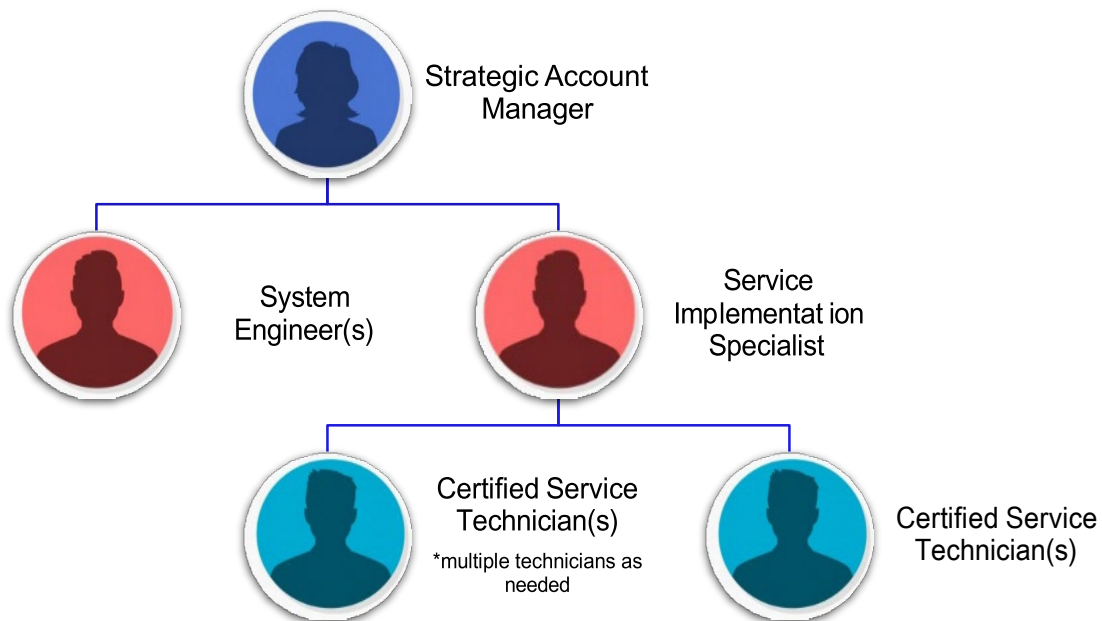


Our Delivery and Implementation

American Business Machines will work with Magnolia Public Schools to provide an orderly, complete, and controlled transition for the implementation of the proposed copier fleet. Our project management team is highly skilled and knowledgeable in handling multi scale implementation projects:

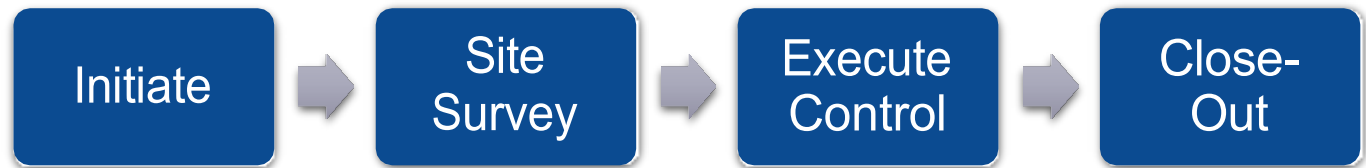
- Machine installs across multiple locations
- Managed print services fulfillment
- Full network integration
- Site moves
- Software upgrades
- Document imaging technologies

The ABM Project Management and Implementation Team



ABM's project management team will work directly with you to have an effective timeline that will minimize risk and ensure that installs are completed on time and within budget, utilizing our 4 phases of implementation methodology: (1) Initiate, (2) Site Survey, (3) Execute & Control, and (4) Close-Out.

SCOPE OF WORK



1) Initiate Phase

This phase will enable all parties involved to better understand all necessary timelines to be met and identify areas that need more attention during implementation. A review of logistics and schematics of all locations will be reviewed with all organization stakeholders that will be involved during the delivery. This phase will differ based on the size and complexity of the project, but regardless our project implementation team has the years of experience to successful fleet installations of 10-1,500+ units.

A project meeting will be scheduled between the ABM implementation team (led by Omar Nesheiwat) and Magnolia Public School's core team to establish goals, objectives, risks, as well as a tentative timeline for the project that works for both parties. Once the joint project team is solidified, the project will move onto the next phase.

2) Site Survey Phase

At this point, ABM will conduct site surveys at all respective sites to obtain the necessary data for a smooth implementation process. ABM's project management team will work in conjunction with Magnolia Public School's team to ensure all critical project elements have been accounted for and addressed:

- Identify key managers and site contacts
- Verify install locations (rooms and departments) for equipment
- Verify and create removal schedule of old equipment
- Collect appropriate fax numbers / IP addresses
- Identify priority installs
- Verify power and data connectivity
- Identify equipment staging area, if required
- Identify specific installation challenges, risks, and/or special circumstances

Upon your acceptance of ABM's proposed configuration, equipment is ordered by the general manager directly to ensure high level of accuracy and consistency. As equipment arrives to ABM warehouse it is then pre-configured to ensure little downtime. Customer reference and instructional guides will accompany the equipment. Once all due diligence and planning is completed, the project will then move into the next phase.

3) Execute & Control

During this phase, your ABM Strategic Account Manager (Omar Nesheiwat) will manage the implementation and transition in accordance with the Project Schedule or EIM from the Initiate Phase, closely monitoring project metrics, machine installation, as well as take any corrective actions, as necessary.

Information and updates will be regularly disseminated and communicated during implementation. In addition, an Action Items and Issues Tracking Log will be maintained to ensure that all action items are tracked and resolved in a consistent and timely manner. Once all the equipment is installed, configured, and properly tested with end-users being properly trained, the project will transition to the Close-Out phase.

4) Close-Out Phase

In the final stage of the project, a Post Implementation Meeting will be conducted, consisting of the core team members from ABM. The purpose is to discuss how the project went and ensuring all issues have been addressed or are in the process of being corrected for the project to be considered completed.

At this time, training schedules will also be reviewed to determine if additional training is needed or requested. Our team will also reintroduce and go over all service and customer support services available to you post-implementation.

SCOPE OF WORK

Customer Service

Training Services

ABM can customize training to meet the needs and schedules of our customers with our schedule coordinator, who works with customer's schedules to arrange training for key operators. We will travel to your site when it is convenient for you and your team, focusing on key application and unique document management requirements for you. Our staff of professional trainers will help you learn how to maximize the new technology, including hands-on activities, manuals, and videos.

ABM is committed to providing ongoing training for the term of the contract. Our desire is that every individual within Magnolia Public School has an exceptional experience with both ABM and the Canon product line.



Training Content

You will receive the following training content for each device purchased and leased:

- Getting Started
 - System power on and off
 - Control panel functionality
 - Basic Copy Operation
 - Loading paper
- Advanced Copy Operation
 - Grain direction
 - Gloss direction
- Toner Waste container
- Replenishing Consumables
- Trouble Shooting
 - Paper path and paper jam removal process
- Hardware
 - Scan to e-mail and file
 - Print Drivers' Examples
 - Secure Print
 - Print to Fax

SCOPE OF WORK



We provide the best in service, support, proficiency, and reliability to help our client's maximize their investment. Our high levels of expertise combined with years of experience make American Business Machines (ABM) a great fit for your organization. ABM has a proven reputation with more than 25 years of expertise working in the public sector.

- We only partner with the industry's best technology providers, ensuring you get the best affordable solution(s).
- Our rapid response technicians respond to service calls in 2 – 4 hours or less to eliminate downtime for all end-users.
- We are dedicated to helping our local communities thrive with our business.
- We guarantee your complete satisfaction and strive to exceed expectations.

Full-Service Maintenance Agreement

ABM will provide an all-inclusive maintenance agreement to coincide with the lease schedule (if applicable). Our maintenance contract will include all parts, labor, mileage, service calls, travel time, drums, and toner.

Warranty

All products covered under ABM's maintenance agreement will include the manufacturer's standard 90-day warranty. For all devices covered under an active ABM maintenance agreement, ABM (at the customer's written request) will replace such equipment with a like unit if the customer meets the following conditions: (1) the equipment must be within 5 years of original installation for any newly installed Canon brand equipment, (2) the equipment is continuously under the ABM maintenance agreement from date of installation, (3) the customer fulfills all of the terms of the maintenance agreement applicable to the customer, and (4) before requesting a replacement unit, the customer gives ABM the opportunity to cure any service problems which the customer may have with the equipment.

Service Hours & Location

Our standard service hours are Monday through Friday, 8:00 AM to 5:00 PM, excluding weekends and holidays. Our service office is located at 62017 Huntington Lane, Unit E, Valencia, CA 91355, with our corporate supplies warehouse located at 821 18th Street, Bakersfield, CA 93301.

SCOPE OF WORK

Our Call Center

Our company goal is to ensure your copier service call resolution keeps your organization and workflow operating smoothly with the least downtime possible. We respond to service requests in an average time of 2 – 4 hours, from the time you talk to a live person to the arrival of a service technician at your location.

Placing a service call with us instantly connects you to our in-house call center rather than a third party, who often can resolve the issue over the phone. If not, a service call will be scheduled, and you will be notified within 1 hour of placing the call the pending arrival of your technician.



Service Requests

There are multiple ways to place a service call to ABM. Customers may place a service call by:

1. Calling the phone number located directly on the equipment.
2. Placing a request online at <http://abm1.com>
3. Sending an e-mail to dispatch@abm1.com

Service Call Process

Our in-house call center will respond to immediate service calls. If our call center is unable to resolve the issue over the phone, the call will be escalated to a service technician in the area. For technical issues that require further escalation, we have the following process in place:

- First, one of our Technical Support Reps will attempt to troubleshoot and resolve the technical issue with the customer over the phone, if applicable.
- If on-site service is necessary, our Canon certified service technician will be dispatched to the location.
- If our service technician is unable to resolve the issue, he/she will contact our Field Service Manager or Specialist for further assistance.
- If the issue persists, the Canon USA, Inc Technical Support Group will intervene.
- Once the service technician has exhausted all levels of support with unsuccessful results, Senior Management will review the machine for replacement.

During the service escalation process, if it is determined that a copier cannot be repaired within 48 hours of the time a repair call is placed, another copier of like size and features will be supplied for loan by ABM at no cost to the District.

Regular and Preventative Maintenance of Equipment



Total Service Call

ABM prides itself on providing a “total service call” with every visit from a technician by utilizing our technical software Snapshot. Snapshot makes available regular communication between devices, working closely with Canon’s Universal Gateway Technology. Snapshot allows our service technicians

to virtually see all needed parts or consumables needed before their visit. This avoids future service calls by proactively replacing consumable parts and preventing multiple service calls.

All consumables are included in our service agreement (except for paper). ABM also has the ability (at no extra cost) to utilize our FM Audit software, which enables our Automatic Supply of Consumables Replenishment Program as well as the ability for you to remotely monitor all your equipment. All supply notifications are sent to the corporate ABM supplies department to ensure you always have supplies in stock. See more information regarding FM Audit in our Software Solutions portion.

Billing and Reporting Services

All billing is handled in-house for us to provide personal service as needed for your accounting procedures. Our goal is to increase your overall efficiency and profitability while maintaining up to date and accurate billing records. We offer a customized spreadsheet billing report that caters to your needs that includes but is not limited to the following:

- Site location
- Usage per site location
- Contract lease information
- All individual equipment information
- Ability to add access or budget based on site usage or department usage

KEY		
LOCATION ID	DEPARTMENT	BUDGET CODE
580	HR DEPARTMENT	640
585	ADMIN SERVICES	412
340	CITY MGR OFFICE	418
345	COMM DEVELOPMNT	424
610	NEIGHBRHOOD SRVCS	212
1004	RECREATION PARKS	986
598	PUBLIC LIBRARY	680
1114	PUBLIC SAFETY	972
1009	PUBLIC WORKS	964

SCOPE OF WORK

Quarterly / Annual Account Reviews

We understand that companies need to have quantifiable data for printer and copier usage. Our goal is to review and provide monthly reporting on several available levels. This allows for our customers to review with their account management team personalized reporting to track and monitor specific workflows. Our team will work with your accounting department to provide a detailed report to meet your company's specific requirements.

Below are several types of reports we can provide, with customization options available:

1. Monthly / Quarterly Management Report – This report summarizes all activity on a monthly or quarterly basis. It provides the equipment volume, current location, and volume trends based on monthly invoicing
2. Monthly Service Call Report – This report describes the average response time for all maintenance requests within the reporting period
3. Monthly Usage report – This report provides maintenance usage and toner requirement calculations sorted by location

AMERICAN BUSINESS MACHINES		CUSTOMER - FLEET SIMPLIFIED BILLING EXAMPLE											
												Contract # 324546-9	
Site	Manf.	Model	IP Address	Serial #	Site Location	Department	ASM ID#	CUST Account Code	Start Meter Date	Start Meter SW	Start Meter Color	End Meter Date	End Meter SW
Site Name, Address, Cty	Xerox	7775	10.0.0.1	XXXXXXXXXXXXXXXXXX	Site	Location	TBD	3000	6/17/2018 12:05	24292		9/30/2018 12:05	30006
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Department	TBD	2402	6/17/2018 12:05	1383		9/30/2018 12:05	3191
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Location	TBD	1450	6/17/2018 12:05	12479		9/30/2018 12:05	15366
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Department	TBD	3000	6/17/2018 12:05	3192		9/30/2018 12:05	4341
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Location	TBD	2402	6/17/2018 12:05	6739		9/30/2018 12:05	7115
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Department	TBD	1450	6/17/2018 12:05	40696		9/30/2018 12:05	43022
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Location	TBD	3000	6/17/2018 12:05	25820		9/7/2018 12:05	25821
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Department	TBD	2402	6/17/2018 12:05	37165		9/7/2018 12:05	42162
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Location	TBD	1450	6/17/2018 12:05	22200		9/30/2018 12:05	22405
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Department	TBD	3000	6/17/2018 12:05	79198		9/30/2018 12:05	121494
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Location	TBD	2402	6/17/2018 12:05	1420		9/30/2018 12:05	2719
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Department	TBD	1450	6/17/2018 12:05	162800	22050	9/30/2018 12:05	162900
Site Name, Address, Cty	Xerox	7775	10.0.0.0	XXXXXXXXXXXXXXXXXX	Site	Location	TBD	1450	6/17/2018 12:05	65228	24126	9/30/2018 12:05	68343

Precautions to Ensure Safe Equipment Installation & Service Calls

We understand the COVID-19 pandemic has created an unusual office environment with numerous expectations in ensuring a safe workplace for employees and visitors. We follow all relevant federal, state, municipal, and customer guidelines to protect our customers and employees. For all deliveries, service, and installations by ABM, we will first confirm that you approve an ABM employee coming onsite, working with you to determine the best time, and asking of any special procedures or guidelines we need to perform to meet your visitor guidelines.



Our leadership teams are consistently monitoring the national, state, and local governing agencies along with the economic impacts to determine the best course of action during this time. We will do everything we can to help you succeed. For further reading on copier cleaning best practices, we have a page available on our website: www.abm1.com

COVID Procedures

- All service technicians and ABM employees will put on gloves and mask in respective vehicles before entering a customer's location
- We will practice social distancing of at least 6 feet from anyone else
- We will not put down mobile devices on un-sanitized surfaces
- We will not use a keyboard or mouse belonging to a customer unless necessary. If these are used, they will be wiped down with sanitizing wipes or solution per manufacturer's instructions before and after use.
- We will wipe down any equipment we touch to protect employees at customer sites
- We will wash our hands before leaving
- We will not remove our mask until our hands have been sanitized
- We will wipe down the touch surfaces of our vehicles regularly (handles, steering wheel, dashboard, seatbelt buckle, etc.)
- We will wash our hands for at least 20 seconds with soap and water frequently throughout the day
- We will not shake hands
- We will NOT report to work if we have any COVID-19 symptoms or if we have a family member who does.

COVID Installation Procedures

- If we are bringing a machine into a customer site:
 - We will unwrap it
 - Connect finisher if applicable
 - Plug in
 - Run a test copy
 - Enter the IP address for remote install (if needed)
- When applicable, prep work for installing the equipment will be done offsite before delivery
 - The device will be wiped down with sanitizer and disinfectant before transport to the customer calls
- If we are not able to pick up the return device during the same visit, we will return on a different day for pickup. All devices picked up are disinfected and wrapped
- We request customers to sign a delivery and acceptance agreement upon installation of new equipment, utilizing their own pen to print their name and title

Networking Procedures

- Whenever possible, we are networking devices remotely
 - The delivery driver may input the IP address for remote install upon delivery, or we can give the customer instruction on how to input the IP address themselves
 - Our technicians are then able to remote into a customer computer, to finish set up for printing and scanning
- If networking is needed onsite, the network technician will follow the same onsite health and safety steps as noted above. To reduce exposure, we will not touch customer workstations but will guide them to help get them up and running



PRICING



		B&W Rate	Color Rate	Monthly lease payment for 36 months term	Monthly lease payment for 60 months term
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Brand New Canon IRA-DX-C5860i <u>60ppm B/W</u> <u>60ppm CLR</u>	.0049	.043	\$225.00	\$150.00
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Like New Canon IRA-DX-C5560i <u>60ppm B/W</u> <u>60ppm CLR</u>	.0049	.043	\$155.00	\$105.00
B9100-BW Model or similar with 0 pages allowance	Brand New Canon IRA-DX-8986i <u>86ppm B/W</u>	.0049		\$329.00	\$219.00
B9100-BW Model or similar with 0 pages allowance	Like New Canon IRA-DX-8705i <u>105ppm B/W</u>	.0049		\$319.00	\$212.00

|



PROPOSED MACHINE CONFIGURATIONS

imageRUNNER ADVANCE DX C5860i




Product Description

- Print/Copy Speed: up to 60 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including McAfee Embedded Control
- Includes uniFLOW Online Express for cloud-based accounting and cost control per user/department

Space And Power Requirements

- Total Dimensions (W x D x H): 45.75" x 28.43" x 46.77"
- Total Installation Space (W x D x H): 70.08" x 45.75" x 46.77"
- Main Unit Power Requirements: 120V/11.5A
- Main Unit Plug: NEMA 5-15P

Product name	Net component size			Additional Power Supply	Plug Image
	W inch	D inch	H inch		
imageRUNNER ADVANCE DX C5860i	24.41	28.43	36.89		
Buffer Pass Unit-P2	-	-	-	None	
Cassette Feeding Unit-AQ1	24.41	25.98	9.88	None	
Staple Finisher-AB2	21.14	24.53	43.11	None	
2/3 Hole Puncher Unit-A1	-	-	-	None	
Total	45.75	28.43	46.77		



PROPOSED MACHINE CONFIGURATIONS

imageRUNNER ADVANCE C5560i III




Product Description

The imageRUNNER ADVANCE C5560i III operates at speeds of up to 60-ppm in B&W and Color. Includes a 150-sheet Single Pass Duplex Automatic Document Feeder, PCL/PS/UFR II printing and Color Universal Send (Compact PDF, Searchable PDF/XPS, Office Open XML Word and PowerPoint), 2 x 550-sheet Paper Cassettes, 100 Sheet Stack Bypass, 4GB of RAM, 250GB HDD with encryption, and USB 3.0/2.0 connectivity. Includes Universal Login Manager (ULM), Wireless LAN, Remote Operator's Software Kit, and Standard Security Features Set.

Space And Power Requirements

- Total Dimensions (W x D x H): 45.75" x 29.21" x 47.28"
- Total Installation Space (W x D x H): 63.86" x 46.30" x 47.28"
 - Main Unit Power Requirements: 120V/11.5A
 - Main Unit Plug: NEMA 5-20P

Product name	Net component size			Additional Power Supply	Plug Image
	W inch	D inch	H inch		
imageRUNNER ADVANCE C5560i III	24.41	29.21	37.40		
Cassette Feeding Unit-AM1	24.41	27.56	9.88	None	
Buffer Pass Unit-L1	-	-	-	None	
Staple Finisher-Y1	21.14	24.53	43.11	None	
2/3 Hole Puncher Unit-A1	-	-	-	None	
uniFLOW Online Express	-	-	-	None	
Total	45.75	29.21	47.28		



PROPOSED MACHINE CONFIGURATIONS

imageRUNNER ADVANCE 8986i




Product Description

- Print/Copy Speed: up to 86 ppm (BW, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 1,560-Sheet Paper Drawers and two 570-sheet Paper Cassettes
- Standard security feature set, including McAfee Embedded Control
- Includes uniFLOW Online Express for cloud-based accounting and cost control per user/department

Space And Power Requirements

- Total Dimensions (W x D x H): 47.32" x 30.31" x 46.65"
- Total Installation Space (W x D x H): 68.70" x 53.27" x 46.65"
- Main Unit Power Requirements: 120V/16A
- Main Unit Plug: NEMA 5-20P

Product name	Net component size			Additional Power Supply	Plug Image
	W inch	D inch	H inch		
imageRUNNER ADVANCE 8986i	26.38	30.31	46.65		
Staple Finisher-AC1	20.75	24.53	45.79	None	
2/3 Hole Puncher Unit-A1	-	-	-	None	
Total	47.32	30.31	46.65		



PROPOSED MACHINE CONFIGURATIONS

imageRUNNER ADVANCE DX 8705i



Product Description

The imageRUNNER ADVANCE DX 8705i operates at speeds of up to 105-ppm in B&W. Includes a 200-sheet Single Pass Duplex Automatic Document Feeder+G14:G16r, PCL/PS/UFR II printing and Color Universal Send (Compact PDF, Searchable PDF/XPS, Office Open XML Word and PowerPoint, Trace and Smooth), 2 x 1,560-Sheet Paper Drawers, 2 x 570-sheet Paper Cassettes, 100 Sheet Stack Bypass, 3GB of RAM, 250GB HDD with encryption, and USB 3.0/2.0 connectivity. Includes uniFLOW Online Express, Universal Login Manager (ULM), Wireless LAN, Remote Operator's Software Kit, McAfee Embedded Control and other Standard Security Features.

The imageRUNNER ADVANCE DX 8705i model requires the imageRUNNER ADVANCE DX 8705i/8795i/8786i Main Engine and the imageRUNNER ADVANCE DX 8705i Speed License.

Product name	Net component size			Additional Power Supply	Plug Image
	W	D	H		
	inch	inch	inch		
imageRUNNER ADVANCE DX 8705i	26.38	30.31	46.65		
Staple Finisher-W1 PRO	31.50	31.18	48.78	Yes	
Total	58.07	32.24	48.78		



EQUIPMENT ORDER FORM

BILL TO:

Invoice #	
Acct #	
Company Name	
Address	
City	
State	Zip
Phone	
Contact	

INSTALL:

Date	
Acct #	
Company	
Address	
City	
State	Zip
Phone	
Contact	

Type of Agreement		Months	Purchase Order #	Terms	Sales Rep	Date Required
Purchase	Lease Cost Per Image SIP					

QUANTITY	PRODUCT CODE	MODEL/SERIAL #	UNIT \$/MO. PMT	TOTAL

Trade-in Information			Lease Return	ABM ID	SUBTOTAL
Model	Serial #	Meter			DELIVERY
					TAX exempt

INSTALLATION AND ELECTRICAL REQUIREMENTS

By acknowledging that they have been informed of the manufacturers recommended space and electrical requirements for the equipment listed above. Failure to comply with the manufacturer specifications may void any warranties. Customer has been informed that a surge protector is recommended to protect their electronic investment from power disturbances. Said surge protector should have network protection for systems installed in a networked configuration. Customer will be responsible for damage sustained due to inadequate protection from power disturbances.

TRADE-IN

MAINTENANCE

THIS AGREEMENT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE WHICH ARE MADE A PART HEREOF AND WHICH CUSTOMER ACKNOWLEDGES THAT THEY HAVE READ.

TOTAL

0.00

X _____
CUSTOMER SIGNATURE

_____ TITLE

_____ DATE

X _____
ABM APPROVAL

_____ TITLE

_____ DATE

This sales agreement is not binding until it is approved and signed by an authorized signer for American Business Machines.

ABM EQUIPMENT ORDER – TERMS & CONDITIONS

1. The terms on this Equipment Order Form constitute the entire agreement between the purchaser and the seller. No other representation, statements, or warranties not contained herein shall be relied upon by the buyer (or seller) unless made by mutually agreed upon written amendment to this agreement. This is a binding order, not subject to cancellation.
2. The Buyer grants to ABM a security interest in the above-described goods to secure payment of the purchase price. Buyer authorizes ABM to file a UCC-1 Financing Statement, and authorizes ABM, as Buyer's attorney-in-fact, to execute and file the financing statement. Buyer agrees to pay all of American Business Machines (ABM) costs in the collection of any amount due hereunder in the recovery of any property, pursuant hereto or in the enforcement of its right against Buyer, including reasonable attorney's fees, whether or not suit be brought. Customer agrees that in the event of any default of this agreement, ABM may remove products affected by the default from customers premises with or without process of law.
3. Payment terms are upon receipt of invoice (URI) unless otherwise specified. Late charges of 1.5% per month on the outstanding balance will be added if payments are not received within 15 days of the invoice date. The minimum late charge of \$9.50. Late charges will not exceed the maximum permitted by law. Buyer agrees to pay seller a returned check charge of \$25.00 per occurrence if any of buyers checks are returned to seller unpaid. Upon default of any payment or any other aspect of this agreement, seller may, at its option, declare the entire outstanding balance immediately due and payable.
4. Other than obligations set forth herein, ABM disclaims all warranties, express or implied, including any implied warranties of merchantability, fitness for use, or fitness for a particular purpose. ABM shall not be responsible for direct, incidental, or consequential damages, including but not limited to damages arising out of the use or performance of the equipment or the loss of use of the equipment.
5. ABM shall be temporarily relieved of its obligation in the event that labor disturbances, acts of God, unavailability of product, or other circumstances beyond ABM's control prevent ABM from fulfilling the terms of this agreement.
6. No goods may be returned without ABM's approval or prior written consent. A) Only consumable goods invoiced within 60 days will be considered for return. B) On authorized returns, buyer agrees to pay a restocking charge equivalent to 30% of the purchase price. C) Merchandise returned without authorization may not be accepted at the receiving dock and is the sole responsibility of the buyer. (D) All non-saleable merchandise (that has been partially used or opened) will be deducted from any credit amount due the buyer.
7. All claims regarding shipments and receipt of goods must be made within 7 days of delivery.
8. Applicable taxes shall be added to the purchase price unless the customer has supplied a tax exemption or resale certificate (prior to shipment) acceptable to the proper taxing authorities.



MAINTENANCE AGREEMENT

BILL TO

Invoice #			
Acct #			
Purchase Order #			
Company Name			
Address			
City			
State	Zip		
Phone			
Contact			

SERVICE ADDRESS

Date			
Acct #			
Purchase Order #			
Company Name			
Address			
City			
State	Zip		
Phone			
Meter Contact			

INCLUSIVE COVERAGE

- △ **PRACTICAL** *Includes all parts, labor, service calls, mileage, and inspections (Excludes ALL consumables, drums, and toner)*
- △ **EXTENDED** *Includes drum, all parts, labor, service calls, mileage, and inspections (Excludes ALL toner, paper, and staples)*
- △ **FULL COMP.** *Includes toner, drum, all parts, labor, service calls, mileage, and inspections (Excludes ALL paper and staples)*
- △ **NO CONTRACT** *Charge per call basis on drums, toner, all parts, labor, service calls, and mileage (Hourly rate @ \$85.00)*

COVERED EQUIPMENT

MODEL #	SERIAL #	START METER	CONTRACTED VOLUME	MONTHLY COPY VOLUME	BASE CHARGE	OVERAGE / PER COPY CHARGE
Renewal: Y or N						
Agreement Start Date:				TOTAL	0.00	

BILLING CYCLE

- △ **TSA INCLUDED** **Must have attached TSA Agreement* This maintenance plan is effective for Δ 12 months or Δ 24 months from the agreement start date (install date if applicable) or the contracted volume, whichever occurs first. Base charges are payable in advance with overages billed in arrears. 24-month contract will lock in the service price for 24-month period.
- △ **MONTHLY**
- △ **QUARTERLY**
- △ **SEMI-ANNUAL**
- △ **ANNUAL**

Special Instructions:	
-----------------------	--

Customer agrees to purchase, and American Business Machines agrees to provide maintenance service for the equipment listed above, in accordance with the terms and conditions of this agreement. No terms or conditions, expressed or implied, are authorized unless they appear on the original of this agreement and are signed by the customer and an officer of American Business Machines. The additional terms and conditions of this agreement listed on the reverse side are incorporated in and made part of this agreement. No change, alteration, or amendment of these terms and conditions are authorized or effective unless agreed upon in writing by an officer of American Business Machines. No course or dealing or other conduct or custom shall constitute an amendment to the terms hereof nor alter or vary the terms of this agreement.

Accepted by Customer

X

CUSTOMER SIGNATURE

PRINTED NAME

TITLE

DATE

Accepted by American Business Machines

X

AUTHORIZED SIGNATURE

PRINTED NAME

TITLE

DATE

JONES-WALBAUM dba AMERICAN BUSINESS MACHINES MAINTENANCE AGREEMENT TERMS CONDITIONS

1. During the term of this Agreement, and for each unit of Equipment listed on the front of this document, American Business Machines (ABM) will provide, during ABM's normal business hours, without additional charge; labor, emergency service, preventative maintenance service and all replacement parts, except as noted in the terms and conditions of this agreement. This agreement does not cover installation or de-installation of the equipment, performing electrical work external to the equipment or transportation of the equipment to another location.
2. The maintenance service provided in this Agreement shall not cover, and customer shall pay ABM's then current labor, parts and/or supplies, charges for any service calls, repairs and supplies required as a result of (a) inadequate customer operator involvement or service performed by personnel other than those of ABM, (b) causes other than normal use, customer's willful act, negligence or misuse, accident, transportation, electrical power failure, air conditioning or humidity control, or any other cause external to the equipment, (c) use of supplies (other than paper) or parts other than the supplies or parts supplied by ABM, (d) retrofits or modifications not designated by Canon U.S.A., Inc. as optional. ABM shall not be responsible for delay's in providing service due to strikes, accidents, embargoes, acts of God, or any other event beyond its control.
3. Telephone Support and Remote Diagnostics. To ensure that the product is repaired as quickly and efficiently as possible, Customer must first work cooperatively with Call Center Support to try to repair the product. If the product contains features that enables ABM to diagnose and repair problems with the product remotely, ABM may request that Customer allow such remote access to the product.
4. In order to optimize and ensure accuracy of your specific unit(s) meter reads, all customers will be required within 60 days of commencement of their maintenance agreement to utilize (2) options for meter read efficiency; ERDS and/or FM Audit. These allow for accurate meter reads and ensure billing accuracy based on unit(s) usage. If customer has not moved to either of these automatic monitoring systems, customer will be in turn charged at a monthly manual meter collection fee of \$25.00 per unit(s).
5. Maintenance calls under this Agreement will be made during normal business hours. Travel and labor time for service calls after normal hours, on weekends and on holidays, if and when available, will be charged at after-hours rates in effect at the time the call is made.
6. Labor performed during a service call includes lubrication and cleaning of the equipment and the adjustment, repair or replacement of parts described as follows; all parts necessary to the operation of the equipment, with the exception of the parts listed below, and subject to the general scope of coverage, will be repaired or replaced free of charge during a service call included in the maintenance service provided by this Agreement. Exceptions are, but not limited to; Paper Cassettes, Document Feeder Covers and Belts and any other "Cosmetic" parts.
7. Rebuilding or major overhauls are not covered by this Agreement. In addition, when at its sole discretion, ABM determines that a reconditioning is necessary, as a result of expected wear and tear of materials and age factors caused by normal office environment usage, in order to keep the equipment in working condition, ABM will submit to customer an estimate of needed repairs and their cost, which will be in addition to the charge payable under this Agreement. If the customer does not authorize such reconditioning, ABM may discontinue service of the equipment under this Agreement or may refuse to renew this Agreement upon its expiration. Thereafter, ABM will make service available on the time and material rates in effect at the time of service.
8. Supply inclusive plans will include all supplies, as indicated on the front of this Agreement, necessary for the operation of the equipment based on manufacturer specifications. ABM shall have the option to charge the customer the current retail price for any excessive consumption of supplies used in this equipment.
9. The initial charge for maintenance under this Agreement shall be the amount set forth on the front side of this Agreement. At the end of each successive twelve-month period, ABM may, at its discretion, increase the cost per copy charge by a maximum of fifteen percent of the charge previously in effect and increase at its discretion the service base based on the usage of the specific unit when standard volume is not being met per the standard specifications of the unit is not being met.
10. IN NO EVENT SHALL ABM BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES OR LOST PROFITS OF ANY NATURE WHATSOEVER, UNDER NO CIRCUMSTANCES SHALL ABM'S LIABILITY ARISING FROM THE PROVISION OF MATERIALS, PARTS, REPAIRS OR SERVICES UNDER THIS AGREEMENT EXCEED, IN THE AGGREGATE, THE PRICE OF ONE YEAR'S MAINTENANCE UNDER THIS AGREEMENT.
11. If the customer does not pay all charges for maintenance as provided for under this Agreement, promptly when due: (1) ABM may (a) refuse to service the equipment or (b) furnish service on a C.O.D. per call basis at the then current rate for time and materials and (2) the customer agrees to pay to ABM (a) its cost and expense of collection including reasonable attorney's fees and (b) all charges for service provided before payment of the contract on a per call basis at current rates.
12. Taxes. Service fees are exclusive of all state/provincial and local sales, use, excise, privilege, and similar taxes. Such taxes shall be paid by the Customer unless a valid exemption certificate is furnished by Customer.
13. This Agreement can be immediately cancelled by ABM upon any breach of the terms and conditions contained herein. Customer may cancel this agreement for non-performance. Customer must forward to ABM, via registered letter to the address listed on the front of this document, the specific problems with the system or other area(s) of non-performance. ABM shall have 30 days to correct the problem. If ABM has not corrected the problem within 30 days, Customer may notify us of your intent to cancel the Agreement in 30 days. Customer termination of an Agreement prior to the expiration of the contract period, for any reason other than listed above, will be billed in accordance with terms in effect on the termination date, subject to the monthly minimum charge through the last day of the termination month and the following early termination charges based on the number of full months remaining to contract expiration.

Full Months Remaining to Contract Expiration	Multiple Times Full Monthly Minimum
24 or more	12
18-23	10
12-17	9
7-11	8
0-6	Balance of Agreement

14. This Agreement may be cancelled at any time by ABM, either based upon any breach of the terms and conditions by customer or for the convenience of ABM. If terminated because of the breach of contract by the customer, ABM may first deduct its damages for the breach of the contract prior to refunding any fees paid by the customer. If this Agreement is terminated for the convenience of ABM, ABM will give the customer 14 days advance written notice. ABM will then refund any unearned, prepaid fees which may be due to the customer on a prorated basis based upon the remaining term of the Agreement. In the event of any litigation arising out of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs from the other. The County of Kern, California, shall be the exclusive proper jurisdiction and venue over any dispute arising from this Agreement.
15. This Agreement shall be governed by and construed according to the laws of the State of California. It constitutes the entire agreement between the parties and may not be modified except in writing and signed by duly authorized officers of ABM and the customer. This Agreement constitutes the complete and exclusive understanding and agreement of the parties and supersedes all prior understandings and agreements, whether written or oral, with respect to the subject matter hereof. If any provision of this Agreement is held invalid or unenforceable, all other provisions shall nevertheless continue to be valid and enforceable.
16. Customer shall promptly notify ABM in writing of any alleged defect in any service, product, or material provided to customer by ABM under this Agreement. Likewise, customer shall promptly notify ABM in writing of any problem or issue experienced by customer with any item of equipment which is the subject of this Agreement.

CUSTOMER REFERENCE

ABM MPS Case Study – William S. Hart Union High School District

The Situation and Challenges

The William S. Hart Union High School District (WSHUHSD) had been with Xerox for their entire fleet and on-site print shop for 10+ years. As more people moved to Santa Clarita, student populations began to rise, as did the demand for classroom materials resulting in a need for increased document production capacity to meet growing student demands.

Updating the entire copier fleet and print shop would be a vigorous, intense process, ensuring all the latest technology and options were implemented to reduce copying costs. The newly implemented fleet was required to be user friendly for 1,000 user end-users throughout all 16 school sites, print shop and executive district offices while reducing cost. Other challenges presented included high toner costs, constant breakdown of current machines, and implementing an entirely new fleet without interfering with the daily workflow of staff.

The Solution

ABM's major account team conducted several walk-throughs of each site and reviewed all current equipment on-site before proposing a combination of 100+ upgraded MFP and copier units as well as implementing a detailed managed printer software solution for the current 1,100 desktop printer fleet.

ABM utilized uniFLOW and prismaDIRECT to allow all end-users to utilize electronic delivery for all print jobs to the district print shop rather than relying on hand delivery. The entire fleet also came enabled with employee access control systems with the use of proximity cards, allowing for detailed usage tracking for each device.

The Results

Updating to all new equipment and technology helped meet the demands of delivery and printing options the



Overview

Industry

Education – High School
Grades 7-12 (20,000+ enrolled students)

Objective

Improve current printer fleet of 1,300+ printers, through lower response times and cost efficiency while reducing internal IT support requirements.

Approach

- Engage Software Engineers to implement a rules-based routing and printing for entire fleet
- Reduce number of printers by more than 30%
- Utilize electronic shipping of all supplies with easy delivery and implementation management
- Increase end-user satisfaction for teachers and students through proactive optimization measures and transitioning to digital workflows

district required for its growth. The district print shop equipment was delivered on a Friday, installed, and running by Monday morning, requiring no workflow interruption for educators and staff. The entire MFP/copier fleet was delivered and installed within 5 business days, including training for all end-users.

The full-service contract on all newly leased machines saved WSHUHSD thousands of dollars per month, as well as covering all service calls, travel charges, phone support, and parts and labor.

CUSTOMER REFERENCE

Customer Reference Letter



William S. Hart Union High School District

October 8, 2018

To whom it may concern:

As the Director of Purchasing and Warehouse for the William S. Hart Union High School District, it is my sincere pleasure to submit a written letter of recommendation on behalf of American Business Machines (ABM). I think very highly of ABM, the services they provide and the talented, confident people who make it all work.

ABM won the formally bid, Multi-Function Device/Digital Copier (MFD) and Managed Print Services (MPS) Lease and Maintenance Service contract in October 2016. The contract requires that they provide and maintain 99 copiers, 1100 printers and a Facilities Managed Copy Center supporting over 40,000,000 impressions annually. We required that ABM focus emphasis on providing managed document services to realize cost control and volume management across our image production. They surpassed our expectations. They recently deployed Rules Based Routing (RBR) for the District and although it was not an easy or fast process to implement, they kept the course and successfully connected over 1100 printers to RBR. Now on to the next project!

The management team of Omar Nesheiwat and Will Cronk are superior. They are accessible and responsive to our every question and our every request. They have the years of experience in the industry to facilitate best practices across all the MFD and MPS devices/service levels and have successfully guided us to a more efficient, more robust, and more forward-thinking solution. The technical staff backing them up is also top notch. The technical staff is courteous, professional, and knowledgeable. They, too, go the extra mile to make sure the equipment is working and that staff is receiving the best support possible.

We have been working together for two years and I could not be happier. I highly recommend ABM as your supplier of MFD and MPS services. Please do not hesitate to be in touch if you have any further questions about ABM. You may reach me at 661-259-0033, ext. 332.

Respectfully,

Leigh Hansen
21380 Centre Pointe Parkway
Santa Clarita, CA 91350
661/259-0033 x332



CANON SOLUTIONS AMERICA

imageRUNNER
ADVANCE

C5560i / C5550i

C5540i / C5535i

INTUITIVE USABILITY, OUTSTANDING COLOR QUALITY, HIGH PRODUCTIVITY

The imageRUNNER ADVANCE C5500 Series is designed to improve office productivity and to deliver high-quality color output for demanding office environments. These intelligent systems provide an intuitive user experience and support Canon's holistic business solutions.

Print up to 60 ppm in color/black and white

Scan up to 160 ipm (300 dpi) (BW, color, duplex)

Print up to 12" × 18"

6,350-sheet maximum paper capacity



Workflow Efficiency

- An intuitive user interface with a large, responsive color touch-screen with smartphone-like usability helps make carrying out tasks easy.
- My ADVANCE enables a unique, personal experience, creating a customized user experience tailored to meet each user's workflow needs.
- Canon's MEAP platform supports a range of integrated solutions designed to simplify workflow and achieve a holistic business solution.
- Scalable support for mobile and flexible work styles can help increase efficiency by allowing workers to capture or print documents and access certain cloud applications.¹
- Scan and convert documents to Searchable PDF, Microsoft[®] Word, and Microsoft[®] PowerPoint[®] files through a single-pass, duplexing document feeder that holds up to 150 originals.
- Intelligent features, such as motion sensor technology to wake the device from sleep mode and the ability to remove blank pages when scanning, help maximize productivity.

Security

- Control who has access to the device with authentication by using the standard Universal Login Manager application.
- Help limit unauthorized distribution of sensitive information with an array of standard and optional document security features.
- Help facilitate information privacy and security by controlling access with IPsec, port filtering capabilities, and SSL technology.

Cost Management

- The ability to apply print policies, monitor output, and restrict usage by user can help reduce unnecessary printing, enable cost recovery, and help save money on paper and toner.
- Tight integration with output management solutions, such as optional uniFLOW, provides the ability to carry out detailed tracking, reporting, and cost analysis.
- Quality and reliability, combined with remote diagnostics and assistance, contribute to maximizing uptime and can help reduce time spent by IT resolving issues.
- Consistent user operation, combined with remote and centralized fleet management, can help simplify IT management of a single device or fleet.


CANON SEE IMPOSSIBLE

Device and Fleet Management

- The ability to pre-configure devices makes installation easy, and fleet management is simplified with the ability to synchronize settings across multiple devices.
- Canon's device management tools give you a centralized point of control across your entire fleet, including the ability to check device status and consumables, turn off devices remotely, capture meter readings, as well as manage address books and printer drivers.
- Standard Genuine Adobe[®] PostScript[®] and PCL[®] support integration with enterprise applications and legacy systems to help streamline business processes.

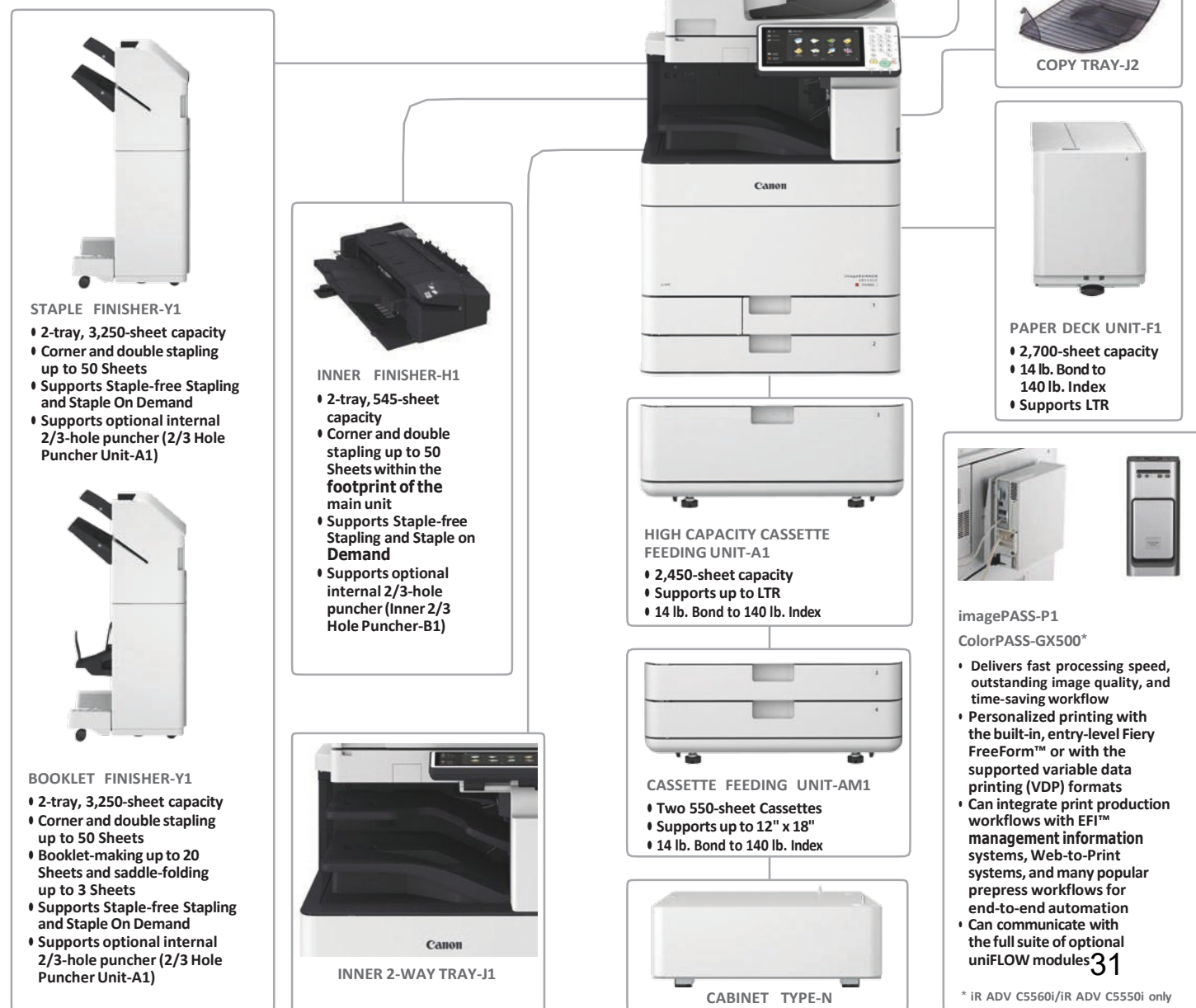
Quality and Reliability

- Canon's signature reliability and engine technologies contribute to high-quality output to help meet the needs of busy departments.
- Outstanding imaging technologies and toner allow for consistently striking images using Canon's V² color profile and 1200-dpi print resolution.
- Designed to achieve maximum uptime with status notifications to help keep supplies replenished, intuitive user maintenance videos, the ability to replace toner on the fly, and automatic job rerouting (with optional solutions).

Sustainability

- Fusing technologies, CS toner, and innovative sleep mode features help lower overall energy consumption.
- Help minimize waste with default two-sided printing, Secure Print, and the ability to hold print jobs, preview them and change print settings at the device, so you can achieve the results you want the first time.
- ENERGY STAR[®] certified and rated EPEAT[®] Gold.²

Configuration



Address Book

LDAP (2,000)/Local (1,600)/Speed dial (200)

Send Resolution

600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 400 dpi, 200 x 200 dpi, 200 x 100 dpi, 150 x 150 dpi, 100 x 100 dpi

Communication ProtocolFile: FTP, SMB, WebDAV
E-mail/I-Fax: SMTP, POP3, I-Fax (Simple, Full)**File Format****Standard:** TIFF, JPEG, PDF (Compact, Searchable, Apply policy, Optimize for Web, PDF A/1-b), XPS(Compact, Searchable), Office Open XML (PowerPoint, Word)
Optional: PDF (Trace & Smooth, Encrypted), PDF/XPS (Digital Signature)**Universal Send Features**

Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density Adjustment, Sharpness, Copy Ratio, Erase Frame, Job Build, Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, File Name, Subject/Message, Reply-to, E-mail Priority, TX Report, Original Content Orientation, Skip Blank Originals, Detect Feeder Multi Sheet Feed

Fax Specifications (Optional)**Modem Speed**Super G3: 33.6 kbps
G3: 14.4 kbps**Compression Method**

MH, MR, MMR, JBIG

Resolution

400 x 400 dpi, 200 x 400 dpi, 200 x 200 dpi, 200 x 100 dpi

Sending/Recording Size

Statement-R to 11" x 17"

Fax Memory

Up to 30,000 pages

Speed Dials

Max. 200

Group Dials/Destinations

Max. 199 dials

Sequential Broadcast

Max. 256 addresses

Memory Backup

Yes

Fax Features

Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density for Scanning, Sharpness, Copy Ratio, Erase Frame, Job Build, Specifying the Sender's Name (when sending fax), Sender's Name (TTI), Select Line, Selecting the Telephone Line (when sending fax), Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, TX Report, Detect Feeder Multi Sheet Feed

Store Specifications**Mail Box (Number Supported):**

100 User In-boxes, 1 Memory RX In-box, 50 Confidential Fax In-boxes, 30,000 Maximum Pages Stored

Advanced Box:Communication Protocol: SMB or WebDAV
Supported
Client PC: Windows (Windows Vista/7/8/8.1/10)
Concurrent Connections (Max.):
SMB: 64
WebDAV: 3 (Active Sessions)**Advanced Box Available Disc Space:**Approx. 16 GB (Standard HDD)
Approx. 480 GB (Optional 1 TB HDD)**Advanced Box Features:**

Disabling Advanced Box, Storage Filtering, Authentication for Advanced Box Log-in, Search Function, Sort Function, Printing a PDF File with a Password, imageWARE Secure Audit Manager Support

Memory Media

Standard: USB

Security Specifications**Authentication****Standard:** Universal Login Manager, User Authentication, Department ID Authentication, Access Management System, Device and Function Level Log-in-uniFLOW
Optional: uniFLOW**Data****Standard:** Trusted Platform Module (TPM), Hard Disk Password Lock, Hard Disk Drive Erase, Mail Box Password Protection, Hard Disk Drive Encryption (FIPS140-2 Validated)
Optional: Hard Disk Drive Mirroring, Hard Disk Drive removal, IEEE 2600.2 Common Criteria Certification, Data Loss Prevention (Requires uniFLOW)**Network****Standard:** IP/Mac Address Filtering, IPsec, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP Authentication before SMTP**Document****Standard:** Secure Print, Adobe LiveCycle® Rights Management ES2.5 Integration
Optional: Encrypted PDF, Encrypted Secure Print, User and Device signatures, Secure Watermarks, Document Scan locking**Environmental Specifications****Operating Environment**Temperature: 50 to 86° F
Humidity: 20 to 80% RH (no condensation)**Power Requirements**C5560i/C5550i:120-127V AC 60 Hz,11.5 A
C5540i/C5535i:120-127V AC,60 Hz,10 A**Plug (Main Unit)**C5560i/C5550i: NEMA 5-20P
C5540i/C5535i: NEMA 5-15P**Power Consumption**Maximum: Approx. 1.8 kWh
Standby: Approx. 66.2 W
Sleep Mode: Approx. 0.8 W¹³**Typical Electricity Consumption (TEC) Rating:**3.2 kWh (iR ADV C5560i)
2.0 kWh (iR ADV C5540i)
2.5 kWh (iR ADV C5550i)
1.6 kWh (iR ADV C5535i)**Standards**ENERGY STAR® Certified
Rated EPEAT® Gold²
RoHS Compliant**Consumables****Toner**GPR-55 Toner¹⁴**Toner Yield (Estimated @ 5% Coverage)**Black: 69,000 Images
Color (C,M,Y):¹⁴ 60,000 Images**Footnotes**

- ¹ Subscription to a third-party cloud service required. Subject to third-party cloud service providers' terms and conditions.
- ² For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net.
- ³ Some types of tracing paper cannot be used.
- ⁴ Time from device power-on to when copy jobs can be programmed.
- ⁵ Includes main unit and either Cassette Feeding Unit-AM1, High Capacity Cassette Feeding Unit-A1, or Cabinet Type-N.
- ⁶ Includes main unit, consumables, and Cassette Feeding Unit-AM1.
- ⁷ PDF print from Web sites is supported.
- ⁸ EPS can be printed directly only from the Remote User Interface.
- ⁹ For more information, including compatibility, please visit <https://www.csa.canon.com>.
- ¹⁰ Requires the optional PCL International Font Set-A1.
- ¹¹ Requires the optional Barcode Printer Kit-D1.
- ¹² Other operating systems and environments including AS/400, UNIX, Linux and Citrix may be supported. Some of these solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.
- ¹³ 0.8 W Sleep mode not available in all circumstances due to certain settings.
- ¹⁴ GPR-55L Toner also available for Color (C, M, Y).
Yield (estimated @ 5% coverage) is 26,000 images.

For detailed specifications and a comprehensive list of optional accessories, see the imageRUNNER ADVANCE C5500 Series Specifications document.

For more information, call or visit
1.800.815.4000 CSA.CANON.COM

As an ENERGY STAR® Partner, Canon U.S.A., Inc. has certified these models as meeting the ENERGY STAR energy efficiency criteria through an EPA recognized certification body. ENERGY STAR and the ENERGY STAR mark are registered U.S. marks. AirPrint and the AirPrint logo are trademarks of Apple Inc. Canon, imageRUNNER, imageWARE, imagePASS, and the GENUINE logo are registered trademarks or trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. uniFLOW is a registered trademark of NT-ware Systemprogrammierung GmbH. Adobe® and PostScript® 3™ are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Microsoft® and PowerPoint® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. PCL® is a registered trademark of Hewlett-Packard Company. All other referenced product names and marks are trademarks of their respective owners. All printer output images are simulated. All features presented in this brochure may not apply to all Series and/or products and may be optional; please check with your Canon Authorized Dealer for details. Products shown with optional accessories. Canon U.S.A. does not provide legal counsel or regulatory compliance consultancy, including without limitation, Sarbanes-Oxley, HIPAA, GLBA, Check 21 or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance. Specifications and availability subject to change without notice. Not responsible for typographical errors.
©2016 Canon U.S.A., Inc. All rights reserved.

Federal Law prohibits copying of certain documents. Violators may be subject to penalties. We suggest that you check with your own legal counsel. Canon U.S.A., Inc. and Canon Canada, Inc. intend to cooperate with Law Enforcement Agencies in connection with claims of unauthorized copying.

CSA/7-16-262
0716-CSAIRA5500RSB-PDF-IH



**imageRUNNER
ADVANCE DX
C5870i / C5860i
C5850i / C5840i**

imageRUNNER ADVANCE DX C5800 Series

**Color
Mid-volume
Multifunction**

- Print up to 70 ppm (BW/color)
- Scan up to 270 ipm (300 dpi) (BW/color, duplex)
- Print up to 12" x 18"
- 6,350-sheet maximum paper capacity

Canon's comprehensive portfolio of imageRUNNER ADVANCE DX multifunction printers and integrated solutions can help simplify the end user experience and management of technology, better control sensitive information and print-related costs, and help ensure that technology investments proactively evolve with changing needs.



**WORKFLOW
EFFICIENCY**

- 10.1" intuitive touchscreen with smartphone-like usability.
- A unique, customized experience tailored to individual preferences using My ADVANCE.
- Supports mobile solutions and integration with many popular cloud services like Google Drive.¹
- Scan and convert documents to searchable digital files in a variety of file formats.
- Integration with Canon and various third-party software with embedded application platform.
- Hot Folders allow users to drag and drop a file into a hot folder and automatically print with pre-defined settings such as number of copies and finishing requirements.



SECURITY

- Advanced standard security feature set to help safeguard sensitive information and assist in regulatory compliance.
- Integrates with existing, third-party SIEM² systems to help provide real-time, comprehensive insights into potential threats to the network and printers.
- Technology to verify that the device boot process, firmware, and applications initialize without alteration at startup. McAfee Embedded Control³ utilizes a whitelist to protect against malware and tampering of firmware and applications.
- Security policy settings can be controlled with a dedicated password, configured from a central location, and exported to other supported devices.
- Control access to the device and specific features, using a host of flexible authentication methods—PIN code, user name/password, or card access.⁴



**QUALITY AND
RELIABILITY**

- Canon's signature reliability and engine technologies help keep productivity high and minimize the impact on support resources.
- Outstanding imaging technologies and toner allow for consistently striking images, thanks to Canon's V² color profile.
- Designed to achieve maximum uptime with status notifications that help keep supplies replenished and intuitive maintenance videos for consumables replacement.
- imageRUNNER ADVANCE models have received many awards and recognition from leading industry analysts, often referencing strong reliability.

* Security Information and Event Management.



DEVICE AND FLEET MANAGEMENT

- Designed for quick, easy deployment.
- Remote diagnostics and parts life management for proactive maintenance and rapid fixes.
- Easy and intuitive to monitor device status and consumable levels, turn off devices remotely, observe meter readings, manage settings, and implement security policies.
- Common firmware and regular updates with Unified Firmware Platform (UFP) for continuous improvements and consistency across a fleet.



COST MANAGEMENT

- Track and assess print, copy, scan, and fax usage and allocate costs to departments or projects.
- Apply print policies and restrict usage by user to help reduce unnecessary printing and contribute to cost efficiency.
- Standard cloud-based solution provides a centralized dashboard with up-to-the-minute insights into printer activity.
- Upgrade to uniFLOW server or cloud-based solutions for full accounting and reporting for compatible Canon and third-party devices, pull printing, job routing, and powerful scan workflows.

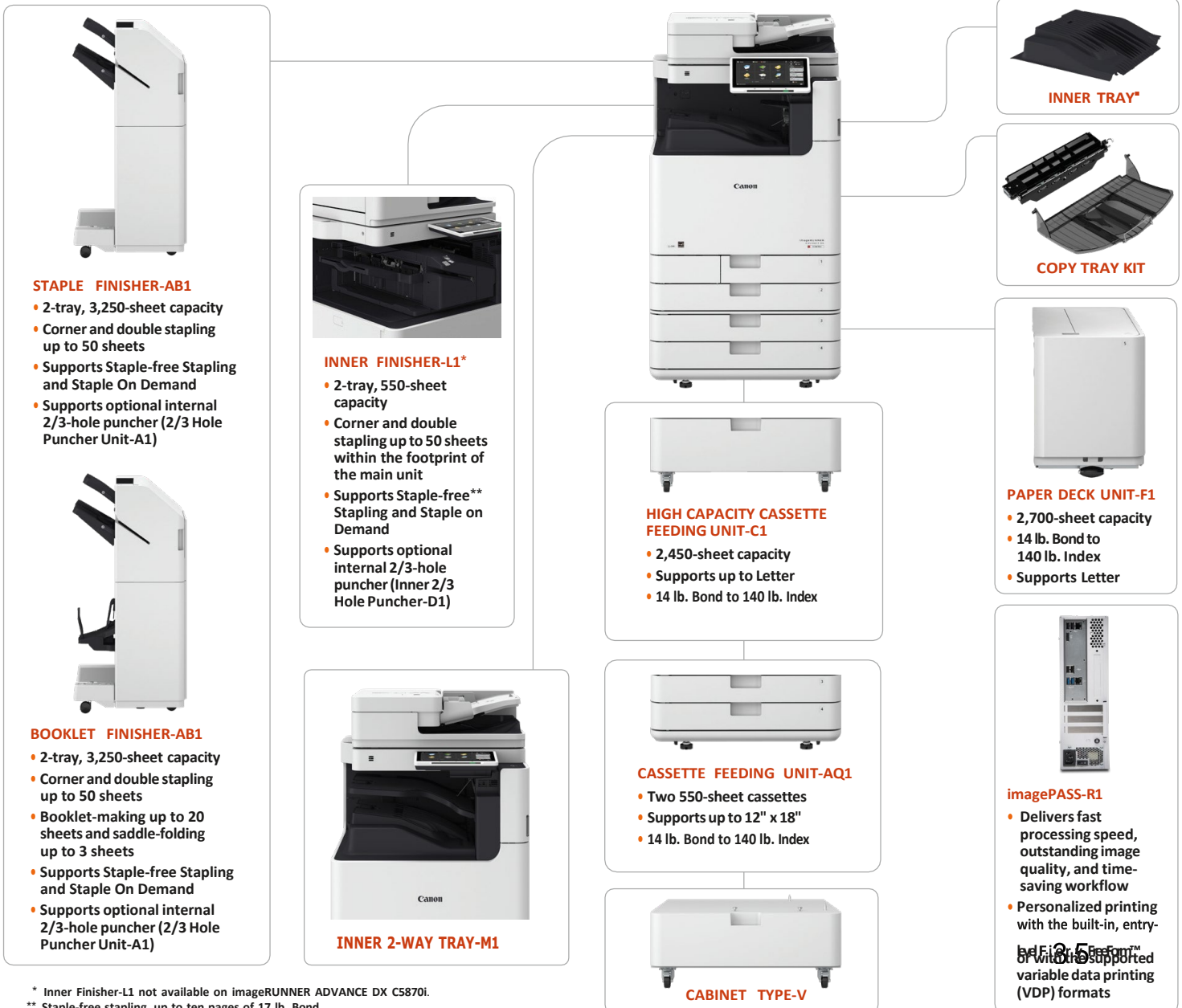


SUSTAINABILITY

- A combination of fusing technologies and low-melting-point toner minimizes power requirements and helps achieve low energy consumption.
- Encourage environmentally conscious work practices by enabling multiple settings that can help save paper and energy.
- ENERGY STAR® certified and rated EPEAT® Gold.⁵

CONFIGURATION OPTIONS

imageRUNNER ADVANCE DX C5800 Series



* Inner Finisher-L1 not available on imageRUNNER ADVANCE DX C5870i.
 ** Staple-free stapling, up to ten pages of 17 lb. Bond.
 ■ Required when Staple Finisher-AB1 or Booklet Finisher-AB1 is not installed.

SPECIFICATIONS

imageRUNNER ADVANCE DX C5800 Series

Main Unit

Type	Color Laser Multifunctional
Core Functions	Standard: Print, Copy, Scan, Send, Store Optional: Fax
Control Panel	10.1" TFT LCD WSVGA Color Flat-panel
Memory	5.0 GB RAM
Solid State Drive	Standard: 256 GB Optional: 1 TB
Interface Connection	Network: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n) Optional: NFC, Bluetooth Low Energy Others Standard: USB 2.0 (Host) x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1 Optional: Copy Control Interface
Paper Output Capacity (LTR, 20 lb. Bond)	Standard: 250 Sheets Maximum: 3,450 Sheets (with Staple Finisher-AB1 or Booklet Finisher-AB1 and 3rd Copy Tray Kit-A1)
Paper Sources (LTR, 20 lb. Bond)	Standard: Dual 550-sheet Paper Cassettes, 100-sheet Stack Bypass Optional: Dual 550-Sheet Paper Cassettes (Cassette Feeding Unit-AM1), 2,450-Sheet High Capacity Paper Cassette (High Capacity Cassette Feeding Unit-C1), 2,700-Sheet Paper Deck (Paper Deck Unit-F1)
Paper Capacity (LTR, 20 lb. Bond)	Standard: 1,200 Sheets Maximum: 6,350 Sheets
Finishing Capabilities	Standard: Collate, Group With Options: Collate, Group, Offset, Staple, Saddle-Stitch, Hole Punch, Staple Free Stapling, Staple On Demand ⁶
Supported Media Types	Multi-Purpose Tray: Thin, Plain, Recycled, Color, Heavy, Coated, Tracing, Bond, Transparency, Label, Pre-punched, Letterhead, Tab, Envelope Paper Cassettes: Thin, Plain, Recycled, Color, Heavy, Bond, Transparency, Pre-punched, Letterhead, Envelope ⁷
Supported Media Sizes	Upper Cassette: Letter, Executive, Statement-R, Envelope [No.10 (COM10), Monarch, DL, ISO-C5], Custom Size (3-7/8" x 5-7/8" to 11-3/4" x 8-1/2") Lower Cassette: 12" x 18", 11" x 17", Legal, Letter, Letter-R, Executive, Statement-R, Envelope [No.10 (COM10), Monarch, DL, ISO-C5], Custom Size (3-7/8" x 5-7/8" to 12" x 18") Multi-Purpose Tray: 12" x 18", 11" x 17", Legal, Letter, Letter-R, Executive, Statement, Statement-R, Envelope [No.10 (COM10), Monarch, DL, ISO-C5], Envelope Custom Size (3-7/8" x 3-1/2" to 12-5/8" x 18"), Custom Size/Free Size (3-7/8" x 5-1/2" to 12-5/8" x 18")
Supported Media Weights	Cassettes: 14 lb. Bond to 140 lb. Index (52 to 256 g/m ²) Stack Bypass: 14 lb. Bond to 110 lb. Cover (52 to 300 g/m ²) Duplexing: 14 lb. Bond to 140 lb. Index (52 to 256 g/m ²)
Print/Copy Speed (BW and Color)	C5870i: Up to 70 ppm (Letter); Up to 42 ppm (Letter-R); Up to 40 ppm (Legal); Up to 35 ppm (11" x 17") C5860i: Up to 60 ppm (Letter); Up to 36 ppm (Letter-R); Up to 34 ppm (Legal); Up to 32 ppm (11" x 17") C5850i: Up to 50 ppm (Letter); Up to 30 ppm (Letter-R); Up to 29 ppm (Legal); Up to 27 ppm (11" x 17") C5840i: Up to 40 ppm (Letter); Up to 24 ppm (Letter-R); Up to 23 ppm (Legal); Up to 21 ppm (11" x 17")

Warm-up Time	From Power On: Approx. 6 Seconds ⁸
From Sleep Mode⁹	C5870i: Approx. 7 Seconds C5860i/C5850i/C5840i: Approx. 6 Seconds
Quick Startup Mode:	Approx. 4 Seconds ¹⁰
Dimensions (W x D x H)	24-3/8" x 28-1/2" x 36-7/8" (620 x 722 x 937 mm) ¹¹
Installation Space (W x D)	Basic: 44-7/8" x 45-3/4" (1,138 x 1,162 mm) (Right Cover Open with Multi-purpose tray extended + Cassette Drawers Open) Fully Configured: 73-1/2" x 45-3/4" (1,866 x 1,162 mm) (Staple Finisher-AB1 or Booklet Finisher-AB1 with the extension tray extended + Paper Deck Unit-F1 + Cassette Drawers open)
Weight¹²	C5870i: Approx. 238.1 lb. (108 kg) C5860i/C5850i: Approx. 231.5 lb. (105 kg) C5840i: Approx. 229.3 lb. (104 kg)

Print Specifications

Print Resolution (dpi)	1200 x 1200
Standard Page Description Languages	UFR II, PCL6, Adobe PS 3
Supported File Types	PDF, TIFF, JPEG, EPS, ¹³ XPS
Printing from Mobile Devices and Cloud-based Services	A range of standard and optional software and MEAP-based solutions (including AirPrint, Mopria, Universal Print by Microsoft ¹⁴ , Canon PRINT Business, and uniFLOW Online) are available to provide printing from mobile devices or internet-connected devices and cloud-based services depending on your requirements. Please contact your sales representative for further information.
Fonts	PCL: 93 Roman, 10 Bitmap fonts, 2 OCR fonts, Andalé Mono WT J/K/S/T (Japanese, Korean, Simplified and Traditional Chinese), ¹⁴ Barcode Fonts ¹⁵ PS: 136 Roman
Operating System¹⁶	UFR/II/PS: Windows ¹⁷ 7/8.1/10/Server2008/Server2008 R2/Server2012/Server2012 R2/Server2016/Server2019, Mac OS X (10.11 or later) PCL: Windows ¹⁷ 7/8.1/10/Server2008/Server2008 R2/Server2012/Server2012 R2/Server2016/Server2019 PPD: Windows ¹⁷ 7/8.1/10, Mac OS X(10.10 or later)

Copy Specifications

First-Copy-Out Time	C5870i: As fast as 2.7 seconds (BW)/3.7 seconds (Color) C5860i: As fast as 2.9 seconds (BW)/4.2 seconds (Color) C5850i: As fast as 3.3 seconds (BW)/4.9 seconds (Color) C5840i: As fast as 4.1 seconds (BW)/6.1 seconds (Color)
Copy Resolution (dpi)	600 x 600
Multiple Copies	Up to 999
Magnification	25%-400% (1% Increments)
Preset Reductions/Enlargements	25%, 50%, 64%, 73%, 78%, 100% (1:1), 121%, 129%, 200%, 400%

Scan Specifications

Type	Single-Pass Duplexing Automatic Document Feeder
Document Feeder Paper Capacity	Up to 200 Sheets (20 lb. Bond)
Document Feeder Supported Media Sizes	11" x 17", Legal, Letter, Letter-R, Statement, Statement-R, Custom Size: 2-3/4" x 5-1/2" to 12" x 17"
Document Feeder Supported Media Weights	Single-Sided Scanning: 13.3 lb. Bond to 80 lb. Cover (50 to 220 gsm) (BW, CL) Double-Sided Scanning: 13.3 lb. Bond to 80 lb. Cover (50 to 220 gsm) (BW, CL)
Platen Acceptable Originals	Sheet, Book, 3-Dimensional Objects
Pull Scan	Color Network ScanGear2 for both Twain and WIA Supported Windows ¹⁸ 7/8.1/10/Server 2008/OS: Server 2008 R2/Server 2012/Server 2012 R2/Server 2016
Scan Resolution (dpi)	Scan for Copy: 600 x 600 Scan for Send: (Push) 600 x 600 (SMB/FTP/WebDAV/IFAX), (Pull) 600 x 600 Scan for Fax: 600 x 600

Scan to Mobile Devices and Cloud-based Services
A range of solutions is available to provide scanning to compatible mobile devices and certain cloud-based services depending on your requirements.

Scan Speed (LTR) (BW/CL)	Single-sided Scanning: 135/135 (300 dpi), 80/80 (600 dpi) Double-sided Scanning: 270/270 (300 dpi), 160/90 (600 dpi)
---------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

Send Specifications

Destination	Standard: E-mail/Internet FAX (SMTP), SMB3.0, FTP, WebDAV, Mail Box Optional: Super G3 FAX, IP Fax
Address Book	LDAP (2,000)/Local (1,600)/Speed Dial (200)
Send Resolution (dpi)	Push: Up to 600 x 600 Pull: Up to 600 x 600
Communication Protocol	File: FTP(TCP/IP), SMB3.0 (TCP/IP), WebDAV Email: SMTP, POP3
File Format	Standard: TIFF, JPEG, PDF (Encrypted, Compact, Searchable, Apply Policy, Optimize for Web, User Signature, PDF A/1-b, Limited Color, Device Signature, User Signature), XPS (Compact, Searchable, Device Signature, User Signature), Office Open XML (PowerPoint, Word)

Fax Specifications (Optional)

Modem Speed	Super G3: 33.6 Kbps G3: 14.4 Kbps
Compression Method	MH, MR, MMR, JBIG
Resolution (dpi)	400 x 400, 200 x 400, 200 x 200, 200 x 100
Sending/Recording Size	Statement-R to 11" x 17"
Fax Memory	Up to 30,000 Pages (2,000 jobs)
Speed Dials	Max. 200
Group Dials/Destinations	Max. 199 Dials
Sequential Broadcast	Max. 256 Addresses
Memory Backup	Yes

SPECIFICATIONS (Con't.)

imageRUNNER ADVANCE DX C5800 Series

Store Specifications

Mail Box (Number Supported)

100 User In-boxes, 1 Memory RX In-box, 50 Confidential Fax In-boxes, Maximum 10,000 Pages (2,000 jobs) Stored

Advanced Box

Communication Protocol: SMB or WebDAV

Supported

Client PC: Windows (Windows 8.1/10)

Concurrent Connections (Max.)

SMB: 64

WebDAV: 3

Advanced Box Available Disc Space

Approx. 16 GB (Standard HDD)

Approx. 480 GB (With Optional 1 TB HDD)

Security Specifications

Authentication and Access Control

User Authentication (Picture Login, Picture and PIN Login, Card Login, Username and Password Login, Function Level Login, Mobile Login), Department ID Authentication (Department ID and PIN Login, Function Level Login), uniFLOW Online Express¹⁷ (PIN Login, Picture Login, Picture and PIN Login, Card Login, Card and PIN Login, Username and Password Login, Department ID and PIN Login, Function Level Login), Access Management System (Access Control)

Document Security

Print Security (Secure Print, Encrypted Secure Print, Forced Hold Printing, uniFLOW Secure Print¹⁸), Receive Data Security (Confidential Fax Inbox Forwarding Received Documents Automatically), Scan Security (Encrypted PDF, Device Signature PDF/XPS, User Signature PDF/XPS, Adobe LiveCycle¹⁹ Rights Management ES2.5 Integration), BOX Security (Mail Box Password Protected, Advanced Box Access Control), Send Data Security (Setting for requesting password input per transmission, Restricted E-mail/File send functions, Confirming FAX number, Allow/Restrict Fax Driver Transmissions, Allow/Restrict Sending from History, S/MIME Support), Document Tracking (Secure Watermark)

Network Security

TLS 1.3, IPsec, IEEE802.1X authentication, SNMP V3.0, Firewall Functionality (IP/MAC Address Filtering), Dual Network Support (Wired LAN/Wireless LAN, Wired LAN/Wired LAN), Disabling Unused Functions (Enabling/Disabling Protocols/Applications, Enabling/Disabling Remote UI, Enabling/Disabling USB Interface), G3 FAX separation from LAN, USB Port separation from LAN, Prohibit the execution of files stored in Advanced Box in the MFP, Scan and Send-Virus Concerns for E-mail Reception

Device Security

Protecting SSD Data [SSD Data Encryption (FIPS140-2 Validated), SSD Lock], Standard SSD Initialize, Trusted Platform Module (TPM), Job Log Conceal Function, Protecting MFD Software Integrity, Checking MFD Software Integrity (Verify System at Startup, Runtime Intrusion Detection)

Device Management and Auditing

Administrator Password, Digital Certificate and Key Management, Audit Log, Cooperating with External Security Audit System (Security Information and Event Management), Image Data Logging, Security Policy Setting

Environmental Specifications

Operating Environment

Temperature: 50 to 86° F

Humidity: 20 to 80% RH (Relative Humidity)

Power Requirements

C5870i/
C5860i/ 110-127V, 60Hz, 12A

C5850i:

C5840i: 110-127V, 60Hz, 10A

Power Consumption

Maximum: Approx. 1,800 W

Standby: Approx. 56.1 W²⁰Sleep Mode: Approx. 0.8 W²⁰Typical Electricity Consumption (TEC) Rating²¹

C5870i: 0.86 kWh

C5860i: 0.71 kWh

C5850i: 0.57 kWh

C5840i: 0.47 kWh

Standards

ENERGY STAR²²CertifiedRated EPEAT²³Gold

Consumables

Toner²⁴

GPR-61 Toner BK/C/M/Y

GPR-61L Toner C/M/Y

Toner Yield (Estimated @ 5% Coverage)

GPR-61 Toner

BK: 71,000 Pages

GPR-61 Toner

C/M/Y: 60,000 Pages

GPR-61L Toner

C/M/Y: 26,000 Pages

¹ Subscription to a third-party cloud service required. Subject to third-party cloud service providers' Terms and Conditions.

² Third-party SIEM system required. Subject to third-party SIEM system's Terms and Conditions. Canon cannot ensure compatibility with all third-party SIEM systems.

³ This feature is off by default and must be turned on by the user. Warm-up times are affected once turned on.

⁴ Requires additional option.

⁵ For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net.

⁶ Finishing capabilities vary depending on the options connected.

⁷ Envelope Feeder Attachment (standard) is required.

⁸ Time from device power-on, until copy ready (not print reservation).

⁹ Time from exiting Sleep mode to when printing is operational.

¹⁰ Time from device power-on to when the copy icon appears and is enabled to operate on the touch panel display.

¹¹ Includes main unit and either Cassette Feeding Unit-AQ1, High Capacity Cassette Feeding Unit-C1, or Cabinet Type-V.

¹² Includes main unit, consumables, and Cassette Feeding Unit-AQ1.

¹³ EPS can be printed directly only from the Remote User Interface.

¹⁴ Requires the optional PCL International Font Set-A1.

¹⁵ Requires the optional Barcode Printer Kit-D1.

¹⁶ Other operating systems and environments, including AS/400, UNIX, Linux, and Citrix may be supported. Some of these solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.

¹⁷ No charge for this solution; however, activation is required.

¹⁸ Requires uniFLOW Online/uniFLOW.

¹⁹ Reference Value (measured one unit).

²⁰ 0.8 W Sleep mode not available in all circumstances due to certain settings.

²¹ Based on ENERGY STAR Product Specification for Imaging Equipment Version 3.0.

²² GPR-61L Toner also available for Color (C, M, Y). Yield (estimated @ 5% coverage) is 26,000 images.


USA.CANON.COM/SIMPLYADVANCED


As an ENERGY STAR²² Partner, Canon U.S.A., Inc. has certified these models as meeting the ENERGY STAR energy efficiency criteria through an EPA recognized certification body. ENERGY STAR and the ENERGY STAR mark are registered U.S. marks. Canon, imageRUNNER, imagePASS, and the GENUINE logo are registered trademarks or trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. Canon products offer certain security features, yet many variables can impact the security of your devices and data. Canon does not warrant that use of its features will prevent security issues. Nothing herein should be construed as legal or regulatory advice concerning applicable laws; customers must have their own qualified counsel determine the feasibility of a solution as it relates to regulatory and statutory compliance. McAfee and the McAfee logo are trademarks of McAfee LLC in the US and/or other countries. All other referenced product names and marks are trademarks of their respective owners. All features presented in this brochure may not apply to all Series and/or products and may be optional; please check with your Canon Authorized Dealer for details. Product shown with optional accessories. Canon U.S.A. does not provide legal counsel or regulatory compliance consultancy, including without limitation, Sarbanes-Oxley, HIPAA, GLBA, Check 21 or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance. Specifications and availability subject to change without notice. Not responsible for typographical errors.

©2021 Canon U.S.A., Inc. All rights reserved.

Federal Law prohibits copying of certain documents. Violators may be subject to penalties. We suggest that you check with your own legal counsel. Canon U.S.A., Inc. and Canon Canada, Inc. intend to cooperate with Law Enforcement Agencies in connection with claims of unauthorized copying.





Canon imageRUNNER ADVANCE DX C5870i
Outstanding 70-ppm A3 Color MFP

Canon imageRUNNER ADVANCE DX C5860i
Outstanding 60-ppm A3 Color MFP

Canon imageRUNNER ADVANCE DX C5840i
Outstanding 40-ppm A3 Color MFP

To learn about Canon's many awards, visit
usa.canon.com/awards.



imageRUNNER
ADVANCE DX
8705i / 8795i
8786i

imageRUNNER ADVANCE DX 8700 Series

Black-and-white
High-volume
Multifunction

Print up to 105 ppm (BW)

Scan up to 270/270 ipm (300 dpi) (BW/color, duplex)

Print up to 13" × 19"

8,020-sheet maximum paper capacity

Canon's comprehensive portfolio of imageRUNNER ADVANCE multifunction printers and integrated solutions can help simplify the end user experience and management of technology, better control sensitive information and print-related costs, and help ensure that technology investments proactively evolve with changing needs.



WORKFLOW EFFICIENCY

- 10.1" intuitive touchscreen with smartphone-like usability.
- A unique, customized experience tailored to individual preferences using My ADVANCE.
- Supports mobile solutions and integration with many popular cloud services like Google Drive.¹
- Scan and convert documents to searchable digital files in a variety of file formats.
- Integration with Canon and various third-party software with embedded application platform.
- Hot Folders allow users to drag and drop a file into a hot folder, and automatically print with predefined settings such as number of copies and finishing requirements.



SECURITY

- Advanced standard security feature set to help safeguard sensitive information and assist in regulatory compliance.
- Integrates with existing, third-party SIEM*² systems to help provide real-time, comprehensive insights into potential threats to the network and printers.
- Technology to verify that the device boot process, firmware, and applications initialize without alteration at startup. McAfee Embedded Control³ utilizes a whitelist to protect against malware and tampering of firmware and applications.
- Security policy settings can be controlled with a dedicated password, configured from a central location, and exported to other supported devices.
- Control access to the device and specific features, using a host of flexible authentication methods—PIN code, user name/password, or card access.⁴



QUALITY AND RELIABILITY

- Canon's signature reliability and engine technologies help keep productivity high and minimize the impact on support resources.
- Outstanding imaging technologies and toner allow for crisp text and consistent images in rich black-and-white tones.
- Designed to achieve maximum uptime with status notifications to help keep supplies replenished and intuitive maintenance videos for consumables replacement.
- imageRUNNER ADVANCE DX models have received many awards and recognition from leading industry analysts, often referencing strong reliability.

* Security Information and Event Management



DEVICE AND FLEET MANAGEMENT

- Designed for quick, easy deployment.
- Remote diagnostics and parts life management for proactive maintenance and rapid fixes.
- Easy and intuitive to monitor device status and consumable levels, turn off devices remotely, observe meter readings, manage settings, and implement security policies.
- Common firmware and regular updates with Unified Firmware Platform (UFP) for continuous improvements and consistency across a fleet.



COST MANAGEMENT


- Track and assess print, copy, scan, and fax usage and allocate costs to departments or projects.
- Apply print policies and restrict usage by user to help reduce unnecessary printing and contribute to cost efficiency.
- Standard cloud-based solution provides a centralized dashboard with up-to-the-minute insights into printer activity.
- Upgrade to uniFLOW server or cloud-based solutions for full accounting and reporting for compatible Canon and third-party devices, pull printing, job routing, and powerful scan workflows.



SUSTAINABILITY


- A combination of fusing technologies and low-melting-point toner minimizes power requirements and helps achieve low energy consumption.
- Encourage environmentally-conscious work practices by enabling multiple settings that can help save paper and energy.
- ENERGY STAR® certified and rated EPEAT® Gold.⁵

CONFIGURATION OPTIONS




STAPLE FINISHER-W1 PRO

- 2-tray, 5,000-sheet capacity
- Corner and double stapling up to 100 sheets
- Supports optional internal 2/3-hole puncher (Puncher Unit-B51)
- Precise output stacking alignment
- Enhanced durability for high volumes




STAPLE FINISHER-X1

- 3-tray, 4,250-sheet capacity
- Corner and double stapling up to 100 sheets
- Supports optional internal 2/3-hole puncher (Puncher Unit-BF1)




STAPLE FINISHER-AC1 (iR ADV DX 8786i only)*

- 3-tray, 3,500-sheet capacity
- Corner and double stapling up to 65 sheets
- Supports Staple-free Stapling™ and Staple On Demand
- Supports optional internal 2/3-hole puncher (2/3 Hole Puncher Unit-A1)




DOCUMENT INSERTION UNIT-N1*

- Insert preprinted sheets
- Up to 13" x 19-1/4"
- Two trays
- 400-sheet total capacity




MULTI FUNCTION PROFESSIONAL PUNCHER-B1*

- Supports various die sets
- Up to 140 lb. Index
- Supports 12" x 18", 11" x 17", Legal, Letter, Letter-R, and more
- 100,000-sheet punch tray capacity
- Enhanced die durability




BOOKLET FINISHER-W1 PRO

- 2-tray, 5,000-sheet capacity
- Corner and double stapling up to 100 sheets
- Booklet-making up to 25 sheets and saddle-folding up to 5 sheets
- Supports optional internal 2/3-hole puncher (Puncher Unit-B51) and optional booklet trimming (Booklet Trimmer-G1)
- Precise output stacking alignment
- Enhanced durability for high volumes




BOOKLET FINISHER-X1

- 3-tray, 4,250-sheet capacity
- Corner and double stapling up to 100 sheets
- Booklet-making up to 20 sheets and saddle-folding up to 5 sheets
- Supports optional internal 2/3-hole puncher (Puncher Unit-BF1) and booklet trimming (Inner Booklet Trimmer-A1)




BOOKLET FINISHER-AC1 (iR ADV DX 8786i only)*

- 3-tray, 3,500-sheet capacity
- Corner and double stapling up to 65 sheets
- Booklet-making up to 20 sheets and saddle-folding up to 3 sheets
- Supports Staple-free Stapling and Staple On Demand
- Supports optional internal 2/3-hole puncher (2/3 Hole Puncher Unit-A1)




PAPER FOLDING UNIT-J1*

- Z-fold, C-fold, Half-fold, Accordion Z-fold, Double-parallel Fold




PAPER DECK UNIT-E1

- 3,660-sheet capacity
- 14 lb. Bond to 140 lb. Index
- Supports LTR




POD DECK LITE-C1


- 3,660-sheet capacity
- 14 lb. Bond to 140 lb. Index
- Supports up to 13" x 19"
- User adjustable



UPRIGHT CONTROL PANEL-J1



UTILITY TRAY-B1



imagePASS-Y3 v1.1

- Delivers fast processing speed, outstanding image quality, and time-saving workflow
- Personalized printing with the built-in, entry-level Fiery FreeForm™ or with the supported industry-leading variable data printing (VDP) formats
- Integrates print production workflows with EFI™ management information systems, Web-to-Print systems, and popular prepress workflows for end-to-end automation
- Communicates with the full suite of optional uniFLOW modules

* Staple Finisher-AC1 and Booklet Finisher-AC1 are not compatible with Document Insertion Unit-N1, Multi Function Professional Puncher-B1, and Paper Folding Unit-J1.
 ** Staple-free stapling, up to five pages of 17 lb. Bond.

SPECIFICATIONS

Main Unit

Type
Monochrome Laser Multifunctional

Core Functions
Standard: Print, Copy, Scan, Send, Store
Optional: Fax

Processor
1.75 GHz Dual Core Processor

Control Panel
Standard: 10.1" TFT LCD WSVGA Color Flat-panel
Optional: 10.4" TFT LCD SVGA Color Upright-panel

Memory
3.0 GB RAM

Hard Disk Drive
Standard: 250 GB
Maximum: 1 TB

Interface Connection
Network: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n)

Optional: Bluetooth Low Energy

Others
Standard: USB 2.0 (Host) x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1
Optional: Copy Control Interface

Paper Capacity (LTR, 20 lb. Bond)
Standard: 4,360 Sheets
Maximum: 8,020 Sheets

Paper Output Capacity (LTR, 20 lb. Bond)
With Copy Tray: 250 Sheets
With External 5,000 Sheets (with Staple Finisher-W1 PRO or Finishers: Booklet Finisher-W1 PRO)

Finishing Capabilities
With Options: Collate, Group, Offset, Staple, Saddle-Stitch, Hole Punch, Eco Staple, Staple On Demand, Document Insertion, Z-fold, Half-fold, C-fold, Accordion-Z fold, Double Parallel-fold, Trimming

Supported Media Types
Multi-purpose Tray: Thin, Plain, Recycled, Color, Heavy, Tracing,⁵ Bond, Transparency, Labels, Pre-punched, Letterhead, Tab

Paper Decks: Thin, Plain, Recycled, Color, Heavy, Bond, Pre-punched, Letterhead

Paper Cassettes: Thin, Plain, Recycled, Color, Heavy, Bond, Pre-punched, Letterhead, Tab

Supported Media Sizes
Multi-purpose Tray: 13"x19", 12"x18", 11"x17", Legal, Letter, Letter-R, Executive, Statement-R, Custom Size/Free Size (4" x 5-7/8" to 13" x 19-1/4")

Paper Decks: Letter
Paper: 13"x19", 12"x18", 11"x17", Legal, Letter, Cassettes: Letter-R, Executive, Statement-R, Custom Size (5-1/2" x 7-1/8" to 13" x 19-1/4")

Supported Media Weights
Paper Decks/ Cassettes: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)
Multi-purpose Tray: 14 lb. Bond to 140 lb. Index (52 to 256 g/m²)
Duplexing: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)

Print/Copy Speed
8705i: Up to 105 ppm (Letter)
Up to 81 ppm (Letter-R)
Up to 63 ppm (Legal)
Up to 53 ppm (11" x 17")
8795i: Up to 95 ppm (Letter)
Up to 73 ppm (Letter-R)
Up to 60 ppm (Legal)
Up to 49 ppm (11" x 17")
8786i: Up to 86 ppm (Letter)
Up to 67 ppm (Letter-R)
Up to 57 ppm (Legal)
Up to 43 ppm (11" x 17")

Warm-up Time
From Power On: Approx. 60 Seconds⁸
From Sleep Mode: Approx. 60 Seconds⁹
Quick Startup Mode: 4 Seconds or less¹⁰

Dimensions (W x D x H)
Standard: 26-3/8" x 30-3/8" x 46-5/8"
(670 mm x 770 mm x 1,185 mm)

With Optional
Upright: 46-1/8" x 30-3/8" x 49-1/4"
Touch-panel: (1,170 mm x 770 mm x 1,252 mm)

Installation Space (W x D)
Basic: 60-3/8" x 53-1/4" (1,533 x 1,353 mm)¹¹
Fully Configured: 199-1/2" x 55-1/2" (5,068 x 1,409 mm)¹²

Weight
Standard: Approx. 487.2 lb (221 kg)¹³

With Optional
Upright Touch-panel: Approx. 496.0 lb (225 kg)¹³

Print Specifications

Print Resolution (dpi)
1200 x 1200

Standard Page Description Languages
UPR II, PCL 6, Adobe PS 3

Supported File Types

PDF, TIFF, JPEG, EPS,¹⁴ XPS
Printing from Mobile Devices and Cloud-based Services
A range of standard and optional software and MEAP-based solutions (including AirPrint, Mopria, Universal Print by Microsoft,¹⁵ Canon PRINT Business, and uniFLOW Online) are available to provide printing from mobile devices or internet-connected devices and cloud-based services depending on your requirements. Please contact your sales representative for further information.

Fonts

PCL: 93 Roman, 10 Bitmap fonts, 2 OCR fonts, Andale Mono WT J/K/S/T (Japanese, Korean, Simplified and Traditional Chinese),¹⁵ Barcode fonts¹⁶

PS:

136 Roman
Operating System¹⁷
UPR/PS: Windows®7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016/Server 2019, MAC OS X (10.10 or later)

PCL:

Server 2008/Windows 7/Server 2008 R2/Server 2012/Windows 8.1/Server 2012 R2/Windows 10/Server 2016

PS:

Server 2008/Windows 7/Server 2008 R2/Server 2012/Windows 8.1/Server 2012 R2/Windows 10/Server 2016, MAC OS X (10.9 or later)

Copy Specifications

First-Copy-Out Time
As Fast as 2.7 Seconds
Copy Resolution (dpi)
600 x 600
Multiple Copies
Up to 9,999 Copies
Magnification
25%-400% (1% increments)
Preset Reduction/Enlargement
25%, 50%, 64%, 73%, 78% 100% (1:1), 121%, 129%, 200%, 400%

Scan Specifications

Type
Single-pass Duplexing Automatic Document Feeder
Document Feeder Paper Capacity
Up to 200 Sheets (20 lb. Bond)
Document Feeder Supported Media Sizes
11" x 17", Legal, Letter, Letter-R, Statement, Statement-R, Custom Size [2-3/4" x 5-1/2" to 12" x 17" (70.0 mm x 139.7 mm to 304.8 mm x 431.8 mm)]
Document Feeder Supported Media Weights
Single-sided Scanning: 13 lb. Bond to 80 lb. Cover (50 to 220 g/m²)
Double-sided Scanning: 13 lb. Bond to 80 lb. Cover (50 to 220 g/m²)

Platen Acceptable Originals
Sheet, Book, 3-Dimensional Objects

Platen Max. Scanning Size
Up to 11-3/4" x 17" (297 mm x 431.8 mm)
Pull Scan
Color Network ScanGear2 for both Twain and WIA
Supported OS: Windows 7/8.1/10/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2/Server 2016
Scan Resolution (dpi)
Scan for Send: (Push) 600 x 600 (SMB/FTP/WebDAV/IFAX), (Pull) 600 x 600
Scan for Copy: 600 x 600
Scan for Fax: 600 x 600
Scan to Mobile Devices and Cloud-based Services
A range of solutions is available to provide scanning to mobile devices or and cloud-based services depending on your requirements.
Scan Speed (Letter)
Single-sided Scanning
BW/Color: 135/135 (300 dpi), 135/80 (600 dpi)
Double-sided Scanning
BW/Color: 270/270 (300 dpi), 165/90 (600 dpi)

Send Specifications

Destination
Email/Internet Fax (SMTP), SMB v3.0, FTP, WebDAV, Mail Box, Super G3 Fax (Optional), IP Fax (Optional)
Address Book
LDAP (2,000)/Local (1,600)/Speed dial (200)
Communication Protocol
File: FTP(TCP/IP), SMB3.0 (TCP/IP), WebDAV
Email: SMTP, POP3
File Format
TIFF, JPEG, PDF(Compact, Searchable, Apply policy, Optimize for Web, PDF/A-1b, Trace & Smooth, Encrypted, Device Signature, User Signature), XPS(Compact, Searchable, Device Signature, User Signature), Office Open XML (PowerPoint, Word)

Fax Specifications (Optional)

Maximum Number of Connection Lines
4
Modem Speed
Super G3: 33.6 Kbps
G3: 14.4 Kbps

Compression Method
MH, MR, MMR, JBIG
Resolution (dpi)
400 x 400, 200 x 400, 200 x 200, 200 x 100
Sending/Recording Size
Statement-R to 11" x 17"
Fax Memory
Up to 30,000 Pages (2,000 Jobs)

Speed Dials
Max. 200
Group Dials/Destinations
Max. 199 Dials
Sequential Broadcast
Max. 256 Addresses
Memory Backup
Yes

Store Specifications

Mail Box (Number Supported)
 100 User In-boxes, 1 Memory RX In-box, 50 Confidential Fax
 In-boxes, Up to 30,000 Pages (2,000 Jobs) Stored
 Advanced Box
 Communication
 Protocol: SMB or WebDAV
 Supported
 Client PC: Windows (Windows 8.1/10)
 Concurrent Connections (Max.):
 SMB: 64
 WebDAV: 3
 Advanced Box Available Disc Space
 Approx. 16 GB (Standard HDD)
 Approx. 480 GB (With Optional 1 TB HDD)

Security Specifications

Authentication

Standard: Universal Login Manager, uniFLOW
 Online Express,¹⁸ User Authentication,
 Department ID Authentication,
 (Device and Function Level Log-in),
 Access Management System

Optional: uniFLOW

Data

Standard: Trusted Platform Module (TPM), Hard Disk
 Password Lock, Hard Disk Drive Erase, Mail
 Box Password Protection, Hard Disk Drive
 Encryption (FIPS140-2 Validated), Verify
 System at Startup,² McAfee Embedded
 Control²

Optional: Hard Disk Drive Mirroring, IEEE 2600.2
 Common Criteria Certification, Data Loss
 Prevention (Requires uniFLOW)

Network

Standard: IP/Mac Address Filtering, IPsec, TLS
 Encrypted Communication (v1.0/1.1/1.2/1.3),
 SNMP V3.0, IEEE 802.1X, IPv6, SMTP
 Authentication, POP Authentication before
 SMTP, S/MIME, SIEM Integration

Document

Standard: Secure Watermark, Secure Print, Adobe
 LiveCycle® Rights Management ES2.5
 Integration, Encrypted PDF, Encrypted
 Secure Print, Device Signature
 :

Environmental Specifications

Operating Environment
 Temperature: 50 to 86 °F
 Humidity: 20 to 80 % RH (Relative Humidity)
 Power Requirements
 110-127V, 60 Hz, 16A
 Power Consumption
 Maximum: Approx. 2,032 W
 Standby: Approx. 240 W¹⁹
 Sleep Mode: Approx. 0.9 W or less²⁰
 Typical Electricity Consumption (TEC) Rating²¹
 8705i: 9.6 kWh
 8795i: 8.9 kWh
 8786i: 8.4 kWh
 Standards
 ENERGY STAR[®] Certified
 Rated EPEAT[®] Gold⁵

Consumables

Toner
 GPR-37 Black Toner
 Toner Yield (Estimated @ 6% Coverage)
 70,000 Pages

- ¹ Subscription to a third-party cloud service required. Subject to third-party cloud service provider's Terms and Conditions.
- ² Third-party SIEM system required. Subject to third-party SIEM system's Terms and Conditions. Canon cannot ensure compatibility with all third-party SIEM systems.
- ³ This feature is off by default and must be turned on by the user. Warm-up times are affected once turned on.
- ⁴ Requires additional option.
- ⁵ For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net.
- ⁶ Some types of tracing paper cannot be used.
- ⁷ Tab Feeding Attachment-B1 is required.
- ⁸ Time from device power-on until copy ready (not print reservation).
- ⁹ Time from exiting Sleep mode to when printing is operational.
- ¹⁰ Time from device power-on to when the copy icon appears and is enabled to operate on the touch panel display.
- ¹¹ With Multi-purpose Tray/upper-right cover open + Front cover open + Copy Tray.
- ¹² With POD Deck Lite-C1 + Document Insertion Unit-N1 + Multi Function Professional Puncher-B1 + Paper Folding Unit-J1 + Booklet Finisher-W1 Pro + Booklet Trimmer-G1 + Main unit front cover open.
- ¹³ Including the toner bottle.
- ¹⁴ EPS can be printed directly only from the Remote User Interface.
- ¹⁵ Requires the optional PCL International Font Set-A1.
- ¹⁶ Requires optional Barcode Printing Kit-D1.
- ¹⁷ Other operating systems and environments, including AS/400, UNIX, Linux, and Citrix may be supported. Some of these solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.
- ¹⁸ No charge for this solution; however, activation is required.
- ¹⁹ Standby Reference Value: measured one unit.
- ²⁰ 0.9 W Sleep mode may not be possible in all circumstances due to certain settings.
- ²¹ Based on ENERGY STAR Product Specification for Imaging Equipment Version 3.0.

Canon

usa.canon.com/simplyadvanced



AirPrint and the AirPrint logo are trademarks of Apple Inc. Canon, imageRUNNER, imagePASS, and the GENUINE logo are registered trademarks or trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. Canon products offer certain security features, yet many variables can impact the security of your devices and data. Canon does not warrant that use of its features will prevent security issues. Some security features may impact functionality/performance; you may want to test these settings in your environment. Nothing herein should be construed as legal or regulatory advice concerning applicable laws; customers must have their own qualified counsel determine the feasibility of a solution as it relates to regulatory and statutory compliance. McAfee and the McAfee logo are trademarks of McAfee LLC in the US and/or other countries. All other referenced product names and marks are trademarks of their respective owners. All printer output images are simulated. All features presented in this brochure may not apply to all Series and/or products and may be optional; please check with your Canon Authorized Dealer for details. Products shown with optional accessories. Canon U.S.A. does not provide legal counsel or regulatory compliance consultancy, including without limitation, Sarbanes-Oxley, HIPAA, GLBA, Check 21 or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance. Specifications and availability subject to change without notice. Not responsible for typographical errors.
 ©2022 Canon U.S.A., Inc. All rights reserved.

0722R6-IRA8700DXSR5B-PDF-IH



To learn about Canon's many awards, visit
usa.canon.com/awards.



imageRUNNER
ADVANCE DX
8905i/8995i/8986i

imageRUNNER ADVANCE DX 8900 Series

Black-and-white
 High-volume
 Multifunction

- Print up to 105 ppm (BW)
- Scan up to 270/270 ipm (300 dpi) (BW/color, duplex)
- Print up to 13" × 19"
- 8,020-sheet maximum paper capacity



Canon's comprehensive portfolio of imageRUNNER ADVANCE multifunction printers and integrated solutions can help **simplify** the end user experience and management of technology, better **control** sensitive information and print-related costs, and help ensure that technology investments proactively **evolve** with changing needs.



WORKFLOW EFFICIENCY

- 10.1" intuitive touchscreen with smartphone-like usability.
- A unique, customized experience that can be tailored to individual preferences using My ADVANCE.
- Supports mobile solutions and integration with many popular cloud services like Google Drive.¹
- Scan and convert documents to searchable digital files in a variety of file formats.
- Integration with Canon and various third-party software with embedded application platform.
- Hot Folders allow users to drag and drop a file into a hot folder, and automatically print with pre-defined settings such as number of copies and finishing requirements.



SECURITY

- Advanced standard security feature set that's consistent across the entire imageRUNNER ADVANCE DX platform.
- Integrates with existing, third-party SIEM² systems to help provide real-time, comprehensive insights into potential threats to the network and printers.
- Technology to verify that the device boot process, firmware, and applications initialize without alteration at setup. Includes automatic recovery of boot process for self resiliency.
- McAfee Embedded Control³ utilizes whitelisting to help protect against malware and tampering of firmware and applications.
- Security settings can be controlled with a single touch via Canon's Recommended Security Settings. Configure security policy settings from a central location, and export to other supported devices.
- Control access to the device and specific features using a host of flexible authentication methods—PIN code, user name/password, or card access.⁴



QUALITY AND RELIABILITY

- Canon's signature reliability and engine technologies help keep productivity high and minimize the impact on support resources.
- Outstanding imaging technologies and toner allow for crisp text and consistent images in rich black-and-white tones.
- Designed to achieve maximum uptime with status notifications to help keep supplies replenished and intuitive maintenance videos for consumables replacement.
- imageRUNNER ADVANCE DX models have received many awards and recognition from leading industry analysts, often referencing strong reliability.



DEVICE AND FLEET MANAGEMENT

- Designed for quick, easy deployment.
- Remote diagnostics and parts life management for proactive maintenance and rapid fixes.
- Easy and intuitive to monitor device status and consumable levels, turn off devices remotely, observe meter readings, manage settings, and implement security policies.
- Common firmware and regular updates with Unified Firmware Platform (UFP) for continuous improvements and consistency across a fleet.



COST MANAGEMENT


- Track and assess print, copy, scan, and fax usage and allocate costs to departments or projects.
- Apply print policies and restrict usage by user to help reduce unnecessary printing and contribute to cost efficiency.
- Standard cloud-based solution provides a centralized dashboard with up-to-the-minute insights into printer activity.
- Upgrade to uniFLOW server or cloud-based solutions for full accounting and reporting for compatible Canon and third-party devices, pull printing, job routing, and powerful scan workflows.



SUSTAINABILITY


- A combination of fusing technologies and low-melting-point toner minimizes power requirements and helps achieve low energy consumption.
- Encourage environmentally conscious work practices by enabling multiple settings that can help save paper and energy.
- ENERGY STAR® certified and rated EPEAT® Gold.⁵

CONFIGURATION OPTIONS




STAPLE FINISHER-AGI

- 2-tray, 5,000-sheet capacity
- Corner and double stapling up to 100 sheets
- Supports optional internal 2/3-hole puncher (Puncher Unit-BS1)
- Precise output stacking alignment
- Enhanced durability for high volumes




STAPLE FINISHER-X1

- 3-tray, 4,250-sheet capacity
- Corner and double stapling up to 100 sheets
- Supports optional internal 2/3-hole puncher (Puncher Unit-BF1)




STAPLE FINISHER-AC1 (iR ADV DX 8986i only)*

- 3-tray, 3,500-sheet capacity
- Corner and double stapling up to 65 sheets
- Supports Staple-free Stapling** and Staple On Demand
- Supports optional internal 2/3-hole puncher (2/3 Hole Puncher Unit-A1)




DOCUMENT INSERTION UNIT-R1*

- Insert preprinted sheets
- Up to 13" x 19-1/4"
- Two trays
- 400-sheet total capacity




MULTI FUNCTION PROFESSIONAL PUNCHER-C1*

- Supports various die sets
- Up to 140 lb. Index
- Supports 12" x 18", 11" x 17", Legal, Letter, Letter-R, and more
- 100,000-sheet punch tray capacity
- Enhanced die durability




PAPER DECK UNIT-EI

- 3,660-sheet capacity
- 14 lb. Bond to 140 lb. Index
- Supports LTR




POD DECK LITE-C1

- 3,660-sheet capacity
- 14 lb. Bond to 140 lb. Index
- Supports up to 13" x 19"
- User adjustable




BOOKLET FINISHER-AGI

- 2-tray, 5,000-sheet capacity
- Corner and double stapling up to 100 sheets
- Booklet-making up to 25 sheets and saddle-folding up to 5 sheets
- Supports optional internal 2/3-hole puncher (Puncher Unit-BS1) and optional booklet trimming (Booklet Trimmer-G1)
- Precise output stacking alignment
- Enhanced durability for high volumes




BOOKLET FINISHER-X1

- 3-tray, 4,250-sheet capacity
- Corner and double stapling up to 100 sheets
- Booklet-making up to 20 sheets and saddle-folding up to 5 sheets
- Supports optional internal 2/3-hole puncher (Puncher Unit-BF1) and booklet trimming (Inner Booklet Trimmer-A1)




BOOKLET FINISHER-AC2 (iR ADV DX 8986i only)*

- 3-tray, 3,500-sheet capacity
- Corner and double stapling up to 65 sheets
- Booklet-making up to 20 sheets and saddle-folding up to 3 sheets
- Supports Staple-free Stapling and Staple On Demand
- Supports optional internal 2/3-hole puncher (2/3 Hole Puncher Unit-A1)




PAPER FOLDING UNIT-K1*

- Z-fold, C-fold, Half-fold, Accordion Z-fold, Double-parallel Fold



UTILITY TRAY-BI



* Staple Finisher-AC1 and Booklet Finisher-AC2 are not compatible with Document Insertion Unit-R1, Multi Function Professional Puncher-C1, and Paper Folding Unit-K1.
 ** Staple-free stapling, up to five pages of 17 lb. Bond.

SPECIFICATIONS

Main Unit

Type	Monochrome Laser Multifunctional
Core Functions	Standard: Print, Copy, Scan, Send, Store Optional: Fax
Processor	1.8 GHz Dual Core Processor
Control Panel	Standard: 10.1" TFT LCD WSVGA Color Flat-panel Optional: 10.4" TFT LCD SVGA Color Upright-panel
Memory	4.0 GB RAM
Solid State Drive	Standard: 256 GB Maximum: 1 TB
Mirroring	Optional
Interface Connection	Network: 1000Base-T/100Base-TX/10Base-T
Optional:	Wireless LAN (IEEE 802.11 b/g/n)
Others	Standard: USB 2.0 (Host) x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1 Optional: Copy Control Interface
Paper Capacity (LTR, 20 lb. Bond)	Standard: 4,360 Sheets Maximum: 8,020 Sheets
Paper Output Capacity (LTR, 20 lb. Bond)	With Copy Tray: 250 Sheets With External Finishers: 5,000 Sheets (with Staple Finisher-AG1 or Booklet Finisher-AG1)
Finishing Capabilities	With Options: Collate, Group, Offset, Staple, Saddle-Stitch, Hole Punch, Eco Staple, Staple On Demand, Document Insertion, Z-fold, Half-fold, C-fold, Accordion-Z fold, Double Parallel-fold, Trimming
Supported Media Types	Multi-purpose Tray: Thin, Plain, Recycled, Color, Heavy, Tracing, ⁶ Bond, Transparency, Labels, Pre-punched, Letterhead, Tab
Paper Decks:	Thin, Plain, Recycled, Color, Heavy, Bond, Pre-punched, Letterhead
Paper Cassettes:	Thin, Plain, Recycled, Color, Heavy, Bond, Pre-punched, Letterhead, Tab ⁷
Supported Media Sizes	Multi-purpose Tray: 13" x 19", 12" x 18", 11" x 17", Legal, Letter, Letter-R, Executive, Statement-R Custom Size/Free Size (4" x 5-7/8" to 13" x 19-1/4")
Paper Decks:	Letter
Paper Cassettes:	13" x 19", 12" x 18", 11" x 17", Legal, Letter, Letter-R, Executive, Statement-R, Custom Size (5-1/2" x 7-1/8" to 13" x 19-1/4")
Supported Media Weights	Paper Decks/Cassettes: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m ²) Multi-purpose Tray: 14 lb. Bond to 140 lb. Index (52 to 256 g/m ²) Duplexing: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m ²)
Print/Copy Speed	8905i: Up to 105 ppm (Letter) Up to 81 ppm (Letter-R) Up to 63 ppm (Legal) Up to 53 ppm (11" x 17") 8995i: Up to 95 ppm (Letter) Up to 73 ppm (Letter-R) Up to 60 ppm (Legal) Up to 49 ppm (11" x 17") 8986i: Up to 86 ppm (Letter) Up to 67 ppm (Letter-R) Up to 57 ppm (Legal) Up to 43 ppm (11" x 17")
Warm-up Time	From Power On: Approx. 60 Seconds ⁸ From Sleep Mode: Approx. 60 Seconds ⁹

Quick Startup Mode:	4 Seconds or less ¹⁰
Dimensions (W x D x H)	Standard: 26-3/8" x 30-3/8" x 46-5/8" (670 mm x 770 mm x 1,185 mm)
With Optional Upright	46-1/8" x 30-3/8" x 49-1/4"
Touch-panel:	(1,170 mm x 770 mm x 1,252 mm)
Installation Space (W x D)	Basic: 60-3/8" x 53-1/4" (1,533 x 1,353 mm) ¹¹ Fully Configured: 199-1/2" x 55-1/2" (5,068 x 1,409 mm) ¹²
Weight	Standard: Approx. 487.2 lb. (221 kg) ¹³

Print Specifications

Print Resolution (dpi)	1200 x 1200
Standard Page Description Languages	UFR II, PCL ⁶ , Adobe [®] PS [®] 3
Supported File Types	PDF, TIFF, JPEG, EPS, ¹⁴ XPS
Printing from Mobile Devices and Cloud-based Services	A range of standard and optional software and MEAP-based solutions (including AirPrint, Mopria, Universal Print by Microsoft [®] , Canon PRINT Business, and uniFLOW Online) are available to provide printing from mobile devices or internet-connected devices and cloud-based services depending on your requirements. Please contact your sales representative for further information.
Fonts	PCL: 93 Roman, 10 Bitmap fonts, 2 OCR fonts, Andalé Mono WT J/K/S/T (Japanese, Korean, Simplified and Traditional Chinese), ¹⁵ Barcode fonts ¹⁶ PS: 136 Roman
Operating System ¹⁷	UFR/II/PS: Windows [®] 10/11/Server 2012/Server 2012 R2/Server 2016/Server 2019/Server 2022, MAC OS X (10.13 or later)
PCL:	Windows [®] 10/11/Server 2012/Server 2012 R2/Server 2016/Server 2019/Server 2022, MAC OS X (10.13 or later)
PS:	Windows [®] 10/11/Server 2012/Server 2012 R2/Server 2016/Server 2019/Server 2022, MAC OS X (10.13 or later)
PPD:	Windows [®] 10/11, MAC OS X (10.13 or later)

Copy Specifications

First-Copy-Out Time	As Fast as 2.7 Seconds
Copy Resolution (dpi)	600 x 600
Multiple Copies	Up to 9,999 Copies
Magnification	25%-400% (1% Increments)
Preset Reduction/Enlargement	25%, 50%, 64%, 73%, 78% 100% (1:1), 121%, 129%, 200%, 400%

Scan Specifications

Type	Single-pass Duplexing Automatic Document Feeder
Document Feeder Paper Capacity	Up to 200 Sheets (20 lb. Bond)
Document Feeder Supported Media Sizes	11" x 17", Legal, Letter, Letter-R, Statement, Statement-R, Custom Size [2-3/4" x 5-1/2" to 12" x 17" (70.0 mm x 139.7 mm to 304.8 mm x 431.8 mm)]
Document Feeder Supported Media Weights	Single-sided Scanning: 13 lb. Bond to 80 lb. Cover (50 to 220 g/m ²) Double-sided Scanning: 13 lb. Bond to 80 lb. Cover (50 to 220 g/m ²)

Platen Acceptable Originals
Sheet, Book, 3-Dimensional Objects

Platen Max. Scanning Size
Up to 11-3/4" x 17" (297 mm x 431.8 mm)

Pull Scan
Color Network ScanGear2 for both Twain and WIA
Supported OS: Windows[®]10/11/Server 2012/Server 2012 R2/Server 2016/Server 2019/Server 2022

Scan Resolution (dpi)
Scan for Send: (Push) 600 x 600 (SMB/FTP/WebDAV/IFAX), (Pull) 600 x 600

Scan for Copy: 600 x 600
Scan for Fax: 600 x 600

Scan to Mobile Devices and Cloud-based Services
A range of solutions is available to provide scanning to mobile devices or and cloud-based services depending on your requirements.

Scan Speed (Letter)
Single-sided Scanning
BW/Color: 135/135 (300 dpi), 135/80 (600 dpi)
Double-sided Scanning
BW/Color: 270/270 (300 dpi), 165/90 (600 dpi)

Send Specifications

Destination
Email/Internet Fax (SMTP), SMB, FTP, WebDAV, Mail Box, Super G3 Fax (Optional), IP Fax (Optional)

Address Book
LDAP (2,000)/Local (1,600)/Speed dial (200)

Communication Protocol
File: FTP (TCP/IP), SMB 3.1.1 (TCP/IP), WebDAV
Email: SMTP, POP3

File Format
TIFF, JPEG, PDF(Compact, Searchable, Apply policy, Optimize for Web, PDF/A-1b, Trace & Smooth, Encrypted, Device Signature, User Signature), XPS(Compact, Searchable, Device Signature, User Signature), Office Open XML (PowerPoint, Word)

Fax Specifications (Optional)

Maximum Number of Connection Lines
2

Modem Speed
Super G3: 33.6 Kbps
G3: 14.4 Kbps

Compression Method
MH, MR, MMR, JBIG
Resolution (dpi)
400 x 400, 200 x 400, 200 x 200, 200 x 100
Sending/Recording Size
Statement-R to 11" x 17"

Fax Memory
Up to 30,000 Pages (2,000 Jobs)
Speed Dials
Max. 200

Group Dials/Destinations
Max. 199 Dials
Sequential Broadcast
Max. 256 Addresses

Memory Backup
Yes

Store Specifications

Mail Box (Number Supported)
100 User In-boxes, 1 Memory RX In-box, 50 Confidential
Fax In-boxes, Up to 30,000 Pages (2,000 Jobs) Stored
Advanced Box
Communication
Protocol: SMB or WebDAV
Supported
Client PC: Windows (Windows 10/11)
Concurrent Connections (Max.):
SMB: 64
WebDAV: 3
Advanced Box Available Disc Space
Approx. 16 GB (Standard)
Approx. 480 GB (Optional)

Security Specifications

Authentication and Access Control

User Authentication (Picture Login, Picture and PIN Login, Card Login, Username and Password Login, Function Level Login, Mobile Login), Department ID Authentication (Department ID and PIN Login, Function Level Login), uniFLOW Online Express¹⁸ (PIN Login, Picture Login, Picture and PIN Login, Card Login, Card and PIN Login, Username and Password Login, Department ID and PIN Login, Function Level Login), Access Management System (Access Control)

Document Security

Print Security (Secure Print, Encrypted Secure Print, Forced Hold Printing, uniFLOW Secure Print²¹), Receive Data Security (Confidential Fax Inbox Forwarding Received Documents Automatically), Scan Security (Encrypted PDF, Device Signature PDF/XPS, User Signature PDF/XPS, Adobe LiveCycle[®] Rights Management ES2.5 Integration), BOX Security (Mail Box Password Protected, Advanced Box Access Control), Send Data Security (Setting for requesting password input per transmission, Restricted E-mail/File send functions, Confirming FAX number, Allow/Restrict Fax Driver Transmissions, Allow/Restrict Sending from History, S/MIME Support), Document Tracking (Secure Watermark)

Network Security

TLS 1.3, IPsec, IEEE802.1X authentication, SNMP V3.0, Firewall Functionality (IP/MAC Address Filtering), Dual Network Support (Wired LAN/Wireless LAN, Wired LAN/Wired LAN), Disabling Unused Functions (Enabling/Disabling Protocols/Applications, Enabling/Disabling Remote UI, Enabling/Disabling USB Interface), G3 FAX separation from LAN, USB Port separation from LAN, Prohibit the execution of files stored in Advanced Box in the MFP, Scan and Send -Virus Concerns for E-mail Reception

Device Security

Protecting SSD Data (SSD Data Encryption (FIPS 140-3, pending validation), SSD Lock), Standard SSD Initialize, Trusted Platform Module (TPM), Job Log Conceal Function, Protecting MFD Software Integrity, Checking MFD Software Integrity (Verify System at Startup³, Automatic Recovery, Runtime Intrusion Detection), Common Criteria Certification (HCD-PP)(pending confirmation)
Device Management and Auditing
Administrator Password, Digital Certificate And Key Management, Audit Log, Cooperating with External Security Audit System (Security Information and Event Management), Image Data Logging, Security Policy Setting

Environmental Specifications

Operating Environment

Temperature: 50 to 86 °F
Humidity: 20 to 80 % RH (Relative Humidity)

Power Requirements

110-127V, 60 Hz, 16A

Power Consumption

Maximum: Approx. 2,032 W
Sleep Mode: Approx. 0.9 W or less¹⁹
Professional Imaging Product Production Energy²⁰
8905i: .28 Wh/image
8995i: .28 Wh/image
8986i: .29 Wh/image

Standards

ENERGY STAR[®] Certified
Rated EPEAT[®] Gold⁵

Consumables

Toner

GPR-37 Black Toner
Toner Yield (Estimated @ 6% Coverage)
70,000 Pages

- ¹ Subscription to a third-party cloud service required. Subject to third-party cloud service provider's Terms and Conditions.
- ² Third-party SIEM system required. Subject to third-party SIEM system's Terms and Conditions. Canon cannot ensure compatibility with all third-party SIEM systems.
- ³ This feature is off by default and must be turned on by the user. Warm-up times are affected once turned on.
- ⁴ Requires additional option.
- ⁵ For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net.
- ⁶ Some types of tracing paper cannot be used.
- ⁷ Tab Feeding Attachment-B1 is required.
- ⁸ Time from device power-on until copy ready (not print reservation).
- ⁹ Time from exiting Sleep mode to when printing is operational.
- ¹⁰ Time from device power-on to when the copy icon appears and is enabled to operate on the touch panel display.
- ¹¹ With Multi-purpose Tray/upper-right cover open + Front cover open + Copy Tray.
- ¹² With POD Deck Lite-C1 + Document Insertion Unit-R1 + Multi Function Professional Puncher-C1 + Paper Folding Unit-K1 + Booklet Finisher-AG1 + Booklet Trimmer-G1 + Main unit front cover open.
- ¹³ Including the toner bottle.
- ¹⁴ EPS can be printed directly only from the Remote User Interface.
- ¹⁵ Requires the optional PCL International Font Set-A1.
- ¹⁶ Requires optional Barcode Printing Kit-D1.
- ¹⁷ Other operating systems and environments, including AS/400, UNIX, Linux, and Citrix may be supported. Some of these solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.
- ¹⁸ No charge for this solution; however, activation is required.
- ¹⁹ 0.9 W Sleep mode may not be possible in all circumstances due to certain settings.
- ²⁰ Based on ENERGY STAR Product Specification for Imaging Equipment Version 3.0.
- ²¹ Requires uniFLOW Online/uniFLOW.



AirPrint and the AirPrint logo are trademarks of Apple Inc. Canon, imageRUNNER, imagePASS, and the GENUINE logo are registered trademarks or trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. Canon products offer certain security features, yet many variables can impact the security of your devices and data. Canon does not warrant that use of its features will prevent security issues. Some security features may impact functionality/performance; you may want to test these settings in your environment. Nothing herein should be construed as legal or regulatory advice concerning applicable laws; customers must have their own qualified counsel determine the feasibility of a solution as it relates to regulatory and statutory compliance. McAfee and the McAfee logo are trademarks of McAfee LLC in the US and/or other countries. Trellix and the Trellix logo are trademarks of Musarubra US LLC and/or their affiliates in the US and/or other countries. All other referenced product names and marks are trademarks of their respective owners. All printer output images are simulated. All features presented in this brochure may not apply to all Series and/or products and may be optional; please check with your Canon Solutions America Sales Representative for details. Products shown with optional accessories. Canon Solutions America does not provide legal counsel or regulatory compliance consultancy, including without limitation, Sarbanes-Oxley, HIPAA, GLBA, Check 21, or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance. Specifications and availability subject to change without notice. Not responsible for typographical errors.
©2023 Canon Solutions America, Inc. All rights reserved.

23-0378-8440

Canon

CANON SOLUTIONS AMERICA



Trellix

UFP

CANON GENUINE TONER, CARTRIDGE & PARTS

45

To learn about Canon's many awards, visit usa.canon.com/awards.



XEROX TECHNOLOGY PROPOSAL

PREPARED BY

Shohrat Geldiyev

Chief Technology Officer

ALGORA SOLUTIONS INC

17192 Murphy Ave Ste 18412

Irvine CA, 92623

424-236-0107, 949-942-5330

letstalk@AlgoraSolutions.com

NOVEMBER 14, 2023

ALGORA SOLUTIONS INC
17192 MURPHY AVE STE 18412
IRVINE, CA 92623
11/14/2023

MAGNOLIA PUBLIC SCHOOLS
18238 SHERMAN WAY
RESEDA, CA 91335

Subject: Proposal for Xerox Printers in Response to RFP FOR COPIER LEASE

Dear Magnolia Team,

We appreciate the opportunity to submit this proposal in response to your Request for Proposal (RFP) for the procurement of two Xerox printers for one of your schools. Our team at Algora Solutions Inc has carefully reviewed the requirements outlined in the RFP, and we are confident in our ability to provide you with the best solution to meet your printing needs.

I. Executive Summary:

Welcome to Algora Solutions, your trusted value-added reseller of cutting-edge computer hardware and software solutions. We specialize in providing businesses with the technology they need to drive productivity, efficiency, and success.

At Algora Solutions, we understand that choosing the right hardware and software is crucial for the smooth operation of your business. That's why we offer a wide range of carefully selected products from leading manufacturers, ensuring that you have access to the latest advancements in technology.

As a value-added reseller, we go beyond simply selling products. We take the time to understand your unique business requirements, challenges, and goals. Our team of experts will work closely with you to assess your needs and recommend the most suitable hardware and software solutions that align with your objectives.

By partnering with top-tier vendors, we offer an extensive portfolio of high-quality computer hardware, including servers, workstations, laptops, networking equipment, and more. Whether you need to upgrade your existing infrastructure or build a new IT ecosystem from scratch, we have the expertise and resources to provide you with scalable and reliable solutions tailored to your specific needs.

II. Understanding of Requirements:

1) Xerox C9070 Color/BW Model or similar - Base Model with Business Ready Finisher, 2/3 Hole Punch (60 PPM):

- High-quality color and black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.
- Business Ready Finisher.
- 2/3 hole punch capability.

2) Xerox B9100-BW Model or similar - Base Model with with Business Ready Finisher and 2/3 Hole Punch (90 PPM):

- High-quality black-and-white printing capabilities.
- Automatic duplex printing.
- Multi-function capabilities (print, copy, and scan).
- Standard paper sizes support.
- 2/3 hole punch capability.

III. Proposed Solution:

We propose the following Xerox printers to meet your printing needs:

Xerox PrimeLink C9070/2 Color Digital Printing Press:

The Xerox C9070 is an entry level production color printer. It offers superior image quality, unmatched media flexibility, professional-grade finishing, automation, and security. Color control is managed by embedded PANTONE technology and users have access to the Xerox application gallery. Multiple scan-to destinations and numerous inline professional finishing options are available.

- Up to 70 ppm in monochrome or color
- Up to 2400 X 2400 dpi resolution ensures detailed and high-quality prints
- Easily manage tasks with the 10.4-inch color touch screen flat panel display for the standard Xerox integrated color server
- Ethernet interface (10 MBTX / sec, 100 MBTX / sec, 1000 MBTX / sec)
- Single-pass automatic document feeder for effortless two-sided prints
- Base model dimensions: 54.8H X 62W X 31D inches



*For more information please check "Data Sheet - C9070.pdf" file.

Xerox PrimeLink B9100 Digital Printing Press Up To 100ppm:

The Xerox PrimeLink 9100 is a monochrome multifunction production printer with the ability to print, copy, and scan, with support for multiple media types and up to 13 X 26-inch banner printing. It is designed to support modern office workgroups and in-plant print shops, with walk-up simplicity, production-level capacity, and a compact profile. Cloud connectivity allows users to access the Xerox App Gallery, to help automate complex workflow. Multiple professional finishing configurations and an optional Fiery server are available.

- Up to 100 ppm in monochrome
- Up to 2400 X 2400 dpi resolution using Xerox-developed VCSEL laser print technology ensures detail and high-quality prints
- Easily manage tasks with the easy-to-use Xerox® Integrated Copy/Print Server for touchscreen control
- Ethernet 100BASE-T / 100BASE-TX / 10BASE-T×1, USB2.0×1
- Single-pass dual head color document feeder for effortless two-sided prints
- Base model dimensions (without inline finishing units): 1269W X 804D X 1477H mm



Common Criteria Certification

This product is ISO 15408 Common Criteria Certified.

ENERGY STAR®

As an ENERGY STAR® Partner, Xerox has determined that this product meets ENERGY STAR® guidelines for energy efficiency.

*For more information please check “Data Sheet - B9100.pdf” file.

IV. Pricing:

	Condition	B&W Rate	Color Rate	Monthly lease payment for 36 months term	Monthly lease payment for 60 months term
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Brand New	\$0.02	\$0.06	\$689.62	\$445.24
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Like New	n/a	n/a	n/a	n/a
B9100-BW Model or similar with 0 pages allowance	Brand New	\$0.01	n/a	\$881.76	\$550.12

B9100-BW Model or similar with 0 pages allowance	Like New	n/a	n/a	n/a	n/a
Monthly Total:				\$1,571.38	\$995.36

**Currently, we don't offer "Like new" option.*

The monthly payment calculation formula: Monthly lease payment + (printed_pages * per_page_cost).

Example calculation of a monthly payment under 60 months lease term for 1000 pages for each color:

Monthly payment = \$995.36+\$0.02*1000+\$0.06*1000+\$0.01*1000 = \$995.36+20+60+10 = \$1,085.36

Xerox C9070 is used to print 1,000 color pages and 1,000 BW pages.

Xerox B9100 is used to print 1,000 BW pages only.

Total printed: 3,000 pages (2,000 BW and 1,000 color)

Purchase pricing:

	Condition	Purchase price
Xerox C9070 Color/BW Model or similar with 0 pages allowance	Brand New	\$22,018.40
B9100-BW Model or similar with 0 pages allowance	Brand New	\$28,153.43
Total:		\$50,171.84

*Sales tax is not included

**Monthly support and maintenance fee is not included. Monthly support and maintenance could be purchased separately for \$90.00/month with full purchase price above.

V. Support and Maintenance (included in the lease pricing above):

We offer you a comprehensive service contract that includes Xerox consumables, telephone support and on-site maintenance of your equipment.

Our service contract guarantees an exceptional level of responsiveness, with a commitment to addressing any issues within a maximum of 2-4 hours. We take pride in our swift and efficient support, aiming to provide an initial response within the first hour on average. This rapid response time ensures that our clients experience minimal downtime and can quickly resolve any challenges they encounter. Our dedicated support team is poised to offer timely assistance, reflecting our commitment to delivering not only top-quality products but also an unparalleled level of customer service.

These rates include supply of Cyan, Magenta, Yellow and Black toners, regardless of toner yield. This service contract covers parts, labor and travel. It includes the print engine and associated connection. All Consumables included except paper.

*Our lease proposal pricing above includes the support services, and it comes with no additional cost.

VI. Company Background:

In the past, our company has demonstrated a successful track record in providing cutting-edge scanning solutions, particularly through a notable engagement with the City of Los Angeles. Recognizing the critical need for efficient document management and streamlined workflows, our team collaborated closely with the City to implement a comprehensive scanner solution tailored to their unique requirements. The project involved the deployment of advanced scanning technology, incorporating features such as high-speed scanning, optical character recognition (OCR), and seamless integration with existing software systems. Our commitment to delivering top-notch products and unparalleled support ensured the City of Los Angeles experienced a significant enhancement in document digitization, archival, and retrieval processes. This successful partnership not only underscores our expertise in providing tailored scanning solutions but also highlights our dedication to empowering organizations with state-of-the-art technology for improved operational efficiency.

VII. Conclusion:

We are confident that our proposed Xerox printers, combined with our commitment to excellent service and support, make us the ideal partner for your organization's printing needs. We look forward to the opportunity to discuss this proposal further and address any questions or concerns you may have.

Thank you for considering Algora Solutions Inc as your printing solutions provider. We look forward to the possibility of working together.

Sincerely,

Shohrat Geldiyev

Chief Technology Officer

Product Data Sheet

Xerox® PrimeLink® B9100 Digital Printing Press Up To 100ppm

DESCRIPTION

The Xerox PrimeLink 9100 is a monochrome multifunction production printer with the ability to print, copy, and scan, with support for multiple media types and up to 13 X 26-inch banner printing. It is designed to support modern office workgroups and in-plant print shops, with walk-up simplicity, production-level capacity, and a compact profile. Cloud connectivity allows users to access the Xerox App Gallery, to help automate complex workflow. Multiple professional finishing configurations and an optional Fiery server are available.

FEATURES

- Up to 100 ppm in monochrome
- Up to 2400 X 2400 dpi resolution using Xerox-developed VCSEL laser print technology ensures detail and high-quality prints
- Easily manage tasks with the easy-to-use Xerox® Integrated Copy/Print Server for touchscreen control
- Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T×1, USB2.0×1
- Single-pass dual head color document feeder for effortless two-sided prints
- Base model dimensions (without inline finishing units) : 1269W X 804D X 1477H mm



Model Configuration

Model	PrimeLink B9100
Print speed	up to 100 ppm
Standard Capabilities	Copy, print, scan, email
Optional Capabilities	Fax, Multiple feeding and finishing options, Workflow Apps, EFI Digital Front End
Digital Front Ends	<ul style="list-style-type: none"> • <u>Xerox® Integrated Server for the Xerox® PrimeLink® B9100 Series</u> • <u>Xerox® EX B9100 Series Print Server Powered by Fiery® (optional)</u>



Product Data Sheet

Performance

Print speed	up to 100 / 110 / 125 / 136 ppm
Resolution	2400 x 2400 dpi
Recommended average monthly volume	70,000 - 700,000 pages per month
Duty cycle	3,000,000 pages per month
Scan speed	Up to 270 ipm color / 270 ipm black-and-white (2-sided, 8.5 x 11 in. / A4)
Line Screens	106 lpi (default) or 150 lpi (high quality mode)

Capabilities

Printed Sides	Duplex
MICR	No

Paper Handling

Paper sources	4 standard, plus bypass
Standard paper capacity	4,050 sheets
Maximum paper capacity with options	8,050 sheets
Media Dimensions - Minimum	4" x 6" (with optional Two-Tray Oversized High Capacity Feeder)
Media Dimensions - Maximum	13" x 26" (SRA3 / 330 x 660 mm) (with optional Oversized High Capacity Feeder)
Media Weight - Minimum	60 gsm
Media Weight - Maximum	350 gsm



Product Data Sheet

Input

Tray 1	1,100 sheets
Tray 2	1,600 sheets
Tray 3	550 sheets
Tray 4	550 sheets
Tray 5	Bypass Tray: 250 sheets
Optional High Capacity Feeder	<p>Optional High-capacity feeder: Two trays, 2,000 sheets each – 11.69" x 7.16" to 13" x 9.49" (297 x 182mm to 330 x 241mm); 16 lb. bond to 80 lb. cover (52 to 216 gsm)</p> <p>Oversized high-capacity feeder:</p> <ul style="list-style-type: none"> One-Tray OHCF: 2,000 sheets plus Storage Cabinet; OHCF: 7.2" x 10" / 182 x 250 mm (B5) to 13" x 26" / 330x660 mm; 16 lb. bond to 110 lb. cover / 60 to 350 gsm (uncoated and coated) Two-Tray OHCF: 4,000 sheets; 4" x 6" / 102 x 152 mm to 13" x 26" / 330x660 mm; 16 lb. bond to 110 lb. cover / 60 to 350 gsm (uncoated and coated)
Other Input Devices	Integrated Single Pass Automatic Document Feeder / Scanner

Output

Catch Tray	<ul style="list-style-type: none"> Simple Catch Tray holds up to 500 sheets (optional - B9100 only) Offsetting Catch Tray allows each document to be offset from the previous document (optional - B9100 only)
------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Finishing

Finisher	<ul style="list-style-type: none"> Xerox® Production Ready Finisher Produces superior quality finishing and stacking with a 500-sheet top tray and 3,000-sheet stacker tray and built-in bi-directional decurler.
----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Product Data Sheet

	<ul style="list-style-type: none"> • Xerox® Production Ready Finisher Plus Provides same function as the Production Ready Finisher. Used to connect third-party inline finishing options.
Booklet Making	<ul style="list-style-type: none"> • Xerox® Production Ready Finisher Booklet Maker Ensures consistent high-quality stapled sets for small or large documents with a variable-length stapler, single or dual stapling option and a 100 sheet capacity. Plus, creates stapled booklets up to 30 sheets or 120 imposed pages (uncoated), or 15 sheets or 60 imposed pages (coated). • <u>Plockmatic Pro 50/35 Booklet Maker</u> Highest quality production booklets up to 200 pages (up to 50 sheets). Face trimming, square fold, rotate crease and bleed trim.
Hole Punch	<ul style="list-style-type: none"> • Xerox® Basic Punch An option for punching 2/3, 2/4 and Swedish 4-hole on the Production Ready Finisher and Booklet Maker. • <u>GBC® AdvancedPunch Pro™</u> Lets you create bound documents in-house by combining printing, punching and collating into one convenient step. Choose the punch to fit your needs.
Folder	<ul style="list-style-type: none"> • Xerox® C/Z Folder Produces Z-fold, C-Fold and Engineering Z-Fold.
Stacker	<ul style="list-style-type: none"> • Xerox® High Capacity Stacker with Rollaway Cart Enables stacking and offsetting for 5,000 sheets up to 350 gsm, using standard size
Inserter	<ul style="list-style-type: none"> • Xerox® Inserter Inserts 250 preprinted or blank sheets into finishing for preprinted covers. Standard on all Finishers.
Other Finishing Options	<ul style="list-style-type: none"> • Xerox® Interface Decurler Module Inline paper cooling and decurler unit improves throughput and efficiency, ensuring flat sheets for reliability and speed. Required for all system configurations with GBC® Advanced Punch™ Pro, Xerox® High Capacity Stacker.



Product Data Sheet

Print Controllers

Digital Front Ends	<ul style="list-style-type: none"> • <u>Xerox® Integrated Server for the Xerox® PrimeLink® B9100 Series</u> • <u>Xerox® EX B9100 Series Print Server Powered by Fiery® (optional)</u>
---------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Environmental

Dimensions	<p>Height: 54.8" (1,391.5 mm)</p> <p>Width: 62" (1,574 mm)</p> <p>Depth: 31.6" (787 mm)</p>
-------------------	---------------------------------------------------------------------------------------------

Certifications

Sustainability	<p><u>EPEAT®</u></p> <p><u>ENERGY STAR®</u></p>
-----------------------	-------------------------------------------------



Product Data Sheet

Xerox® PrimeLink® C9070/2 Color Digital Printing Press

DESCRIPTION

The Xerox C9070 is an entry level production color printer. It offers superior image quality, unmatched media flexibility, professional-grade finishing, automation, and security. Color control is managed by embedded PANTONE technology and users have access to the Xerox application gallery. Multiple scan-to destinations and numerous inline professional finishing options are available.

FEATURES

- Up to 70 ppm in monochrome or color
- Up to 2400 X 2400 dpi resolution ensures detailed and high-quality prints
- Easily manage tasks with the 10.4-inch color touch screen flat panel display for the standard Xerox integrated color server
- Ethernet interface (10 MBTX / sec, 100 MBTX / sec, 1000 MBTX / sec)
- Single-pass automatic document feeder for effortless two-sided prints
- Base model dimensions: 54.8H X 62W X 31D Inches



Performance

Print speed	Color: up to 65 / 70 ppm Black: up to 70 / 75 ppm
Resolution	Xerox® EA-Eco toner with Ultra Low Melt Technology (2400 x 2400 dpi)
Recommended average monthly volume	10,000 - 50,000 pages per month
Duty cycle	300,000 pages per month
Scan speed	Up to 270 ipm color / 270 ipm black-and-white (2-sided, 8.5 x 11 in. / A4)
Line Screens	150/200/300/600 dot screen, 200 line screen, stochastic and enhanced text and graphics



Product Data Sheet

Capabilities

Standard Capabilities	Copy, print, scan, email
Optional Capabilities	Fax, Multiple feeding and finishing options, Workflow Apps, Xerox Adaptive CMYK Plus Technology
Printed Sides	Duplex
MICR	No

Technology

Color Technology	<p>Xerox® Adaptive CMYK Plus Technology</p> <ul style="list-style-type: none"> • Xerox® Vivid Toner Kit delivers four specialty spot colors: gold, silver, white, and clear • Xerox® Fluorescent Toner Kit adds impact with fluorescent cyan, magenta and yellow
-------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Paper Handling

Paper sources	4 standard, plus bypass
Standard paper capacity	3,260 sheets
Maximum paper capacity with options	7,260 sheets
Media Dimensions - Minimum	4" x 6" (with optional Two-Tray Oversized High Capacity Feeder)
Media Dimensions - Maximum	13" x 26" (SRA3 / 330 x 660 mm) (with optional Oversized High Capacity Feeder)
Media Weight - Minimum	60 gsm
Media Weight - Maximum	350 gsm



Product Data Sheet

Input

Tray 1	500 sheets (5.5" x 8.5" to 12" x 18" / A5 to SRA3)
Tray 2	500 sheets (5.5" x 8.5" to 11" x 17" / A5 to A3)
Tray 3	870 sheets (7.25" x 10.5", 8.5" x 11" / B5, A4)
Tray 4	1,140 sheets (7.25" x 10.5", 8.5" x 11" / B5, A4)
Tray 5	Bypass Tray: 250 sheets
Optional High Capacity Feeder	<p>High-capacity feeder: 2,000 sheets; 7.25" x 10.5", 8.5" x 11" / 184.2 x 266.7 mm, 279.4 x 215.9 mm (B5, A4); 16 lb. bond to 60 lb. cover / 64 to 220 gsm (uncoated and coated)</p> <p>Oversized high-capacity feeder:</p> <ul style="list-style-type: none"> • One-Tray OHCF: 2,000 sheets plus Storage Cabinet; OHCF: 7.2" x 10" / 182 x 250 mm (B5) to 13" x 26" / 330x660 mm; 16 lb. bond to 110 lb. cover / 60 to 350 gsm (uncoated and coated) • Two-Tray OHCF: 4,000 sheets; 4" x 6" / 102 x 152 mm to 13" x 26" / 330x660 mm; 16 lb. bond to 110 lb. cover / 60 to 350 gsm (uncoated and coated)
Other Input Devices	Integrated scanner

Output

Offsetting Output Tray	500 sheets (optional)
-------------------------------	-----------------------

Finishing

Finisher	<ul style="list-style-type: none"> • Xerox® Business Ready Finisher A lighter duty option for finishing and stacking and staples up to 50 sheets uncoated/15 coated.
-----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Product Data Sheet

	<ul style="list-style-type: none"> • Xerox® Production Ready Finisher Produces superior quality finishing and stacking with a 500-sheet top tray and 2,000-sheet stacker tray and built-in bi-directional decurler. • Xerox® Production Ready Finisher Plus Provides same function as the Production Ready Finisher. Used to connect third-party inline finishing options.
Booklet Making	<ul style="list-style-type: none"> • Xerox® Production Ready Finisher Booklet Maker Ensures consistent high-quality stapled sets for small or large documents with a variable-length stapler, single or dual stapling option and a 100 sheet capacity. Plus, creates stapled booklets up to 30 sheets or 120 imposed pages (uncoated), or 15 sheets or 60 imposed pages (coated). • <u>Plockmatic Pro 50/35 Booklet Maker</u> Highest quality production booklets up to 200 pages (up to 50 sheets). Face trimming, square fold, rotate crease and bleed trim.
Hole Punch	<ul style="list-style-type: none"> • Xerox® Basic Punch An option for punching 2/3, 2/4 and Swedish 4-hole on the Production Ready Finisher and Booklet Maker. • <u>GBC® AdvancedPunch Pro™</u> Lets you create bound documents in-house by combining printing, punching and collating into one convenient step. Choose the punch to fit your needs.
Stapler	<ul style="list-style-type: none"> • Convenience Stapler Staples up to 50 sheets of 20 lb./80 gsm media.

Print Controllers

Digital Front Ends	<p>Standard:</p> <ul style="list-style-type: none"> • <u>Xerox® Integrated Color Server</u>
---------------------------	-------------------------------------------------------------------------------------------------------------------



Product Data Sheet

Environmental

Dimensions	Height: 54.8" (1,391.5 mm) Width: 62" (1,574 mm) Depth: 31.6" (787 mm)
-------------------	------------------------------------------------------------------------------

Certifications

Sustainability	<u>EPEAT®</u> <u>ENERGY STAR®</u>
-----------------------	--------------------------------------



Coversheet

Approval of Updated 2023-24 MPS Employee Handbook

Section: IV. Action Items
Item: G. Approval of Updated 2023-24 MPS Employee Handbook
Purpose: Vote
Submitted by:
Related Material: IV_G_Updated 2023-24 MPS Employee Handbook.pdf



Agenda Item:	IV G: Action Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer
RE:	Approval of Updated 2023-24 MPS Employee Handbook

1. Action Proposed:

I move that the Board approve the updated 2023-24 Employee Handbook as presented with an effective date of January 1, 2024.

2. Background:

The MPS HR Department worked with legal counsel, Young Minney and Corr (“YM&C”) to revise the handbook to be compliant with labor codes and regulations which is becoming effective January 1, 2024.

3. Analysis:

Below are the summary of changes in the employee handbook.

- Payroll withholdings (pg 26): MPS will provide the employee with a written notice which describes the wage overpayment and will afford the employee an opportunity to respond before commencing any recoupment action. If the employee disputes the wage overpayment, the school shall initiate a legal action to validate the overpayment before proceeding with recoupment.
- Reproductive loss leave (pg 49): all employees who have worked for the school for at least 30 days shall be eligible to take up to 5 days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction.

4. Budget Implications: There are no budget implications.

5. Exhibits:

- Appendix 1: Updated 2023-24 MPS Employee Handbook (clean)

Magnolia Public Schools

Employee Handbook 2023-2024

Magnolia Public Schools
250 East 1st Street
STE. 1500
Los Angeles, CA 90012
213-628-3666

www.magnoliapublicschools.org

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE PRINCIPAL.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the CEO or the CEO designee, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. Only the CEO has the authority to make any such agreement and then only in writing.

Employee's Signature: _____ Date: _____

Please review this Handbook carefully and acknowledge your receipt and understanding of it in Human Resources Information System.

TABLE OF CONTENTS

INTRODUCTION 1

CONDITIONS OF EMPLOYMENT 2

 Equal Employment Opportunity Policy 2

 At-Will Employment 3

 Criminal Background Checks 4

 Tuberculosis Testing 4

 Immigration Compliance 5

 Professional Boundaries: Staff/Student Interaction Policy 5

 Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation 8

 Whistleblower Policy 11

 Drug- and Alcohol-Free Workplace 11

 Confidential Information 12

 Conflict of Interest 12

 Relationships between Employees 12

 No Smoking 12

 Workplace Violence 13

 Health, Safety and Security Policies 13

 Security Protocols 13

 Occupational Safety 13

 Accident/Incident Reporting 14

 Reporting Fires and Emergencies 14

 School Property Inspections 14

 Soliciting/Conducting Personal Business While on Duty 14

 Use of School Communication Equipment and Technology 15

 Use of Personal Property 19

 Security Cameras on Campus 20

 Social Media 20

 Intellectual Property Rights 22

 Media Contacts 22

HOURS OF WORK, OVERTIME AND ATTENDANCE 23

 Employee Classifications 23

 Work Hours and Schedules 24

 Overtime 24

 Make Up Time 25

 Wage Attachments and Garnishments 25

 Meal and Rest Periods 25

 Lactation Accommodation 25

 Pay Days 26

 Payroll Withholdings 26

 Salary Compensation for Partial Pay Period 27

 Pay Rate Schedule 27

 Attendance Policy 27

 Timecards and Records 28

 Mandatory Training and Meetings 29

 Expense Reimbursements 29

STANDARDS OF CONDUCT 30

Personal Appearance/Standards of Dress.....	30
Prohibited Conduct	30
Off-Duty Conduct	32
EMPLOYEE BENEFITS	33
Holidays and Vacations	33
School Holidays	33
School Breaks	33
If a school site has a different schedule of breaks and/or additional breaks other than those listed above, such as fall break, Presidents' week, etc., the general rule of thumb is that full-time teaching staff will take the whole break off in the school calendar while the School administrators and MERF employees will have two (2) days less off. Full-time, hourly classified staff are only eligible for pay according to the School Holiday Schedule above.	34
Floating Holidays	34
Vacation.....	34
Sick Leave	35
✧ Temporary/seasonal employees may be eligible for health benefits and sick leave depending on the length of the assignment and the hours worked, as specified in the Health Benefits section and Paid Sick Leave section of this Handbook.	38
INSURANCE BENEFITS.....	38
Health Insurance	38
Disability Insurance	39
Family Leave Insurance	39
Life Insurance	39
Workers' Compensation Insurance.....	39
COBRA Benefits	39
LEAVES OF ABSENCE	41
Family Care and Medical Leave	41
Pregnancy Disability Leave	45
Unpaid Leave of Absence	49
Funeral/Bereavement Leave	49
Military and Military Spousal Leave of Absence	49
Drug and Alcohol Rehabilitation Leave	50
Time Off for Adult Literacy Programs.....	52
School Appearance and Activities Leave.....	52
Time Off to Serve as Election Official	52
Time Off for Jury and Witness Duty	52
Victims of Abuse Leave.....	53
Time Off for Volunteer Firefighters.....	53
Time Off for Voting.....	54
Returning from Leave of Absence	55

RETIREMENT	56
Certificated Staff Members	56
Classified Staff Members	56
MPS Home Office Staff Members	56
Oversight of Benefits	56
Employee Reviews and Evaluations	57
Discipline and Involuntary Termination	57
Voluntary Termination	57
Pay at Time of Separation	58
References	58
INTERNAL COMPLAINT REVIEW & OPEN DOOR.....	59
Open Door Policy	59
AMENDMENT TO EMPLOYEE HANDBOOK.....	61
APPENDIX A - HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM	
APPENDIX B - INTERNAL COMPLAINT FORM	

Magnolia Public Schools

The Vision

Graduates of Magnolia Public Schools (“MPS”) are scientific thinkers who contribute to the global community as socially responsible and educated members of society.

The Mission

MPS provides a college preparatory educational program emphasizing science, technology, engineering, arts, and math (STEAM) in a safe environment that cultivates respect for self and others.

Core Values

MPS has identified the following core values which are reinforced through its Life Skills curriculum, student learning outcomes (SLOs), and all school activities:

- *Excellence*
- *Innovation*
- *Connection*

Locations

<i>Magnolia Science Academy-1</i>	<i>18238 Sherman Way, Reseda, CA 91335</i>	<i>(818) 609-0507</i>
<i>Magnolia Science Academy-2</i>	<i>17125 Victory Blvd., Van Nuys, CA 91406</i>	<i>(818) 758-0300</i>
<i>Magnolia Science Academy-3</i>	<i>1254 East Helmick St., Carson, CA 90746</i>	<i>(310) 637-3806</i>
<i>Magnolia Science Academy-4</i>	<i>11330 W Graham Place, Los Angeles, CA 90064</i>	<i>(310) 473-2464</i>
<i>Magnolia Science Academy-5</i>	<i>18238 Sherman Way, Reseda, CA 91335</i>	<i>(818) 705-5676</i>
<i>Magnolia Science Academy-6</i>	<i>745 S Wilton Pl, Los Angeles, CA 90005</i>	<i>(310) 842-8555</i>
<i>Magnolia Science Academy-7</i>	<i>18355 Roscoe Blvd., Northridge, CA 91325</i>	<i>(818) 221-5328</i>
<i>Magnolia Science Academy-8 (Bell)</i>	<i>6411 Orchard Ave, Bell, CA 90201</i>	<i>(323) 826-3925</i>
<i>Magnolia Science Academy-San Diego</i>	<i>6525 Estrella Ave., San Diego, CA 92120</i>	<i>(619) 644-1300</i>
<i>Magnolia Science Academy-Santa Ana</i>	<i>2840 W 1st St., Santa Ana, CA 92703</i>	<i>(714) 479-0115</i>

INTRODUCTION

This Handbook summarizes the Magnolia Public Schools' (hereinafter referred to as "MPS" or "School") personnel policies applicable to all employees. Please review these policies carefully. If employees have any questions about the policies outlined in this Handbook, or if they have any other personnel related questions, whether related to policies specifically addressed in this Handbook or not, please consult the **MPS Home Office ("MERF") Human Resources Department**.

This Handbook is intended only as a guide to the School's personnel policies, outlining and highlighting those policies and practices. It is not, therefore, intended to create any expectations of continued employment, or an employment contract, express or implied. This Handbook supersedes any previously issued handbooks, policies, benefit statements and/or memoranda, whether written or verbal, including those that are inconsistent with the policies described herein.

With the exception of the at-will employment status of its employees, the School reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice (including, but not limited to, areas involving hiring policies and procedures, general workplace policies, hours of work, overtime and attendance, standards of conduct, employee benefits, employment evaluation and separation) with or without notice to you. Only **the Chief Executive Officer ("CEO") of MPS**, with the express written approval of the Board of Directors, may alter the at-will employment status of any of its employees.

After reviewing this Handbook, please e-sign the employee acknowledgement form **in the Human Resource Management System Employee Self Service Portal**. This signed acknowledgement demonstrates to the School that the employee has read, understood and agrees to comply with the policies outlined in the Handbook.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Policy

MPS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including reproductive health decision making, an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), or the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. MPS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. MPS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

At-Will Employment

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School’s policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School principal, a School counselor, coworker or other person shall not be a substitute for making a mandated report to Child Protective Services or law enforcement.

MPS will provide annual training on the mandated reporting requirements, using the online training module provided by MPS, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of employment.

By acknowledging receipt of this Handbook, the employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Principal.

Tuberculosis Testing

All prospective employees and continuing employees must provide proof of clearance from active tuberculosis (TB) from a healthcare provider. Applicants must provide proof in the form of a clear TB test, skin test, or chest x-ray of the lungs. Returning employees of the School may submit a Risk Assessment Form signed off on by their healthcare provider, or any of the options approved for new hire employees. However, if a Risk Assessment Form is used by the employee and TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB.

The examination for TB consists of an approved TB test, which, if positive will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial and continuing employment with the School.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

The employee will not be required to submit a new TB exam if the employee can produce a current certificate showing they were found free of infectious tuberculosis within sixty (60) days of initial hire. The cost of the examination required of existing and new-hire employees shall be a reimbursable expense. Employees should follow the MPS Purchase Policies & Procedures Manual while making their reimbursement requests. Employees may ask their supervisor for a copy of the MPS Purchase Policies & Procedures Manual.

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by the School. Failure to maintain current TB test results may result in placement on inactive status for failure to meet the minimum conditions of employment, or disciplinary action, up to and including release from at-will employment.

Immigration Compliance

MPS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, MPS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

If the employee has any questions or needs more information on immigration compliance issues, they should contact the Principal.

Professional Boundaries: Staff/Student Interaction Policy

MPS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment:

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

Examples of PERMITTED actions (NOT corporal punishment):

- ☐ Restraining a student from fighting with another student;
- ☐ Preventing a pupil from committing an act of vandalism;
- ☐ Defending yourself from physical injury or assault by a student;
- ☐ Forcing a pupil to give up a weapon or dangerous object;
- ☐ Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
- ☐ Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

Examples of PROHIBITED actions (corporal punishment):

- ☐ Hitting, shoving, pushing, or physically restraining a student as a means of control;
- ☐ Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
- ☐ Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior:

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when the employee is unsure if certain conduct is acceptable, is to ask, "Would I be engaged in this conduct if my family or colleagues, including someone from my HR Department, were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy):

- ☐ Giving gifts to an individual student that are of a personal and intimate nature;
- ☐ Kissing of any kind;
- ☐ Any type of unnecessary physical contact with a student in a private situation;
- ☐ Intentionally being alone with a student away from the school;
- ☐ Making or participating in sexually inappropriate comments;
- ☐ Sexual jokes;
- ☐ Seeking emotional involvement with a student for your benefit;
- ☐ Listening to or telling stories that are sexually oriented;
- ☐ Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding;
- ☐ Becoming involved with a student so that a reasonable person may suspect inappropriate behavior;
- ☐ Insulting students, calling students names, using swear words, or making intimidating gestures or comments.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission:

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- ☐ Giving students a ride to/from school or school activities;
- ☐ Being alone in a room with a student at school with the door closed;
- ☐ Allowing students in your home.

Cautionary Staff/Student Behaviors:

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence).

- ☐ Remarks about the physical attributes or development of anyone;
- ☐ Excessive attention toward a particular student;
- ☐ Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors:

- ☐ Getting parents' written consent for any after-school activity;
- ☐ Obtaining formal approval to take students off school property for activities such as field trips or competitions;
- ☐ Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology);
- ☐ Keeping the door open when alone with a student;
- ☐ Keeping reasonable space between you and your students;
- ☐ Stopping and correcting students if they cross your own personal boundaries;
- ☐ Keeping parents informed when a significant issue develops about a student;
- ☐ Keeping after-class discussions with a student professional and brief;
- ☐ Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries;
- ☐ Involving your supervisor if a conflict arises with a student;
- ☐ Informing the Superintendent about situations that have the potential to become more severe;
- ☐ Making detailed notes about an incident that could evolve into a more serious situation later;

- ☐ Recognizing the responsibility to stop unacceptable behavior of students or coworkers;
- ☐ Asking another staff member to be present if you will be alone with any type of special needs student;
- ☐ Asking another staff member to be present when you must be alone with a student after regular school hours;
- ☐ Giving students praise and recognition without touching them;
- ☐ Pats on the back, high fives and handshakes are acceptable;
- ☐ Keeping your professional conduct, a high priority.

Certification and Licensure of Instructional Staff

All teachers are required to hold a current California teaching credential, certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. MPS complies with all requirements of the authorizers regarding the certification and licensure of instructional staff. Paraprofessional staff may also be required to provide documentation proving that they meet the requirements for paraprofessional staff. It is the responsibility and a condition of continued employment for all instructional staff, including teachers and paraprofessionals to provide any necessary licensure to a **direct supervisor** no later than the close of business prior to the first day the employee reports for duty. If an instructional staff employee believes that he or she is assigned to teach in a subject in which he or she does not have subject matter competence, the employee should immediately report the same to **his or her direct supervisor**. Staff who are required to possess state and federal certification, expertise, and related requirements must timely maintain such qualifications as a condition of employment at the School. Failure to maintain the appropriate credential/certification required of the position may result in disciplinary action, up to and including release from at-will employment.

Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation

MPS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. MPS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including reproductive health decision making, pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, discriminated, or retaliated against by the School, based upon the characteristics noted above. These individuals are entitled to bring a complaint to the School under this policy.

MPS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to forward any complaints of unlawful harassment to their Supervisor or designee.

When MPS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the CEO), the Principal (if the complaint is about a school site employee), or the CEO or designee (if the complaint is about a Home Office employee), will review the allegations, the facts, and circumstances, and may conduct an investigation if appropriate. Any investigation must be fair, timely and thorough and provide all parties an appropriate process and reach reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. MPS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

MPS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All employees will receive two (2) hours of sexual harassment prevention training within six (6) weeks of hire. Additionally, all returning employees will receive sexual harassment prevention training within six (6) weeks of the new school year. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a

person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate MPS policy.

Reporting

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment, discrimination, and retaliation. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute a violation of this policy or any other prohibited behavior, they must take immediate action to address such conduct. Any employee who believes they have been harassed, discriminated against, or retaliated against, or who has witnessed such conduct, is encouraged to immediately report it to the Principal, the CEO, or the Board, as indicated above. See **Appendix A** for the “Harassment / Discrimination / Retaliation Complaint Form.” See **Appendix B** for the general “Internal Complaint Form.” See the MPS website for the “Title IX Complaint Policy.”

Whistleblower Policy

MPS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation to their direct supervisor or to the MPS HR Department if the concern is about the Supervisor. If the concern is being brought by a non-employee, it should be reported to the school site Principal. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug- and Alcohol-Free Workplace

MPS is committed to providing a drug and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, volunteers, and independent contractors, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other MPS stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School

premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

Confidential Information

All personnel information and information relating to students, including personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Employees at the worksite and teleworking must ensure confidential information is maintained in a secure location restricted from access by unauthorized third-parties.

Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest shall constitute grounds for disciplinary action.

Relationships between Employees

While the School's policies do not permit discrimination based on an individual's marital status, the individual's relations to another School employee or his or her lawful off duty conduct, some situations can create conflicts of interest requiring the School to take the employee's relationship with another employee into account.

An employee should not be in a supervisory role with another employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and avoid situations of favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest and situations of favoritism. If such relationship arises, both employees should notify the School so that appropriate measures can be taken to prevent actual or perceived conflicts of interest or favoritism.

The School reserves the right to take appropriate action if employee relationships interfere with the safety, morale or security of the School, or if the relationships create an actual or perceived conflict of interest or favoritism.

No Smoking

All School buildings and facilities are non-smoking facilities.

GENERAL WORKPLACE POLICIES

Workplace Violence

The School takes the safety and security of its employees seriously. The School does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect the School or that occur, or are likely to occur, on School property. Any act or threat of violence must be immediately reported to **the Principal for school site concerns and to the MPS HR Department for Home Office concerns.**

Health, Safety and Security Policies

The School is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the School has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of the Injury and Illness Prevention Program, which is kept by **the Principal** and is available for your review. Additionally, the School has adopted a reopening plan to address the safe reopening and operating of MPS schools following the school closure due to COVID-19. Employees must carefully review and comply with the reopening plan for which they will receive training and further instruction during Professional Development training and as needed.

Employees are required to know and comply with the School's general safety rules and to follow safe and healthy work practices at all times. Any potential health or safety hazards and all injuries or accidents must be immediately reported to a supervisor. In compliance with Proposition 65, the School will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security Protocols

MPS has developed guidelines to help maintain a secure workplace. Employees are encouraged to be aware of their surroundings and be on the lookout at all times for any unusual circumstances, such as unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to **the Principal (or MERF Human Resources for MERF employees).** Employee desks and offices should be secured at the end of the day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify **the Principal (or MERF Human Resources for MERF employees)** when keys are missing or if security access codes or passes have been breached.

Occupational Safety

MPS is committed to the safety of its employees, vendors, contractors and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every School employee and supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is ever in doubt how to perform a job or task safely, the employee should request assistance from a supervisor. Unsafe conditions must

be reported immediately.

Employees shall be observant of any workplace conditions that may be a cause or contributor to the spread of illness caused by virus and disease, including unclean surfaces, personal illness or the possible illness of others, or work conditions that may seem unsanitary or in violation of any active public health or government order.

To maintain occupational safety, the School may adopt and enforce any government or agency approved measures for evaluating and enforcing employee health and wellness, including health screenings, assessments, or checks.

It is the policy of the School that accident prevention shall be considered of primary importance in all phases of operation and administration. MPS's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure to comply with or enforce School safety and health rules, practices and procedures could result in disciplinary action up to and including possible termination.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident, injury, or possible cause of COVID-19 occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling management. In addition, all employees should know the local emergency numbers such as 911.

School Property Inspections

The School is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, the School provides property and facilities to its employees to carry out business on behalf of the School. Accordingly, employees do not have a reasonable expectation of privacy when using any School property or facilities. All School facilities and property, including all items contained therein, may be inspected by the School at any time, with or without prior notice to the employee or employee permission. School property includes all desks, electronic devices, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other storage devices.

The School reserves the right to deny entry to School property to any person, including those who refuse to cooperate with any inspections by the School. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.

Soliciting/Conducting Personal Business While on Duty

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is supposed to be working. This prohibition includes distributing literature and other material. Distribution of materials is also against

the School's policy if it interferes with access to facility premises, if it results in litter, or if it is conducted in areas where other employees are working. Solicitation during non-work time, e.g., paid breaks, lunch periods or other such non-work periods, is permissible. Entry on the School premises by non-employees is not permitted, unless related to official School business. Solicitation or distribution of written materials by non-employees is strictly prohibited.

Use of School Communication Equipment and Technology

All School owned communications equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of the School and are provided to the employee to carry out business on behalf of the School, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using School owned equipment and technology. Communications (including any attached message or data) made using School owned communications equipment and technology are subject to review, inspection and monitoring by the School.

Employees should not use personal devices or email accounts for MPS-related communications. Such communications should only take place using MPS-issued devices and via the employee's MPS email account. **Employees are required to promptly respond to work emails and communications. Exempt and nonexempt employees must respond within one (1) business day.**

Additionally, the School uses technology protection measures that protect against internet access (by both minors and adults) to visual depictions that are obscene, pornographic, and/or harmful to minors. These measures may include, but are not limited to, using a spam filter, installing a blocking system to block specific internet sites, setting internet browsers to block access to adult sites, using a filtering system that will filter all internet traffic and report potential instances of misuse to the School.

Passwords used in connection with the School's communications equipment and technology are intended to restrict unauthorized use only, not to restrict access of authorized School employees. Therefore, employees are required to provide **the I.T. Coordinator** with all passwords used in connection with the School's communications equipment and technology any time the employee's passwords are created or change. In addition, employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Internet use is for business purposes only. All employees using the internet through the School's communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify, or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright.

Employees are not permitted to use the School's communications equipment and technology to view content or images that are obscene, pornographic, and/or harmful to minors. The email system and internet access are not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or political beliefs with little or no

educational value may not be displayed or transmitted. The e-mail system and internet access are not to be used in any manner that is against the policies of the School, contrary to the best interest of the School or for personal gain or profit of the employee against the interests of the School. Employees must not use the School's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Telework Policy

Purpose

MPS recognizes approved teleworking as a necessary work arrangement while Magnolia school campuses and the home office are closed during the ongoing coronavirus ("COVID-19") pandemic. This policy details conditions and requirements which apply to all temporary telework assignments during Magnolia school closures due to COVID-19.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a Magnolia-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with Magnolia, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, Magnolia has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Except for employees who are otherwise notified, all Magnolia employees are expected to continue performing their work duties via teleworking. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all Magnolia policies and procedures when teleworking, including all of the foregoing set forth in Magnolia's most recent Employee Handbook. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by Magnolia and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive prior written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Eligibility Considerations

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. In the sole discretion of Magnolia and its management, the following eligibility factors will be considered:

- The employee has a position where effective communication can be accommodated electronically;
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of Magnolia;

- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of Magnolia data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet Magnolia's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.

Supervisor Responsibilities

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, meetings, messages, etc., as applicable, to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

Communication And Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and as needed, their co-workers or other Magnolia stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, Magnolia stakeholders, and Magnolia generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must post their telework schedule on their calendar, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of Magnolia's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow Magnolia or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

Supplies, Equipment, And Furniture

Magnolia will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. Magnolia will not provide office furniture for the workspace at home and the employee's home work-site must be minimally equipped to serve as a remote workspace.

Laptop devices and internet hotspots will be supplied and maintained by the Magnolia, subject to availability. Any equipment provided by Magnolia to the employee shall remain the property of Magnolia. Equipment supplied by Magnolia is to be used for work purposes only. Employees must sign an inventory of all Magnolia property and agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of Magnolia property. Employees shall be held liable to Magnolia whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of Magnolia property. Upon cessation of a telework assignment, all Magnolia property must be returned to Magnolia.

All other necessary technology shall be supplied by the employee as approved by Magnolia. All technology supplied by the employee shall be maintained by the employee. Magnolia accepts no responsibility for damage or repairs to employee-owned equipment. Employees who supply personal technology for a Magnolia-related use shall be eligible for a reimbursement pursuant to the "Reimbursement" section below. Any employee who proposes to supply their own personal technology for Magnolia related work shall notify their supervisor of the same and provide an inventory of such personal technology.

Reimbursement

Magnolia shall reimburse employees for actual and necessary expenses incurred by the employee for purposes of carrying out Magnolia business when such expenses are expressly authorized and preapproved by Magnolia. Such reimbursement shall be calculated as follows:

Magnolia shall reimburse an employee's costs for internet based upon a reasonable percentage of work-related use, up to \$15 per month. Additionally, Magnolia will reimburse an employee's cell phone bill based upon a reasonable percentage of work-related use, up to \$10 per month. Phone expenses are limited to the *employee's share* of the plan, taxes, and access fees. For example, an employee on a "family plan" may receive reimbursement only for the cost of their phone line.

Employees who believe their expenses exceed the reimbursement amounts described above shall be required to submit copies of their expenses, such as the internet and/or cell phone bill at issue, for review. Such bills may be redacted as needed to remove any private/confidential information.

Information Security And Confidentiality

Employees must never provide any third parties access to Magnolia network or share network access passwords, and must comply with all policies and procedures related to information security and network access, including policies and procedures contained in the Magnolia Employee Handbook.

Consistent with Magnolia’s expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any Magnolia materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and shall not be made accessible to any third parties, including the employee’s family members or guests. Steps which employees may take to increase security of Magnolia materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student’s family members, including as detailed in the “Professional Boundaries: Staff/Student Interaction” policy. Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation & Duration

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

Magnolia may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, Magnolia shall endeavor to provide seven (7) days’ notice of the modification or termination of any telework assignment whenever possible. All telework assignments shall be subject to termination upon resumption of regular onsite duties at Magnolia following the COVID-19 pandemic.

Use of Personal Property

Employees are not encouraged to bring in personal property or materials for use in the School setting. If an employee has a personal property item he or she would like to bring in for School use, the employee must first gain approval by MPS. MPS will not be responsible or liable for the property item. The employee assumes all liability for any damage or injury caused by bringing in a personal property item.

The employee may be subject to discipline for a violation of this policy. The School will not be liable for lost, stolen or damaged person property items, and such items are brought in at the employee's own risk.

Security Cameras on Campus

MPS has authorized the use of security cameras in public areas where there is no reasonable expectation of privacy, including in and around School buildings and on School property. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for students and staff, and to protect the community's investment in School owned or leased property and facilities.

Public areas may include school buses, building entrances, hallways, parking lots, front offices where students, employees, and parents come and go, break rooms, gymnasiums during public activities, cafeterias, and supply rooms. Private areas of campus, such as private employee offices (unless consent by the office owner is given), restrooms, and locker rooms will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use.

The precise location of security cameras shall be determined by MPS or by the School-site principal with the approval of the CEO. Input from employees may be sought to determine the most beneficial locations for security cameras. A diagram showing the wiring of the local server for the security cameras at the school sites shall be shared with the Board prior to the installation of the security monitoring system.

Security cameras will not be used to record audio or live footage, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed. Authorized personnel may view the security camera footage by accessing the pre-recorded footage saved to a digital file. While MPS will not use the security camera footage to evaluate employee performance, it may be used by MPS or law enforcement in cases of suspected illegal or inappropriate conduct. In such cases, MPS cannot guarantee that security camera footage will be kept private.

Under no circumstances will employees make unauthorized copies or duplicates of security camera footage.

Employees are prohibited from tampering with the MPS's security cameras, systems, and/or footage. "Tampering" includes any unauthorized use, access, or physical damage, or any attempt to interfere, block or prevent the security camera from recording footage. Any employee found to have tampered with MPS security monitoring system may be disciplined, up to and including termination, and they may also be liable for any damage to the system.

Social Media

If an employee decides to post information on the Internet (i.e., blog, Facebook, Instagram, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:

- ☐ School equipment, including its computers and electronics systems, may not be used for these purposes;
- ☐ Employees may not use or post images of students or student information or work;
- ☐ Student and employee confidentiality policies must be adhered to;
- ☐ Employees must make clear that the views expressed in their blogs are their own and not those

of the School;

- ☐ Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf;
- ☐ Employees are not authorized to publish any confidential information maintained by the School;
- ☐ Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors;
- ☐ Employees must comply with all School policies, including, but not limited to, rules against sexual harassment and retaliation.

The School reserves the right to take disciplinary action against any employee whose social media postings are disruptive to the School or violate this or other School policies.

Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep **the Principal (or MERF Human Resources for MERF employees)** advised of changes that should be reflected in their personnel file by making the changes in the Human Resources Information System Employee Self Service Portal. Such changes include: change in name, address, telephone number, personal information if required for insurance purposes (e.g., marital/domestic partnership status, number of dependents) and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. MPS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to **the Principal (or MERF Human Resources for MERF employees)**. Only **the Principal and MERF Human Resources** or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required. Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

Intellectual Property Rights

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at the School shall be the property of the School and deemed a work made for hire and the employee is deemed to have waived all rights in favor of the School. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must acknowledged the author or owner.

Media Contacts

All media inquiries regarding the School and its operations must be referred to the **CEO**. Only the **CEO** is authorized to make or approve public statements pertaining to the School or its operations, although, public employees do not lose the right to speak on matters of public importance. No employee, unless specifically designated by the **CEO**, is authorized to make statements to the media on behalf of the School. Any employee who would like to write and/or publish an article, paper, or other publication on behalf of the School must obtain approval from the **CEO** before publication.

HOURS OF WORK, OVERTIME AND ATTENDANCE

Employee Classifications

An employee's salary and benefits depend on a wide range of factors, including base scale, qualifications, additional duties, and performance. Employees who have any questions about their salary, should speak to the Principal or the Human Resources Department for more details.

Classification Type	Definition	Eligible Benefits
Full-Time Salaried	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement Program
Full-Time Hourly	Employed on a regularly scheduled 30+ hours per week basis for a non-specified period.	<ul style="list-style-type: none"> - STRS/PERS/401K Retirement Plan - Personal Necessity/Sick Leave Hours/Floating Holiday - 100% Health Benefits Coverage (including family members) - Life insurance Plan - Vacation Hours (12-months employees only) - Tuition Reimbursement
Part-Time Hourly	Employed on a regularly scheduled basis of 20.00 to 29.99 hours per week for a non-specified time.	<ul style="list-style-type: none"> - STRS/PERS - Sick Leave
Part-Time Hourly	Employed on a regularly scheduled basis of 19.99 or less hours per week for a non-specified time.	<ul style="list-style-type: none"> - Sick Leave - Not eligible for any other benefits
Temporary/Seasonal Full-Time	Employed on a regularly scheduled basis of 30+ hour per workweek for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - Sick Leave - Some full-time temporary and seasonal employees may also be eligible for employer-sponsored health benefits, as required by law.
Temporary/Seasonal Part-Time	Employed on a regularly scheduled basis of 29 or less hours per week for a finite period of time (though they are still at-will employees).	<ul style="list-style-type: none"> - While this position may be eligible for Sick Leave, it is not eligible for any benefits.
Independent Contractor	Independent Contractors are non-employees.	Not eligible for any benefits.

Work Hours and Schedules

The School's normal operating hours are from ***7:30 a.m. to 4:00 p.m.**, Monday through Friday. The work schedule for hourly nonexempt employees may vary. Each employee will be assigned a work schedule by their supervisor. *Typical working hours for hourly nonexempt employees may be as follows:

REGULAR WORKING HOURS*	
School Level: Full-time office staff	7:30 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
School Level: All other full-time employees	7:45 a.m. – 4:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) minute breaks)
CMO Level: All full-time MERF employees	8:30 a.m. – 5:00 p.m. (may include a meal break for thirty (30) minutes and two ten (10) -minute breaks)

* Working hours may vary from one School site to another.

Employee work schedules and pay may fluctuate depending on the workload:

- ☐ Employees may have to work hours beyond their normal schedules as work demands require.
- ☐ Hourly employees will only be paid for the hours actually worked unless accrued paid leave is used or during a paid holiday for eligible employees.
- ☐ Employees are expected to attend weekly staff meetings and other mandatory training and meetings.
- ☐ Full-time teachers may be required to supplement regular curricular activities through after school programs, including tutoring and clubs. Each full-time teacher is expected to offer at least two after school programs per week.
- ☐ As directed by the **Principal**, employees may be required to conduct home visits to develop a positive school-home relationship that supports student achievement.
- ☐ As directed by the **Principal**, employees may also be required to attend school events and activities, including but not limited to, parent conferences, student/parent orientation, back-to-school nights, parent/community meetings, and any other school events and activities that occur during or outside of the normal school day, as indicated in the work year calendar. This required work is distinguishable from the employee's involvement in non-work volunteer activities, which are not required by the employee's employment.
- ☐ Employees are expected to perform other duties as requested by their **direct supervisor**.

Overtime

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis. Generally, teachers and administrators are exempt from earning overtime pay. Exempt employees may have to work hours beyond their normal schedules as work demands require, thus, no overtime compensation will be paid to exempt employees. Nonexempt employees may be eligible to earn overtime if required to work beyond the regularly scheduled workday or workweek. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. MPS will attempt to distribute overtime evenly and accommodate individual schedules, however, the operational needs of the School are

paramount. All overtime work must be previously authorized in writing by **the Principal (or MERF Human Resources for MERF employees.)** MPS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law.

Make Up Time

A non-exempt employee may make a written request to make up work time that is or would be lost as a result of another scheduled absence. It is at the sole discretion of the School to approve or reject the request. The hours of that make up work may only be performed in the same workweek in which the work time was lost and may not result in the employee earning overtime. The makeup time must not exceed eleven (11) hours of work in one day or forty (40) hours of work in one week. The employee is responsible for recording time worked and taking all applicable rest and meal breaks during make up time. Make up time is not encouraged, and is based on the availability of work.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor. The School will comply with such legal procedures.

Employees are strongly encouraged to avoid such wage attachments and garnishments.

Meal and Rest Periods

All employees working at least five (5) hours are provided with a thirty (30) minute unpaid meal period, to be taken approximately in the middle of the workday, but by no later than the end of the fifth (5th) hour of the workday. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and MPS mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time. An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

MPS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid.

MPS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use

their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Pay Days

Paydays are scheduled twice per month for **all employees**. The pay periods run from the 1st of the month to the 15th of the month (with paychecks available on the 20th of the month) and the 16th of the month to the end of the month (with paychecks available on the 5th of the following month). For 12 month employees, the School pays up to twenty-four (24) pay periods. For 11 month employees, the School pays up to twenty-two (22) pay periods. The total number of pay periods may vary depending on the starting and ending date of employment, and whether the employee performed work, used time from the accrued leave (paid sick leave, vacation leave, PTO), or is eligible for a paid holiday during the pay period. The last pay period of the school year ends on June 30th. Each paycheck will include earnings for all reported work performed through the end of the payroll period and is subject to regular withholdings. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay no later than the next day of work after the day(s) off.

Employees should promptly notify **the Principal (or MERF Human Resources for MERF employees)** with questions regarding the calculations of their paycheck. Any corrections will be noted and will appear on the following payroll check.

Payroll Withholdings

As required by law, the School shall make all required withholdings, including:

Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. **The School will provide the employee with a written notice which describes the wage overpayment and will afford the employee an opportunity to respond before commencing any recoupment action. If the employee disputes the wage overpayment, the School shall initiate a legal action to validate the overpayment before proceeding with recoupment.** The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every payroll deduction is explained on the check voucher. Employees are directed to contact Human Resources with questions.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to **the Principal (or MERF Human Resources for MERF employees) and by updating the Human Resources Information System Employee Self Service Portal**. The Human Resources Department also maintains a supply of forms.

It is the employee's responsibility to report any changes in filing status to **the Principal (or MERF Human Resources for MERF employees) by updating his/her Human Resource Management System Employee Self Service Portal**.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

The School offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their paychecks.

Salary Compensation for Partial Pay Period

Salary payments to employees who are employed for less than a full pay period because of leave without pay, separation from employment for any reason, or employment at dates other than the beginning or the end of the pay period are computed on the basis of actual working days in the month. For this purpose, working days are considered to be forty (40) hours Monday through Friday unless otherwise specified.

For teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

Pay Rate Schedule

Pay is primarily determined by the work classification, employee qualifications, years of service, and individual performance. The School uses the Board approved employee pay raise scales to determine the salaries for **full-time teaching staff and non-classroom based academic personnel and school leaders**. MERF employees and classified employees pay are determined by the MPS Board approved salary band. Please refer to the scales for details. For school level classified employees, the pay is primarily determined by the work classification and individual performance.

Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. School and MPS organized In-Service and Professional Development days are considered regular working days, employees are expected to be present on those days. If it is necessary to be absent or late, the employee must arrange it in advance with a **direct supervisor**. If it is not possible to arrange the absence or tardiness in advance, the employee must notify a **direct supervisor** no later than one-half (1/2) hour before the start of the workday. Teachers are also responsible to have a substitute folder for use when they are absent from school. If the employee is absent from work longer than one day, they must keep their **direct supervisor** sufficiently informed of the situation.

Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, as shown below in the Disciplinary Action Chart for Tardiness.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with the School. Absence for more than three (3) consecutive days without notifying the Principal will be considered a voluntary resignation from employment. The actual amount of time used during the tardiness will be subtracted from employee's vacation or sick leave hours (if related to a sick leave purpose) for each tardiness, in one (1) hour increment. Once all sick leave/vacation is used, employee's tardy hours will be reflected as unpaid time off.

CHART OF CONSEQUENCES FOR TARDINESS AND ABSENCES		
	OCCURRENCES/DAYS	STEP AND ACTION
TARDINESS	1 -3 tardiness	Verbal Warning
	The 4th tardy	Written Warning.
	The 5th tardy	Staff member will also be placed on an Improvement Plan.
	6th and subsequent tardiness	Disciplinary: The employee may be subject to further discipline or dismissal.
ABSENCES	After all sick leave/vacation days are used	For exempt employees, a full day of pay will be deducted for each full days' absence. For nonexempt employees, no deduction will be made, but the employee will not earn wages during their absence.
NO CALL/NO SHOW	3 consecutive days	Considered job abandonment, which can lead to termination.

Timecards and Records

By law, MPS is obligated to keep accurate records of the time worked by nonexempt employees. Such employees shall be required to utilize the School's time card system.

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the Principal to make the correction and such correction request must be approved by the Principal.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may record hours worked on another's time card. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the School.

Mandatory Training and Meetings

Employees may be required to attend online/onsite trainings, lectures and meetings outside of regular working hours. All teaching staff and school administrators are required to attend summer in-services, weekly staff meetings, and other mandatory training and meetings as directed by the **Principal**.

The School will pay non-exempt employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours. All staff will be paid for the total hours of mandatory trainings plus travel time and mileage reimbursement (if applicable) with respect to MPS Reimbursement Policy.

All mandatory trainings, lectures and meetings will be identified as such. The School will not pay non-exempt employees for attendance at voluntary trainings. If the employee is unsure about the characterization of an offered training, lecture or meeting, they should contact their **direct supervisor** before attending.

All non-exempt employees must accurately reflect attendance at all mandatory trainings, lectures and meetings outside of regular working hours on their time records.

Expense Reimbursements

The School may reimburse employees for certain reasonably necessary expenses incurred in the furtherance of School business, including, but not limited to, fingerprint processing fees, TB test fees, First Aid & CPR fees, fees of exams that lead to professional certification (CSET, CBEST, RICA, CTEL, CLAD, CPACE, etc..) and other approved School business and profession related expenses. During the on-boarding process for a new-hire, fingerprint processing fees and TB test fees may be reimbursed up to 2 (two) fees upon the supervisor and/or the HR Department's request and approval. Credential fees, university entrance exam fees, and US Constitution exam fees are not reimbursable. Please refer to the MPS Tuition Reimbursement policy for professional development opportunities and certification programs reimbursed by the School.

In order to be eligible for reimbursement, employees must follow the protocol set forth in the MERF's policy regarding expenditures, a copy of which may be obtained from the **Principal (or MERF Human Resources for MERF employees)**.

MERF Purchase Policies and Procedures Manual requires all employee expense or purchase plans to be pre-approved by his/her supervisor.

All new and continuing tuition reimbursement requests must be pre-approved annually by employee's supervisor as stated in the MPS Tuition Policy.

STANDARDS OF CONDUCT

Personal Appearance/Standards of Dress

MPS employees serve as role models to the School's students. All employees should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Employees are encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all employees shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in women's dresses or skirts that are no higher than three (3) inches above the knee.
- 2) Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, prior approval must be granted by the Principal.
- 3) Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- 4) Skirts and dresses should be no higher than three (3) inches above the knee.
- 5) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- 6) For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- 7) Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 8) Due to safety concern, appropriate shoes must be worn at all times. For example; flip flops are not appropriate foot wear.
- 9) If an employee has a tattoo that is visible, it is the employee's responsibility to ensure that it is not visible during working hours.
- 10) Supervisors will inform employees of any specific dress requirements for their position.

Prohibited Conduct

The School expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of employment. The following is a list of conduct that is prohibited by the School. This list is not exhaustive and is intended only to provide examples of the type of conduct that will not

be tolerated by the School. The specification of this list of conduct in no way alters the employment relationship the employee has with the School.

- ☐ Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by the School;
- ☐ Unprofessional conduct.
- ☐ Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities;
- ☐ Unacceptable job performance;
- ☐ Improper use or release of confidential information without authorization;
- ☐ Unexcused/unreported absence and/or lack of punctuality;
- ☐ Improper use of sick leave;
- ☐ Working unauthorized overtime or refusing to work assigned overtime;
- ☐ Misuse of School property or funds;
- ☐ Improper use of School equipment, materials, time or property;
- ☐ Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
- ☐ Failure to maintain a required license, certification or permit current and in good standing;
- ☐ Horseplay or other unnecessary or inappropriate physical contact;
- ☐ Sleeping or malingering on the job;
- ☐ Refusal to communicate with students, parents, supervisors, or other employees;
- ☐ Conducting personal business during business hours and/or unauthorized use of School property for non-School reasons;
- ☐ Posting any notices on School premises without prior written approval of management unless posting is on a School bulletin board designated for employee postings and is otherwise non-offensive and appropriate for the workplace;
- ☐ Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter, is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks;
- ☐ Failure to comply with the School's safety procedures;
- ☐ Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment;
- ☐ Immoral or indecent conduct;
- ☐ Fighting or instigating a fight on School premises;
- ☐ Gambling on school premises;
- ☐ Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees;
- ☐ Possession of alcohol or illegal drugs and controlled substances at work, or reporting to work while under the influence of the same;
- ☐ Dishonesty;
- ☐ Falsification, fraud or omission of pertinent information when applying for a position;
- ☐ Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record;
- ☐ Theft or embezzlement;
- ☐ Willful destruction of School property;
- ☐ Conviction of a crime making the employee unfit for the position, or failure to report a criminal charge or conviction to the School;

- ☐ Possession of firearms, or any other dangerous weapon, while on campus or while working for the School;
- ☐ Violation of the discrimination, harassment or retaliation policy;
- ☐ Engaging in sabotage or espionage (industrial or otherwise);
- ☐ Any willful act that endangers the safety, health or wellbeing of another individual;
- ☐ Any act of sufficient magnitude to cause disruption of work or gross discredit to the school;
- ☐ Failure to follow any known policy or procedure of the School or gross negligence that results in a loss to the School; and
- ☐ Failure to respond to work-related communications within 1 day for exempt employees and 1 business day for nonexempt employees.
- ☐ Violations of federal, state or local laws affecting the organization or the employee's employment with the organization.

Off-Duty Conduct

While the School does not seek to interfere with the lawful off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- ☐ Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the School;
- ☐ Additional employment that creates a conflict of interest or is incompatible with the employee's position with the School;
- ☐ Additional employment that impairs or has a detrimental effect on the employee's work performance with the School;
- ☐ Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- ☐ Additional employment that directly or indirectly competes with the business or the interests of the School.

Employees who wish to engage in additional employment must submit a written request to the School explaining the details of the additional employment. The School will advise the employee of whether a conflict appears to exist based on the information provided. The School assumes no responsibility for this determination or the employee's other employment. MPS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of the additional employment. Authorization to engage in additional employment can be revoked at any time if a conflict is suspected.

EMPLOYEE BENEFITS

Holidays and Vacations

School Holidays

The School recognizes the following holidays. All exempt and nonexempt **full-time** employees will receive the following paid holidays in 2023-2024:

<u>School Holidays</u>	<u>Dates</u>
Independence Day	July 4, 2023 (Tuesday) <i>(for 12month employees)</i>
Labor Day	September 4, 2023 (Monday)
Veterans Day	November 10, 2023 (Friday)
Thanksgiving Day*	November 24, 2023 (Friday)
Day after Thanksgiving*	November 23, 2023 (Thursday)
Christmas Holiday**	December 25, 2023 (Monday)
Winter Break Holiday**	December 26, 2023 (Tuesday)
Winter Break Holiday**	December 27, 2023 (Wednesday)
New Year's Holiday**	December 29, 2023 (Friday)
New Year's Holiday**	January 1, 2024 (Monday)
M. L. King Day	January 15, 2024 (Monday)
Presidents' Day	February 16, 2024 (Friday) (Only MSA-SA & MSA-SD) February 19, 2024 (Monday) (All MPS)
Cesar Chavez Day	April 1, 2024 (Monday) (All MPS except San Diego)
Spring Break Holiday***	March 27, 2024 (Wednesday) (Only MSA1 to 8) April 3, 2024 (Wednesday) (Only MSA-SA & SD)
Spring Break Holiday***	March 28, 2024 (Thursday) (Only MSA1 to 8) April 4, 2024 (Thursday) (Only MSA-SA & SD)
Memorial Day	May 27, 2024 (Monday)
Juneteenth Holiday	June 19, 2024 (Wednesday)

* Falls during Thanksgiving Break

** Falls during Winter Break

*** Falls during Spring Break

School Breaks

All **full-time** exempt employees will receive the following paid school breaks (which may include, and are not in addition to, the School Holiday Schedule above):

- ☐ Thanksgiving Break (including Thanksgiving Day and the Day after Thanksgiving)
- ☐ Winter Break (including the Christmas Day, Winter Break Holiday, and New Year's Day)
- ☐ Spring Break (including Spring Break Holiday)

Part-time, temporary, and seasonal employees, and independent contractors, are not compensated during School breaks.

Full-time **education specialists, school psychologists, college counselors, athletic directors, and school social workers** at the school sites will be treated as teaching staff for the purpose of holidays and vacation. If employees have any questions about their employment classification, they should consult with **MERF Human Resources**.

SCHOOL BREAKS	DATES
Full-time teaching staff:	
Thanksgiving Break	November 20 (Mon)-24 (Fri), 2023 (All MPS Schools & HO)
Winter Break	December 18, 2023 (Mon) – December 29, 2023 (Fri) (For MSA-SD) December 18, 2023 (Mon) – January 5, 2024 (Fri) (For MSA1-8 &SA)
Spring Break	March 25 (Mon)-29 (Fri), 2024 (For MSA1-8) April 1 (Mon)-5 (Fri), 2024 (For MSA-SA & MSA-SD)
School administrators, classified exempt 12 month employees, and MERF employees:	
Thanksgiving Break	November 22 (Wed)-24 (Fri), 2023 (All MPS Schools a& HO)
Winter Break	December 20, 2023 (Wed) – December 29, 2023 (Fri) (For MSA-SD) December 20, 2023 (Wed) – January 5, 2024 (Fri) (For MSA1-8 & SA & HO)
Spring Break	March 27 (Wed)-29 (Fri), 2024 (For MSA1-8 & HO) April 3 (Wed)-5 (Fri), 2024 (For MSA-SA & MSA-SD)

If a school site has a different schedule of breaks and/or additional breaks other than those listed above, such as fall break, Presidents’ week, etc., the general rule of thumb is that full-time teaching staff will take the whole break off in the school calendar while the School administrators and MERF employees will have two (2) days less off. Full-time, hourly classified staff are only eligible for pay according to the School Holiday Schedule above.

Floating Holidays

All full-time MPS Employees are eligible to receive two (2) floating days each school year. Floating Holidays are not vacation days, and cannot be paid out, cashed out, and cannot be rolled over. Floating holidays are provided at the start of each school year.

Vacation

The School provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. Vacation is provided to prevent overworking. The School believes that this time is valuable for employees in order to enhance their productivity and to make their work experience with the School personally satisfying.

All **full-time 12 month** employees accrue vacation from the date of hire at the following accrual rates:

*ELIGIBLE EMPLOYEES	VACATION ACCRUAL	MAX CAP
School Administrators	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours
School Classified Employees	Hours will accrue per pay period up to 120 hours (6 hours per pay period) per year	200 hours
MERF Employees	Hours will accrue per pay period up to 160 hours (8 hours per pay period) per year	240 hours

As a benefit to employees, eligible employees will accrue the maximum vacation time prior to the end of the year to facilitate their use of vacation time before the end of the year. This accelerated accrual does not entitle eligible employees to vacation time above and beyond their yearly accrual, as indicated in the chart above. Vacation time may not be utilized before it is earned. Vacation is rolled over from year to year and is capped at 240 hours for administrators and MERF employees, and 200 hours for full-time classified employees. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. Employees who have non-sick related partial or full day absences will have vacation time deducted from their vacation bank commensurate with their time off.

No vacation accrues during any unpaid leave of absence or while on disability salary continuation. Vacation accruals recommence when the employee returns to work.

On termination of employment, the eligible employee is paid all accrued, unused vacation at the employee's base rate of pay at the time of his or her separation from employment.

All vacations must be approved in advance by **the direct supervisor of the employee**, who will make reasonable efforts to accommodate employee requests. Vacation requests must be made at least two (2) weeks prior to the desired vacation time. Job requirements will always have precedence over vacation schedules. The School may attempt to have some of its employees stagger vacations in an effort to avoid affecting services.

All 11 month employees, including non-classroom based academic employees and teaching staff, do not accrue vacation.

For full-time teaching staff, the actual working days start on the first day of summer teacher in-service and end on the last day of school or on the end-of-year school wrap-up day, whichever is later.

Any accrued but unused vacation will not be paid out at the end of the school year. Nonetheless, all employees are entitled to have their unused vacation time paid out upon separation from the School.

Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, MPS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Additionally,

employees may use sick leave during public health emergencies resulting in the closure of MPS, the employee's child care provider, or the school of the employee's child. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, siblings), or a designated person (i.e. one who is related to the employee by blood or whose association with the employee is the equivalent of a family relationship) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

All full-time and part-time staff will be credited with forty-eight (48) hours of sick leave at the start of the school year. In addition to the credited forty-eight (48) hours, all 11 and 12-month full-time employees will accrue two (2) sick leave hours per pay period. The maximum accrued sick leave is eighty (80) hours per year. Paid sick leave can be used by all MPS employees who work for at least thirty (30) days within the span of a single calendar year from the commencement of employment.

Employees may roll over up to eighty (80) hours of paid sick leave from year to year.

MPS EMPLOYEE SICK HOURS			
	BEGINNING	ACCRUAL	MAXIMUM ACCRUAL
11-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
12-MONTHS FULL-TIME	48 hours	2 hours per pay period	80 hours
PART-TIME	48 hours	X	N/A
SEASONAL/TEMPORARY	0	1 hour for every 30 hours worked	80 hours

Employees cannot use paid sick leave until the thirtieth (30th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of one (1) hour.

Sick leave is intended to be used only for the qualifying purposes stated above. MPS will not tolerate abuse or misuse of sick leave. If an employee is absent longer than three (3) days due to illness, medical evidence of the illness and/or medical certification of the employee's fitness to return to work may be required.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave, if eligible under applicable medical leave law, depending upon the facts and circumstances of the employee's basis for leave beyond the accrued sick leave. If an employee is not eligible for any applicable medical leave and has exhausted all paid sick leave, the employee will not be paid for time not worked. Employee requests for unpaid medical leave must be approved in advance by the School.

The School may offer to buy back unused paid sick leave days at \$150 per day, at the School's discretion, by the end of June. Employees must work for the School for at least ninety (90) days of their work year before they may be eligible for the School to buy back their paid sick leave. For employees who do not complete ninety (90) days by June 30 and are therefore ineligible for the buy back, their paid sick leave will roll over up to the maximum cap. The School will not buy back any paid sick leave from new or continuing employees who (1) fail to work for the School for ninety (90) consecutive days of the new work year, or (2) are separated from the School based on misconduct, unprofessionalism, or suspicion of the same. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

Personal Necessity Leave:

A full-time employee may elect to use up to five (5) days of accumulated sick leave each school year for personal necessity including any of the following specific reasons:

- ☐ Death or serious illness of a member of his/her immediate family (this is in addition to normal bereavement leave);
- ☐ Accident involving his/her person or property or the person or property of a member of his/her immediate family;
- ☐ Appearance in court as a litigant, or as a witness under official order;
- ☐ Adoption of a child;
- ☐ The birth of a child making it necessary for an employee who is the parent of the child to be absent from his/her position during the work hours;
- ☐ Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) day in advance, unless an emergency situation occurs. Personal necessity leave is not vacation but rather part of the sick leave policy. Personal necessity leave does not carry over from school year to school year.

MERF Offered Benefits Chart

	Full-Time						Part-Time (20- 29.99hr/week)	Part-Time (less than 20hr/week)	Temporary/Seasonal			
Status	School Admin Home Office	Classified				Teacher		Classified		Teacher/Classified		
Duration	12- Month	12-Month		11-Month		11-Month		Part-Time		Part- Time	Full-Time	
Salary Type	Salaried	Salaried	Hourly	Salaried	Hourly	Salaried	Hourly	Hourly		Hourly	Salaried	Hourly
Bereavement Hours	40	40	40	40	40	40	40	40	40	40 (Unpaid)	(40 Unpaid)	(40 Unpaid)
Floating Hours	16	16	16	16	16	16	16	NO	NO	NO	NO	NO
Sick Hours	80	80	80	80	80	80	80	48	48	1 hr per 30 hours worked	1 hr per 30 hours worked	1 hr per 30 hours worked
Vacation Hours	160	120	120	NO	NO	NO	NO	NO	NO	NO	NO	NO
Health Benefits (Health, Dental, Vision)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	✧	✧
Retirement (STRS, PERS or 401K)	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO

Tuition Reimbursement (BTSA, Master's, Ph.D.)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO
Paid Time Off (Fall, Spring, Winter Breaks)	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	NO

✦ Temporary/seasonal employees may be eligible for health benefits and sick leave depending on the length of the assignment and the hours worked, as specified in the Health Benefits section and Paid Sick Leave section of this Handbook.

INSURANCE BENEFITS

Health Insurance

Full-time employees are entitled to health insurance benefits in accordance with applicable law and the School’s health insurance plan. The School will cover one-hundred (**100%**) percent of the premium for employees who chose the HMO option and one-hundred (**100%**) percent of the premium to enroll legal dependents in the same program. The employee’s portion of monthly premiums will be deducted from the employee’s paycheck for employees who select the PPO selection or a greater amount of insurance coverage. The School may provide the employee a stipend payment at the rate of \$150 per month if he or she is enrolled in a separate health insurance benefit program and declines all employer-sponsored health insurance benefits (i.e. medical, vision, and dental) in writing by no later than within the month of August of each year. MPS will not provide a stipend to employees who will receive or have employer-sponsored health insurance coverage through an actively working spouse of MPS.

After the end of the open enrollment or once the employee selects a plan, employee may not cancel or convert from HMO to PPO or vice versa until the next open enrollment unless there is a qualifying event such as birth of a child, loss of coverage, marital status.

Part-time, and temporary/seasonal employees working less than 30 hours per week are not entitled to health benefits provided by the School. Independent contractors, consultants and leased employees (i.e., those working for an employment agency) are not employees of the School and are not eligible for benefits provided by the School.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Unless otherwise mandated by law, employees on a leave of absence are responsible for selecting continuing health coverage and paying the premium for such coverage. Failure to timely request and pay for such coverage will result in the loss of coverage.

When Coverage Starts

Subject to health insurance carrier approval, employee coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month. The employee is responsible for logging into MPS’s Human Resources Information System and properly enrolling in any selected plans within the first thirty (30) days of their start date.

Disability Insurance

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage-replacement insurance plan for California workers. Employees may be eligible for SDI when they are out of work related to an injury, subject to SDI eligibility requirements. The employee must contact SDI for specific rules and regulations relating to SDI eligibility, and the **MERF Human Resources** may be available to assist.

Family Leave Insurance

Employees covered by the SDI may also be covered by the California Paid Family Leave Insurance program. Eligible employees are entitled to receive up to eight (8) weeks of wage replacement benefits from the State of California when they suffer a wage loss for taking time off to care for a seriously ill or injured qualifying family member or to bond with a new child within one (1) year of birth or placement of the child with the employee. Specific rules and regulations relating to Family Leave Insurance are available from SDI, and the **MERF Human Resources** may be able to assist.

Life Insurance

Employee life insurance is provided by MERF. All full-time employees will be covered upon hire, subject to program eligibility requirements. Employees should contact the Human Resources Department for coverage details.

Workers' Compensation Insurance

Eligible employees are entitled to Workers' Compensation Insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee. See below for a further description of making a claim for Workers' Compensation Insurance benefits.

COBRA Benefits

Continuation of Benefits:

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- ☐ Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- ☐ Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making the employee ineligible for the plan.

This eighteen (18)-month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18)-month period also may be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- ☐ The employee dies while covered by the plan;
- ☐ The employee and his/her spouse become divorced or legally separated;
- ☐ The employee becomes eligible for Medicare coverage, but the employee's spouse has not yet reached age sixty-five (65); or
- ☐ The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

MPS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. MPS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- ☐ Premiums for continued coverage are not paid within thirty (30) days of the due date;
- ☐ The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or his/her spouse or child, as applicable) may have;
- ☐ MPS stops providing group health benefits;
- ☐ The employee (or his/her spouse or child) become entitled to Medicare; or
- ☐ The employee extended coverage for up to twenty-nine (29)-months due to disability and there has been a final determination that the employee is no longer disabled.

LEAVES OF ABSENCE

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

Employee Eligibility Criteria:

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the School must only have at least five (5) employees).

Events that may Entitle an Employee to FMLA/CFRA Leave:

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

- ☐ To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
- ☐ Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy);
 - a. A “serious health condition” is an illness, injury (including, but not limited to on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.

- ☐ To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship.
- ☐ When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
- ☐ For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.

Amount of FMLA/CFRA Leave Which May Be Taken:

- ☐ FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
- ☐ In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
- ☐ The "twelve-month period" in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
- ☐ If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA/CFRA Leave:

- ☐ An employee on FMLA/CFRA leave because of his/her own serious health condition may use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an

employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law

- ☐ An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
- ☐ If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
- ☐ The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

Health Benefits:

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

MPS may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

- ☐ The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
- ☐ The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

Seniority:

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced. An employee who was absent from work while fulfilling his or her covered service obligation under the Uniformed Services Employment and Reemployment Rights Act (USERRA) shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service.

Medical Certifications:

- ☐ An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
- ☐ The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
- ☐ If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
- ☐ Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA/CFRA Leave:

- ☐ An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to **the Principal (or MERF Human Resources for MERF employees)**. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
- ☐ Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
- ☐ Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- ☐ If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
- ☐ If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
- ☐ If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may

be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

- ☐ The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work:

- ☐ Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
- ☐ When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
- ☐ Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
- ☐ If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave:

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria:

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave:

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

- ☐ The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
- ☐ The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave:

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pay During Pregnancy Disability Leave:

- ☐ An employee on pregnancy disability leave may use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
- ☐ The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
- ☐ Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits:

MPS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) -month period. MPS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

- ☐ The employee fails to return from leave after the designated leave period expires.
- ☐ The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

Seniority:

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

Medical Certifications:

- ☐ An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
- ☐ Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave:

- ☐ An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Principal (or MERF Human Resources for MERF employees). An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
- ☐ Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
- ☐ Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.

- ☐ Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
- ☐ If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
- ☐ The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work:

- ☐ Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
 - The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
- ☐ When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
- ☐ In accordance with MPS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
- ☐ If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave:

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Unpaid Leave of Absence

MPS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

Funeral/Bereavement Leave

All MPS employees excluding temporary/seasonal employees will be allowed up to **five (5)** paid working days off within the same school year to arrange and attend the funeral of an immediate family member. For purposes of this policy, an employee's immediate family member includes a parent, spouse, son/daughter, sister/brother, parents-in-law, grandparents, grandchild, sister/brother-in-law, son/daughter-in-law, or domestic partner. All other employees who have worked for at least thirty (30) days, such as seasonal and temporary employees, are entitled to up to five (5) days of unpaid bereavement leave for the death of an immediate family member. Employees should contact the Principal or the Human Resources department to request bereavement leave. All bereavement requests should be in writing to the Principal and Human Resources department.

If any employee requires more than **five (5)** days off for bereavement leave, the employee may request to use accrued sick days, request additional unpaid leave or may request the opportunity to use any accrued vacation time, which may be granted at the discretion of the School. Bereavement pay will not be used in computing overtime pay.

Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events within a twelve (12) month period. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay.

Military and Military Spousal Leave of Absence

MPS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide

advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, MPS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

MPS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Advance notice of leave is required. Please inform **the Principal (or MERF Human Resources for MERF employees)** of anticipated military leave time as far in advance as possible. Accrued vacation will be paid during military leave at the employees request and health plan coverage continuance can be arranged for up to twenty-four (24) months during military leave if required premium payments are made by the employee. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

Drug and Alcohol Rehabilitation Leave

The School will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. The School will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact **MERF Human Resources**. The School will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use accrued sick leave or accrued vacation time, if any, during requested leave.

Nothing in this policy shall prohibit the School from refusing to hire or discharge an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot

perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others.

Time Off for Adult Literacy Programs

The School will reasonably accommodate and assist any employee who reveals a problem of illiteracy and requests employer assistance in enrolling in an adult literacy education program. Employees will be required to bear the cost associated with enrollment in an adult literacy education program, but the School will assist the employee by providing the locations of local literacy education programs. The School may also arrange for a literacy education provider to visit the School.

An employee who wishes to reveal a problem of illiteracy and request School assistance should contact **MERF Human Resources**. The School will take all reasonable steps to safeguard the employee's privacy. Nonexempt employees may use accrued vacation pay if available to make up for the work that is missed to attend literacy classes.

School Appearance and Activities Leave

As required by law, MPS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of MPS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Time Off to Serve as Election Official

Any employee who serves as an election official is eligible for unpaid leave on election day for purposes of service. Employees must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to act as an election official as far in advance as possible.

Time Off for Jury and Witness Duty

The School will provide employees unpaid leave to serve as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The School will also provide employees unpaid leave to appear in court or other judicial proceeding as a witness, as permitted by law, to comply with a valid subpoena or other court order. The employee must notify **the Principal (or MERF Human Resources for MERF employees)** of their commitment to serve on a jury or as a witness as far in advance as possible.

Victims of Abuse Leave

MPS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide MPS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide MERF Human Resources one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, MPS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact **MERF Human Resources**.

Time Off for Volunteer Firefighters

Employees who perform emergency duties as volunteer firefighters, reserve peace officers or emergency rescue personnel will be given reasonable time off from work in accordance with the law. Employees are requested to alert **the Principal (or MERF Human Resources for MERF employees)** of their status as volunteer firefighters, reserve peace officers or emergency rescue personnel so that the School will have advanced notice of the employee's potential need to leave the School in the event of an emergency. Any time an employee must perform emergency duties, he/she must notify **the Principal (or MERF Human Resources for MERF employees)** before leaving the School's premises.

Time Off for Voting

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two (2) hours of paid time off will be provided, at the beginning or the end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work. Please contact **the Principal (or MERF Human Resources for MERF employees)** to request and schedule time off to vote.

Industrial Injury Leave (Workers' Compensation)

MPS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure the employee receives any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Principal;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Principal; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. MPS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Principal and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave (“Donor Leave”), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee first uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

Returning from Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor’s return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give **the Principal (or MERF Human Resources for MERF employees)** thirty (30) days’ notice before returning from leave. Whenever the School is notified of an employee’s intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should consult **MERF Human Resources**.

RETIREMENT

Certificated Staff Members

All certificated staff members who are eligible, including, but not limited to, administrators, counselors, school psychologists, special education program administrators, and teaching employees will participate in the State Teachers' Retirement System (STRS).

Classified Staff Members

All full-time non-certificated staff members, including, but not limited to, office staff and instructional aides, are eligible to participate in the Public Employees' Retirement System (PERS).

All part-time non-certificated employees hired to work six months or more become eligible to participate in PERS on the date of hire. For part-time employees, they become PERS members the first day of the next pay period after completion of 1,000 hours or 125 days in a fiscal year.

All non-credentialed employees also contribute to Social Security.

MPS Home Office Staff Members

Full-time Home Office staff members may be eligible to participate in the Public Employees' Retirement System (PERS), the State Teachers' Retirement System (STRS) or 401(K) Retirement Plan.

Oversight of Benefits

The HR Department and the Finance Department at the MPS Home Office are responsible for monitoring the appropriate administration of benefits and ensuring appropriate arrangements for retirement coverage are made for all employees. MERF will make any contribution that is legally required of the employer, including STRS, PERS, Social Security, workers' compensation, and other payroll obligations.

All withholdings from employees and the MERF will be forwarded to the STRS and PERS funds as required. Employees will accumulate service credit years in the same manner as all other members of STRS and PERS. MERF will submit all retirement data and will comply with all policies and procedures for payroll reporting. MERF assures that it will provide retirement information in a format required by the Counties.

EMPLOYMENT EVALUATION AND SEPARATION

Employee Reviews and Evaluations

Each employee will receive periodic performance reviews conducted by **his or her direct supervisor**. MERF may utilize secure online staff evaluation platform to evaluate staff performances. Performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of their progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or job retention. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, employees will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that the employee discussed it with their **direct supervisor**, and that they are aware of its contents. Employees may also acknowledge receipt of performance evaluations through the online platform provided by MERF. The evaluation system or any failure to evaluate an employee in no way alters the at-will employment relationship.

Newly hired employees may have their performance goals reviewed by **your direct supervisor** within the first **ninety (90)** days of employment.

Discipline and Involuntary Termination

Violation of the School's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions and/or termination. The School's disciplinary system is informal and the School may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

The disciplinary process will be determined by the School in light of the facts and circumstances of each case. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. These policies apply to all employees of the School and apply to all job-related activities of such employees.

Violations of the Employee Handbook, employment agreement, MPS charter, or applicable law are all independently and collectively considered misconduct and will result in disciplinary action up to and including release from at-will employment.

Voluntary Termination

Except if stated expressly otherwise by employment contract, either the employee or the School may terminate the at-will employment relationship at any time, with or without notice and with or without cause. While it is not required, the School requests that at-will employees electing to resign give as much advance notice as possible (preferably two weeks) to allow the School to plan for your departure.

An exit interview may be scheduled by **your direct supervisor or the HR Department**. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any School property (including keys, equipment, documents and records) that may be in the employee's possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at the School. The School appreciates receiving candid opinions of the employee's employment.

Pay at Time of Separation

Employees separated from employment will be paid for time worked according to applicable laws. For full-time employees who are employed for less than a full pay period in their last month, salary payments are computed on the basis of actual working days in the month. For this purpose, working days are considered to be forty (40) hours Monday through Friday unless otherwise specified.

The School will buy back all unused sick leave days from employees at the rate of \$150 per day. The School will not buy back any paid sick leave from new or continuing employees who fail to work for the School for ninety (90) days of the new work year. Additionally, employees who are terminated based on misconduct or unprofessionalism, or who resign under suspicion of misconduct or unprofessionalism, are not eligible to have paid sick leave paid to them upon their separation from employment. The School does not buy back sick leave from temporary or seasonal employees, such as summer school employees.

Pay for earned but unused vacation time will be provided to full-time employees at time of separation at the employee's current rate of pay.

Final pay, including pay for any earned but unused sick leave days and vacation time, and if applicable, pay for summer holdback for full-time teaching staff, will be provided in accordance with applicable law. Only employees who are not terminated for misconduct or other related conduct are eligible to be paid for sick leave under the policy.

Employment References/Verifications

All requests for references and employment verifications must be promptly directed to the employee's **direct supervisor and/or the HR Department**. When contacted for a employment verification, the School will only provide information concerning dates of employment, the title of the last position held and length of service. The School may be required to disclose when an employee has been reported to the CTC for allegations of misconduct. Other employees may not provide any employment verifications or provide a professional reference on behalf of the School for another employee. MPS strongly advises supervisors not to provide letters of recommendation on MPS letterhead.

INTERNAL COMPLAINT REVIEW & OPEN DOOR

Open Door Policy

The School wishes to provide the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes employee questions, suggestions or complaints relating to work, conditions of employment, the School or the treatment of employees. Other than in situations involving harassment (as outlined and described above), the employee must contact **the Principal (or MERF Human Resources for MERF employees)** with questions or concerns. If the situation is not satisfactorily resolved, the employee should contact **MERF Human Resources**, preferably in writing, who may further review the issue.

Internal Complaint Review

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to **the CEO or Board of Directors** to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints:

(Complaints by Employees against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the employee's **direct supervisor**. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by **the Principal (or the CEO (or designee) for MERF employees)**:

- ☐ The complainant will bring the matter to the attention of **the Principal (or the CEO (or designee) for Home Office employees)** as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
- ☐ The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. **The Principal (or the CEO for Home Office employees) (or designee)** will carefully consider the facts and circumstances and may investigate the facts and provide a solution or explanation;
- ☐ If the complaint is about the Principal, the complainant may file his or her complaint in a signed writing to the **CEO (or designee.) The CEO (or designee)** will carefully consider the facts and circumstances and may investigate the facts and provide a solution or explanation;
- ☐ If the complaint is about the CEO, the complainant may file his or her complaint in a signed writing to **the President of the School's Board of Directors**, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. **The Board President or investigator** will report his or her findings to the Board for review and action, if necessary.

Policy for Complaints Against Employees:
(Complaints by Third Parties against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of **the Principal or the CEO** (if the complaint concerns the Principal and/or Home Office employees) or **the Board President** (if the complaint concerns the CEO) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, **the Principal (or the CEO (or the Board President)) (or designee)** shall abide by the following process:

- ☐ **The Principal (or the CEO) (or designee)** shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- ☐ In the event that **the Principal (or the CEO) (or designee)** finds that a complaint against an employee is valid, **the Principal (or the CEO) (or designee)** may take appropriate disciplinary action against the employee. As appropriate, **the Principal (or the CEO) (or designee)** may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
- ☐ **The Principal's (or the CEO's) (or designee's)** decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements:

- ☐ Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
- ☐ Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
- ☐ Resolution: The Board (if a complaint is about the CEO) or the CEO (if a complaint is about the Principal or MERF employees) or the Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

MPS reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer. Any modification replaces any pre-existing policies and Handbooks to the extent they are in conflict.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the COO, Principal, MERF Human Resources, or Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

MPS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by: _____

Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

Coversheet

Approval of the Substitute Company: Sub Teacher Source (STS)

Section: IV. Action Items
Item: H. Approval of the Substitute Company: Sub Teacher Source (STS)
Purpose: Vote
Submitted by:
Related Material: IV_H_Substitute Company_Sub Teacher Source STS.pdf



Agenda Item:	IV H: Action Item
Date:	December 14, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Suat Acar, Chief Operations Officer
RE:	Approval of Substitute Company: Sub Teacher Source STS

1. Action Proposed:

I move that the Board approve Sub Teacher Source (STS), a Limited Liability Company and to be added to the approved vendor list.

2. Purpose:

The company provides substitute teachers services. MERF is trying to increase the number of substitute teacher companies to be ready for flu season or any possible future pandemic when an increased number of teachers use their sick days.

3. Background:

MERF is aiming to increase the number of substitute companies to provide more options for our schools. All the Magnolia schools will be able to call for the company’s services in case they need them, and they want to call the substitute teachers of this company along with the previously approved companies’ substitute teachers.

4. Analysis:

On the next page is the comparison chart for comparable services of existing approved vendors versus SUB TEACHER SOURCE (STS), a Limited Liability Company as of the day of this board meeting.



	STS	Scout	21 st Century	Teachers on Reserve	Educational Team	Direct Ed
Full Day Pay (> 4 Hours)	\$380.00	\$294.00	\$319.00	\$38.54 per hour	N/A	\$365.00
Half Day Pay (< 4 Hours)	\$195.00	\$197.00	\$195.00	\$34.58 per hour	N/A	\$150.00
Overtime (8+ Hours)	1.5x	1.5x	1.5x	1.5x	1.5x	1.5x
Long-Term Pay Rate (15 days +)	\$410.00	\$323.00	\$329.00	Hourly plus	N/A	\$380.00
Cancellation Fees and Policies	N/A if within allotted time Half Day if No cancellation before arrival	N/A if within allotted time Half Day if No cancellation before arrival	N/A if within allotted time Half Day if No cancellation before arrival	N/A if within allotted time Half Day if No cancellation before arrival	N/A if within allotted time Half Day if No cancellation before arrival	\$130 per occurrence
Instructional Aides or Teacher Aides (Full Day/Half Day/Long Term)	\$380.00 Full day	\$268/\$198/\$180	\$288/\$295		N/A	\$32.50 per hour
Hiring Fees in case MERF hires Company's Employee	N/A	1-90 days/10% AGS 91-180 days/5% of AGS 180+ days/\$1000	Flat Fee \$4500	160-240 hours—10% of the Annual Salary 240-320 hours—7.5% of the Annual Salary 320-400 hours—5% of the Annual Salary 400-480 hours—2.5% of the Annual Salary Over 480 hours—1.5% of the Annual Salary	N/A	1-90 days/\$350 Flat Fee >90 days/ \$1500 Flat Fee
Office Worker	N/A	N/A	\$295.00	N/A	N/A	\$32.50 per hour
Ground Supervisor	N/A	N/A	\$288.00	N/A	N/A	\$32.50 per hour
SPED Credential	Negotiable	\$247/\$368/\$405	\$390.00	\$53.28 per hour	N/A	\$35.00 per hour



5. **Impact:**

Finding subs during flu or pandemic related seasons will be much easier.

6. **Budget Implications:**

Each school budgeted for substitute teacher services. No extra budget required.

7. **Exhibits:**

- SUB TEACHER SOURCE (STS), a Limited Liability Company Contract



24901 Northwestern Hwy. Ste. 400
 Southfield, MI 48075
 Telephone: 248-356-3400
 Fax Number: 248-356-3401

Educational Division Service Agreement

THIS SERVICE AGREEMENT, is entered between **SUB TEACHER SOURCE (STS)**, a **Limited Liability Company** and an **INDUSTRY SPECIFIC STAFFING RELATED COMPANY** and the "CLIENT," as follows:

Date: 8.24.23

Name of SCHOOL/DISTRICT: Magnolia Educational & Research Foundation

SCHOOL/DISTRICT Address: 250 E. 1st Street, Suite 1500
Los Angeles, CA 90012

<u>SUB TEACHER SOURCE</u>	<u>BUSINESS/FINANCE MANAGER</u>	<u>Magnolia Educational & Research Foundation</u>
Title:	Title:	Title:
Printed Name:	Printed Name:	Printed Name:
Signature:	Signature:	Signature:

CLIENT will pay an entity designated by Sub Teacher Source, a Limited Liability Company, for services rendered in the state of California as follows:

JOB CLASSES

Daily Substitute Teachers
 Building/District Substitute Teachers
 Long Term Substitute Teachers
 Summer School

All Inclusive Bill Rate.

\$ 380 Daily
 \$ 395 Daily
 \$ 410 Daily
 Negotiated Rates

Unless otherwise noted, this Agreement shall be in effect for two (2) years, from the date signed on page 1, unless earlier terminated. The above bill rate includes all Contractor costs, including but not limited to, Individual State Department of Education Compliance, Administrative Costs, Liability, and Bonding Premium Payments. The bill rate will increase by 4% annually beginning on the subsequent new school year after the signing of this Agreement, regardless of the original signing date of this Agreement, but in all cases, within 12 months of the signing of this Agreement. If specified, neither party is required to continue ordering or servicing, respectively at the conclusion date of this Agreement. Either party may terminate this Agreement upon providing thirty (30) days written notice.

STS and CLIENT When/if applicable agree that during the effective term of the Agreement, STS may increase worker pay, subject to the approval of the CLIENT. Such increase shall be billed by STS and paid by CLIENT by increasing the bill rates above under job classes.

The term CLIENT shall include the CLIENT named on page 1 and any pricing schedules of this Agreement. It shall also include any affiliates, subsidiaries, parent companies, management companies, or related companies. In addition, related staffing or employment companies or professional employment organizations (PEO) companies hired to serve as the employing entity of the CLIENT as defined above shall be considered part of the CLIENT.

Fill Rate Accelerator: Inclusive in the STS portal. The Client has the option to increase the rate paid to the substitute for one day or multiple day assignments. This feature is designed to incentivize STS staff to accept hard to fill CLIENT positions when specified. All increases initiated by the CLIENT will be paid to STS staff and charged to CLIENT at the exact amount put in and will not include a markup.

NOW, THEREFORE, the parties agree as follows:

1. Service and Operation.

- 1.1. CLIENT shall not hold STS responsible or liable for failure to provide staff as requested if prevented by war, labor dispute, fires, acts of God, accidents, or any other causes beyond the control of STS.
- 1.2. Where an STS substitute has been assigned or has accepted a position, CLIENT must provide a minimum of two (2) hours' notice prior to the start time of any order if that order is canceled. Failure to provide at least two (2) hours' notice for a canceled order will result in the minimum of 1/2-day sub pay rate being billed to the CLIENT.
- 1.3. CLIENT agrees to prepare a report or timecard and obtain a staff member(s) signature indicating the hours worked by an STS staff member(s) and to keep such reports on file at all times. STS shall have the right, upon demand, to inspect CLIENT reports.
- 1.4. Substitute staff or any staff assigned at a daily rate or 1/2 daily rate will be billed to CLIENT for a minimum of 1/2 day of work for any hours up to 4 hours of work from the worker's reporting to an assignment. Any time that exceeds 4 hours from the worker's reporting will be billed at the full day rate as designated in the rate section of this Agreement.
- 1.5. Substitute staff will be counted as Long-Term or Building/District Substitutes based on the initial request from CLIENT or if they are expected to fulfill the duties of a Long-Term Substitute or Building/District Substitute. If for any reason, substitutes are initially

requested as daily substitutes or Building/District substitutes for the same classroom for 20 consecutive assignments, they will be deemed as a Long-Term Substitute, or if for any reason, CLIENT orders a daily substitute (regardless of any individual name) for the same district or school for 2 consecutive weeks, irrespective of the number of days worked, they will be classified as a Building/District Substitute, based on the duties and type of assignment on the following billing cycle.

1.6. Long Term Substitute duties may include, but are not limited to, the following:

The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period. The long-term substitute works the regular hours of the absent classroom teacher during his/her absence. Essential Duties:

- 1.6.1. Teaches content and skills in subject area utilizing curriculum designated by the Client and other appropriate learning activities.
 - 1.6.2. Develops lesson plans and supplementary materials compatible with the Client's instructional requirements provides individualized and small group instruction to adapt the curriculum to the needs of each student and subgroups of students.
 - 1.6.3. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities, as necessary.
 - 1.6.4. Evaluates each student's progress in meeting the course standards.
 - 1.6.5. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
 - 1.6.6. Communicates with parents, counselors, and administration on student progress.
 - 1.6.7. Supervises students in assigned out-of-classroom activities during the working day.
 - 1.6.8. Participates in faculty committees and the sponsorship of student activities.
 - 1.6.9. Administers testing in accordance with division testing practices.
- 1.7 The Building/District substitute is responsible for providing teaching or teacher support to any class in need, except classes requiring special training or certification. CLIENT is responsible for directing the Building/District substitute to the class or building in need of support. The Building/District Substitute is responsible for providing classroom coverage for a teacher that is absent for a short period of time and to work the regular hours of that teacher. If the Building/District substitute is serving in the capacity of a District substitute, the substitute is responsible for floating to school buildings within the district that may be in need, on any given day and will be directed by appropriate district/school staff as to the location of the school and details of the assignment. If any school or district has a consecutive period of ordering at least 1 daily open substitute for a total of 10 consecutive working days, STS will automatically open a position as a Building/District Substitute, and once that position is filled, the length of service for that filled position will initially be scheduled as a 20-working day cycle. The school can extend that position for as long as they believe the position is needed. If that Building/District substitute serves in the same classroom for 20 consecutive assignments, they will be deemed as a Long-Term Substitute, and the assignment will be switched to Long Term. All staff Classified as District Subs will be billed to the Administration Building or an alternative home building location and allocated internally by CLIENT for accounting purposes.

2. **Fees**

2.1. CLIENT shall pay to STS ALL CHARGES upon receipt of an electronic invoice (as billed and with attached approved staff time cards, signifying CLIENT approval of billed staff time) through the STS portal. STS will update the CLIENT of the payment entity that will receive banking transactions or receive payment from the CLIENT. Invoices will be emailed weekly no later than each Wednesday. All invoice payments must be received by ACH Electronic Payment initiated by CLIENT and received by STS within fourteen (14) days after receipt of weekly invoice. STS reserves the right to cancel or suspend services to client schools with unpaid balances beyond the terms outlined above. In the event of chronic non-funded or late transactions, STS may declare a material breach of this Agreement and terminate the Agreement.

All approved timecards or electronic approval of weekly timecards must be submitted within the Sub Teacher Source portal, for each assigned substitute or other personnel provided is due to STS no later than 5 pm on each Friday. If weekly timecards are not approved and returned to STS via our Sub Teacher Source portal by Monday at 10 am, for STS substitutes or other personnel supplied to CLIENT, STS reserves the right to suspend services until payroll approval has been given by the Client.

2.2. All Substitute Teachers classified as long-term shall be entitled to up to five (5) Building Closure days each school year at their determined respective school/district assignment(s). Paid closure days will be based on the school/district closing for a declared building closure for weather or maintenance issues and notification to STS.

2.3. All hourly workers will be paid at 1.5 times their regular rate of pay for hours worked over Eight (8) hours per day and 40 hours per week or at their daily rate of pay, or at the daily overtime equivalent rate based on CLIENT's daily bill rate.

3. **Unsatisfactory Performance and Termination of Contractors**

3.1. The CLIENT shall report and give notice to STS of all concerns regarding the conduct or performance of workers supplied to the CLIENT by STS as soon as possible.

3.2. The CLIENT reserves right to reject any teacher/staff member referred to the CLIENT by STS, in which case such teacher/staff member shall not be assigned to work at CLIENT.

4. **Administration**

4.1. It is understood and agreed that STS is an independent contractor, and all staff assigned by STS to CLIENT to fill the assignments are contractors of STS. STS is responsible for all administrative employment matters as payment of all associated costs. STS shall pay all salaries, wages, benefits, payroll, and other taxes to or on account of such employee arising out of or resulting from services performed pursuant to this Agreement. CLIENT shall not be liable for the payment of any such salaries, wages, benefits, payroll, or other taxes to or on account of any such employee. The employee shall not receive any compensation, benefits, or other amenities in any form from CLIENT, including but not limited to mileage and conference fees. STS agrees to hold CLIENT harmless from all out-of-pocket expenses of CLIENT, which CLIENT may suffer as a result of STS' failures with respect to the above.

4.2. STS will comply with all applicable federal, state, and local laws concerning its employees, including, but not limited to, tax laws, laws relating to discrimination, workers compensation, and state specific Department of Education requirements to work in the individual state's public school system, including but not limited to, licenses and certifications as required by the position and providing the information required for the

state specific Department of Education. STS shall work with the Client School in providing all the necessary records needed, at the Client School's request, to meet compliance review audits as required by the IDE, Authorizer, and/or federal and state governments.

4.3. STS Staff

4.3.1. STS shall process and pay its staff from STS' own account, based upon reported hours by CLIENT with respect to the work assignments performed by STS' workers.

4.3.2. Collection, reporting, and payment of applicable federal, state, and local payroll taxes from STS' own account.

4.3.3. Administration and payment of any applicable workers' benefit plans adopted by STS and workers' compensation insurance.

4.3.4. COBRA compliance and continuation of health benefits to terminated staff members and dependents of STS who qualify as applicable.

4.3.5. Completion, reporting, and maintenance of payroll and benefit records, except for recordation of actual hours or days worked for CLIENT, which shall be kept and verified by CLIENT.

4.4. STS agrees to be responsible for workers' compensation insurance for the staff members assigned to work at CLIENT. If any workers' compensation claim is asserted against CLIENT, CLIENT shall notify STS within ten (10) days of receipt of claim.

4.5. Client school shall be responsible for loss or damage to machinery, school documents, or other materials furnished by the Client school, which are operated or utilized by STS' Contractors.

4.6. CLIENT agrees to use the STS online portal Sub Teacher Source (STS) as its management tool for order entry, order cancellation, timesheet review and approval, and other substitute staffing order management functions. CLIENT also agrees that it will use STS as its sole source of receipt of substitute qualification file submission. CLIENT shall indicate staff that will be responsible to utilize STS and will not authorize any person outside of District employees and will not authorize any CLIENT employees that do not have a functional need and duty to utilize the STS portal.

4.7 Client school shall be responsible for loss or damage to equipment, computer equipment and software, school documents or other materials furnished by the Client school to STS substitutes, which may be used on school property or taken off of school property. STS is not liable for any losses or damage to any machinery, equipment, computer hardware, software or any other school property.

5. **Prohibition Against Hiring or Contracting**

5.1. CLIENT recognizes that STS will incur various costs and expenses related to recruitment, certification, and qualification of staff assigned to CLIENT by STS. CLIENT agrees that it will not, directly or indirectly, solicit or employ any staff members of STS or induce any of STS' staff to leave STS' employment. This provision and related language under item 5 and sub-provisions thereof covers any form of employment or contracting directly or indirectly with CLIENT or affiliates whether during business hours or outside of business hours, whether related to the assignment classification or un-related. Prohibitions under item 5 and sub-provisions thereof also include the prohibition of directing of STS staff to other contractors or vendors of CLIENT, serving in any capacity for CLIENT to diminish or eliminate STS' ability to conduct commerce with CLIENT or

other STS clients and not have interference with its relationship between STS and the appointed staff to CLIENT. If STS staff initiates interest or conversations regarding open positions at the CLIENT or any affiliate of CLIENT or any contractor of CLIENT as they may become aware of while working at CLIENT location or remotely for CLIENT, CLIENT will refrain from engaging in such discussions and will refer STS staff member to appropriate STS representatives as well as update STS as to the nature of the inquiry. All violations of the prior circumstances or similar circumstances will subject the CLIENT to the fees outlined in section 5.2 of this Agreement.

- 5.2. If CLIENT or any affiliate or related party of CLIENT employs, solicits, discusses, or directs STS staff member to other vendors, agencies or any other arrangement of providing services to CLIENT other than through the contractual arrangement between STS and CLIENT without prior STS approval, either directly or indirectly prior to the staff member(s) completing a minimum of 160 working days within three consecutive school semesters and proper notice to STS, CLIENT agrees to pay STS \$17,500 dollars per staff member hired, solicited or directed by your organization, which shall represent reimbursement to STS for the costs and expenses incurred as noted above. CLIENT must notify and give at least 30 days' notice of its intent to convert STS staff whether the staff member has fulfilled the time requirement or not.
- 5.3. CLIENT shall be given the option to hire a contracted STS staff member through STS once that staff member completes a minimum of 90 working days, but less than 160 working days within the same semester or period. CLIENT agrees to pay STS \$7,500 dollars per staff member hired during a communicated plan with the appropriate STS Management and codified in writing. If CLIENT employs, solicits, discusses, or directs any STS staff member to other vendors, agencies or any other arrangement of providing services to CLIENT other than through the contractual arrangement between STS and CLIENT or without the prior knowledge and approval of STS, CLIENT will be subject to the fees outlined in section 5.2 of this Agreement. CLIENT must notify and give at least 30 days' notice of its intent to convert STS staff whether the staff member has fulfilled the time requirement or not.
- 5.4. If any current or prior staff of STS that has been introduced to CLIENT, including but not limited to a placement for an assignment or interview, terminates their work relationship with STS voluntarily or involuntarily, CLIENT or any affiliate or related party of CLIENT shall be prohibited from hiring such Contractor for a period of one (1) year following the conclusion of the last day of their work relationship with STS whether placed at CLIENT or any affiliate or related party of CLIENT or any other CLIENT of STS at the time of termination. Violation of this clause will make the Client subject to the fees referenced in section 5.2 of this Agreement.
6. **Student Records** STS understands that it may have access to Client School's student records and other personally identifiable information regarding its students ("education records") that are protected by state and federal law, including but not limited to, the Family Educational Rights and Privacy Act of 1974 ("FERPA"), 20 U.S.C. §1232(g), and its implementing regulations, 34 C.F.R. §99.1 et seq. STS represents and warrants that all substitutes assigned to CLIENT are and shall be provided with and instructed on the requirements, such as laws and regulations, of FERPA.
7. **Indemnification** STS shall indemnify, defend and hold harmless CLIENT from and against all taxes, penalties, fines, damages, sanctions, losses, assessments, liabilities, claims, costs, obligations, and other expenses (including legal costs and reasonable attorneys' fees), whether or not resulting from third party claims (collectively "Losses"), arising out of

any act or omission of STS or its employees or agents and any breach or other default of any agreement, representation, warranty or covenant on the part of STS contained in this Agreement or the performance and/or provision of any of the services contemplated by this Agreement

To the extent permitted by law, the CLIENT will defend, indemnify and hold harmless STS and all of its officers, managers, members, Contractors, agents, and representatives from and against any and all claims, liabilities, damages, losses, costs, and expenses (including litigation expenses and reasonable attorneys' fees) arising out of or resulting from the breach of any representation, warranted by the CLIENT of this Agreement. These indemnification obligations shall survive termination of the Agreement.

- 8. Insurance** STS or its affiliates shall present evidence to the Client School that it maintains the requisite insurance. The insurance policy shall provide that the Client School receive from the insurer a minimum thirty (30) day written notice of termination or change of said policies. The Client School shall be named as additional insured. STS shall maintain the following insurance:
- 8.1. General Liability-STS shall maintain separate general liability insurance, as applicable. General liability insurance must have at least \$1,000,000 coverage per occurrence.
 - 8.2. Professional Liability- STS shall maintain separate professional liability insurance, as applicable. Professional liability insurance must have at least \$1,000,000 coverage per occurrence.
 - 8.3. Workers Compensation- STS shall maintain separate workers' compensation insurance as required by law. STS shall present evidence to CLIENT that it maintains the requisite insurance.
 - 8.4. Umbrella Liability if applicable-If Contractor is providing transportation to students, STS shall maintain separate umbrella liability insurance, as applicable. Umbrella liability insurance must have at least a \$2,000,000 limit per occurrence
- 9. Arbitration** Any and all disputes between the parties concerning any alleged breach of this Agreement or arising out of or relating to the interpretation of this Agreement shall first be communicated in writing to the other party and mutually discussed between the parties with an opportunity to cure. If no resolution can be ascertained through that mutual discussion, then the matter will be submitted to a single arbiter mutually agreed upon by the parties, or if no single arbiter can be agreed upon, an arbiter shall be selected in accordance with the rules of the American Arbitration Association and such dispute, difference, or disagreement shall be settled by arbitration in accordance with the then prevailing Commercial Rules of the American Arbitration Association.
- 9.1. The arbitration shall be conducted virtually. Any award, order, or judgment made pursuant to the arbitration shall be deemed final and may be entered by either party in any court having jurisdiction over the enforcement of the award or judgment. The parties agree to submit to the jurisdiction of any appropriate court for purposes of enforcement of the award, order, or judgment.
 - 9.2. The arbitrator's award, which shall include a written explanation as to the final decision and award, shall be final and binding.
- 10. Interpretation** Competent businesspersons are entering into this Agreement, and the parties have reviewed this Agreement. Therefore, any ambiguous language will not be construed against the drafter of this Agreement. The parties intend that this Agreement shall be construed and interpreted in a consistent manner.

- 11. Reasonable Attorney and Arbitration Filing Fees** If a dispute arises between the CLIENT and STS, the prevailing party may be awarded reasonable attorney fees and costs as well as Arbitration Filing and Registration fees incurred while advocating its case.
- 12. Governing Law** This Agreement shall be construed in accordance with California law.
- 13. Entire Agreement and Amendments** This Agreement constitutes the entire Agreement between the parties with respect to the subject matter, and no other agreement, statement, promise or practice between the parties expand or alter the terms of this Agreement. Only a written instrument signed by the parties may modify this Agreement.
- 14. Partial Invalidity** Should any term, warrant, covenant, condition or provision of this Agreement be held to be invalid or unenforceable, the balance of this Agreement shall remain in full force and effect as if the unenforceable part did not exist.
- 15. Captions** The captions and paragraph headings in this Agreement are for reference only and shall not be considered in the interpretation of this Agreement.
- 16. Modifications** No changes or modifications of this Agreement shall be valid unless it is in writings and signed by both parties.
- 17. COVID 19 Provisions** At any school or district requiring placed staff to work from a district or school facility where students or staff are present in addition to STS placed staff members, and the following shall apply. If any placed staff is forced to quarantine at home and is unable to work from home (due to school technology issues or due to illness symptoms related to COVID 19) while on assignment at the school/district, whether the exposure can be directly traced to the school/district or not, CUSTOMER will be billed for that staff member's equivalent assignment category for the period recommended by the state health department or Centers for Disease Control in the absence of State Health Department guidance. If any placed staff is notified after the period of their assignment that there was a potential exposure during their assignment at the school/district that necessitates a period of quarantine, CUSTOMER will be billed for that staff member's equivalent assignment category for the period recommended by the state health department or Centers for Disease Control in the absence of State Health Department guidance. CLIENT will immediately notify STS of any positive cases of COVID 19 occurring within the School District, whether occurring on a student, staff member, or vendor that has been in contact with the district. CLIENT will also enforce the State Health Department best practices and provisions to reduce infection transmission, such as hand washing, mask wearing and social distancing. CLIENT will maintain an adequate supply of masks, hand sanitizer, bathroom soap, etc., to accomplish the safety precautions needed to reduce the spread of infections, including COVID 19.
- 18. Clause Survivability Past Agreement Termination** Clauses 2,5,7,9,10,11,12, 14 and 17 shall apply and survive the termination of this Agreement and any other subsequent agreements unless otherwise agreed to in writing. Clause 8 shall apply and survive for only a period of 2 (two) years after the termination of this Agreement and any other subsequent agreements unless otherwise agreed to in writing.

END OF AGREEMENT